



ACADEMIC CATALOG
2020-2021

Table of Contents

SECTION 1: UNIVERSITY OVERVIEW	4
Accreditation, Non-Discrimination Statement, and FERPA	4
Mission, Motto, Core Values, and Strategic Themes	5
Faith Statement, Philosophy, and Principles.....	5
History and Buildings	7
Academic Integrity and Honor Code	10
Academic Calendar, 2020-2021.....	15
Degrees and Majors	18
SECTION 2: TRADITIONAL	20
Academic Affairs	20
Student Affairs	23
Admissions.....	30
Academic Policies.....	39
Financial Information.....	52
Financial Aid.....	55
Special Programs	60
Traditional Schools, Degrees, and Major Sequence Sheets.....	69
Traditional Minors	117
SECTION 3: ONLINE.....	132
Application of These Provisions.....	132
Academic Affairs	132
Student Affairs	133
Admissions.....	135
Academic Policies.....	145
Online Financial Information.....	157
Online Financial Aid Information.....	158
Online Schools, Degrees, and Major Sequence Sheets.....	163
Online Minors	185
Section 4: Course Descriptions.....	188



***UNIVERSITY
OVERVIEW***

SECTION 1: UNIVERSITY OVERVIEW

Accreditation, Non-Discrimination

Statement, and FERPA

ACCREDITATION

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

The music programs at Shorter University are accredited by the National Association of Schools of Music. Teacher education programs are approved by the Georgia Professional Standards Commission.

The nursing program is accredited by the Commission on Collegiate Nursing Education.

NON-DISCRIMINATION STATEMENT

Shorter University 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 University. It does not discriminate on the basis of race, color, national and ethnic origin, physical handicap, or sex in the administration of its educational policies, admission policies, employment policies, scholarship and loan programs, athletic and other University-administered programs.

ENROLLMENT & EDUCATIONAL RECORDS

The registration of a student signifies the assumption of definitive obligations between that student and the University. It is an agreement on the student's part and in the case of minors, the parents/guardians, to fulfill the terms of the contract for the semester and indicates acceptance of financial and general regulations of the current catalog. While every effort is made to provide accurate and current information, Shorter University reserves the right to change, without notice, statements in the catalog concerning rules, policies, fees, curricula, courses, calendar, or other matters. Students enrolled at the University agree to comply with the University's rules and regulations and to accommodate to any changes necessary. The University provides eligible students or parents/guardians with the opportunity to review the student's educational records, to seek corrections of information contained therein, and to limit disclosure of those records.

STATEMENT OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The University respects the rights and privacy of its students and their families. The following is designated "Directory Information" which may be disclosed upon justifiable request without the student's written permission:

- Name; birthdate
- School address; home address
- School e-mail address
- Campus box number
- Telephone number (local)
- Parents' names
- Enrollment status; dates of enrollment
- Degrees and awards earned; date of degree or award conferment
- Athletic information

Students have the right to withhold the release of Directory Information. To do so, a student must complete a Student Waiver of FERPA Rights Form, available from the Office of the Registrar. It should be noted that if a student asks for Directory Information to be withheld, it will be withheld from a variety of sources, including **you - the student**, friends, relatives, prospective employers, honor societies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold Directory Information. All students have records in one or more of the following offices: Admissions, Business, Campus Security, Dean of Students, Financial Aid, Health Services, and the Registrar. The privacy of student records may be broken at a time of emergency defined in terms of the following considerations:

1. the seriousness of the threat to health or safety
2. the need for access to the records in meeting the emergency
3. whether the person requesting the records is in a position to deal with the emergency
4. the extent to which time is of the essence in dealing with the emergency.

Student academic records are open to school officials, faculty, and staff who have a legitimate need to know their contents. Official copies of an academic record will not be released if the student has financial obligations to the school which have not been met. The records of parents' financial status will not be released. The University will not release the educational records of deceased students without

the written authorization of the executor/executrix of the deceased student's estate or next of kin if an executor/executrix has not been appointed. The full text of the "Release of Student Information Policy" is available in the Registrar's Office.

Mission, Motto, Core Values, and Strategic Themes

MISSION

Advancing God's Kingdom through a commitment to academic excellence, spiritual growth, Christian leadership, and global service within the context of a biblical worldview.

MOTTO/VISION

Transforming Lives Through Christ

CORE VALUES

Christ-Centered: Jesus Christ should not only be the foundation of our faith (1 Corinthians 3:11), but the very heart of our existence both as an institution and as individuals (Galatians 2:20; Philippians 1:21). Our desire is to build a thriving academic community where all can gain a greater appreciation of God's grace, a more profound understanding of His principles and priorities, and a clearer vision of our place and purpose in the world (Matthew 28:19-20; Ephesians 1:18-23; 1 Peter 2:9). Apart from Christ we have "no hope" either in this world or the world to come (Ephesians 2:12); however, it is Christ in us which is the "hope of glory" (Colossians 1:27). It can only be Christ in us that enables us to prepare the next generation to become agents of reconciliation in a world that so desperately needs Him (2 Corinthians 5:17-19).

Excellence-Focused: Believing that we have a higher calling as Christians, it is our responsibility and privilege to reflect the image of our Lord who is excellent in all His ways (Psalm 150:2). Our commitment to excellence in all facets of life should be carried forth with a grateful spirit, a humble heart, and with an aim to glorify God. Excellence is more than occasional achievements; it is an ongoing process and a way of life. Moreover, excellence must be coupled with integrity if it is to accomplish God's purposes in the life of an individual (Psalm 15:1-2; Proverbs 11:3). Any less than our absolute best in any and every endeavor is an affront to our Creator and an impediment to Kingdom growth. Therefore, with a clear understanding that we are designed for excellence (Matthew 5:48; 25:21), we "press on toward the goal for the prize of the upward call of God in Christ Jesus" (Philippians 3:14).

Biblically-Based: Our ultimate source of authority is the Holy Bible, the written Word of God (2 Timothy 3:16-17). Since all truth emanates from God, we should indeed "examine everything carefully" (1 Thessalonians 5:21) and measure all philosophies and perspectives (Colossians 2:8) from a biblical worldview. While truth in varying forms and degrees can be found in every academic discipline and every culture, all information and knowledge must be analyzed in the light of the Truth (Jesus Christ- John 14:6) and His Word. Hence, we can fulfill the biblical mandate to make our "every thought captive to the obedience of Christ" (2 Corinthians 10:5).

Service-Oriented: Because Christ valued individuals and exemplified servant-leadership (Matthew 20:25-28), it is imperative that we should strive to serve others with compassion (Galatians 5:13-14), treat them with dignity (Romans 12:3, 11) and encourage them to reach their full potential (1 Thessalonians 5:11). Our willingness to serve people with a sacrificial spirit should nurture within them a sense of self-worth, inspire them to succeed, and most importantly, help them to discover God's plan for their individual lives.

STRATEGIC THEMES

Shorter University's *Strategic Plan* is built upon our *Core Values* and guided by our *Mission* for the definitive purpose of seeing our *Motto* (*Transforming Lives Through Christ*) become a reality. To that end, we have developed a *Strategic Plan* composed with the following *Strategic Themes*: (1) Faith Integration; (2) Student Achievement; (3) Faculty/Staff Development; (4) Distance and Adult Education; (5) Institutional Identity; (6) Responsible Stewardship

Faith Statement, Philosophy, and Principles

STATEMENT OF FAITH

The Bible. We believe the Bible, consisting of the Old and New Testaments, is the inerrant and infallible Word of God. It was given by inspiration of God and is the only certain and authoritative rule of every aspect of the Christian life.

The Trinity. We believe there is only one true and living God. The triune God is manifested as God the Father, God the Son, and God the Holy Spirit. In all things we owe Him alone the highest love, reverence, and obedience. Members of the Trinity have distinct individual attributes, but without division of essence, character, nature, or being.

God the Father. We believe there is only one God, who created, preserves, and rules over the universe. The historical account of creation found in Genesis declares that God is the personal and direct Creator of all that exists, including the first humans Adam and Eve, from whom all human beings have come.

God the Son: Jesus Christ. We believe Jesus Christ is the second person of the Trinity and is the eternal Son of God. Conceived of the Holy Spirit and born of the virgin Mary, Jesus lived a sinless life, perfectly revealing and doing the will of God. His substitutionary atonement on the cross made provision for the redemption of sinful humanity. He was crucified and rose on the third day and ascended to the Father. He alone is sufficient as Savior and rules as Sovereign of the universe. He sits at the right hand of the Father making intercession for believers, and He is the only mediator between God and humanity. In Him “dwells all the fullness of the Godhead bodily” (Colossians 2:9) and He is “over all, the eternally blessed God” (Romans 9:5).

God the Holy Spirit. We believe that the Holy Spirit is the Spirit of God and is fully divine. He convicts individuals of sin, of righteousness, and of judgment, and He enables believers to comprehend God’s truth as revealed in Scripture. He indwells and empowers believers for godly service, for worship, and for witness.

Humanity. We believe God originally created human beings in His own image, and Adam and Eve were created in perfection. Through Satan’s temptation, they fell from their original perfection into sin. All humans are sinners, fall short of God’s standard of perfection, and are consequently under God’s condemnation. The only remedy for sin is personal salvation through faith alone in Jesus Christ, wholly apart from human merit and works.

Salvation. We believe that salvation involves the redemption of the whole person and is offered as a free gift to all who accept Jesus Christ as personal Lord and Savior by repentance and faith alone. Salvation is entirely of God’s grace and cannot be achieved through any human work. To be effective, however, it must be appropriated by the God-given free choice of individuals apart from any human merit or effort. Salvation is not possible apart from personal faith in Jesus Christ, and those who die without receiving Jesus as Savior go into everlasting torment and eternal separation from a loving God.

The Church. We believe that Jesus Christ is the Head of the church, comprised of all true believers in Him. Christians are to associate themselves as members of local churches and to serve Jesus Christ faithfully in carrying out the Great Commission. Each church has the authority and right from Jesus Christ to govern itself and to administer order, to worship, and to carry out its various ministries.

Evangelism and Missions. We believe that it is the privilege and duty of all believers to share the Gospel of Jesus Christ personally and by all methods in harmony with Holy Scripture. A Christ-centered education includes the ongoing integration of biblical faith into every academic discipline of the university. All subject matter is to be approached, presented, and evaluated from a biblical worldview.

Last Things. In accord with biblical prophecy, we believe that God will bring the world to its appropriate end, that Jesus Christ will return personally and visibly in glory to the earth, that the dead will be raised, and that Christ will judge all humanity in righteousness. Unbelievers will be consigned to the place of everlasting punishment, while the redeemed in their resurrected and glorified bodies will dwell forever with the Lord in heaven.

Life of the Believer. We believe that Christians should be consistent with Scripture in their character and in their conduct. We believe that the Bible is our supreme authority and that it provides the moral and ethical principles for personal conduct within and outside the academic community.

PHILOSOPHY FOR CHRISTIAN EDUCATION

Shorter University is a Christ-centered liberal arts university dedicated to academic excellence within the context of a biblical worldview. As a Christian university, Shorter is committed to keeping an emphasis upon a biblically sound, integrated, faith-based education that promotes a zeal for academic, spiritual, and professional growth. The educational process of teaching and learning involves the whole person, and Shorter is committed to the principle that all truth comes from God and finds its fullest expression in the person of Jesus Christ. Shorter University deeply cares about the academic and spiritual development of its students and believes that students should be challenged academically and

spiritually to impact culture. By providing an educational process intent on transforming lives through Jesus Christ, Shorter University seeks to glorify God through students equipped for lifelong servant leadership.

Our organizational brand and educational philosophy are reflective of and permeated by the timeless truths of Jesus Christ. Shorter University is committed to a broad-based liberal arts education, believing it is not only a task, but a calling to seek truth and apply that truth in the marketplace of life. Christ-centered scholarship has its foundation in the biblical command to love God with all of our heart, soul, strength, and mind (Mark 12:30) and must be pursued in every field of study.

Our quality education is reflective of our founders' vision for developing young scholars who will impact the global community as valuable servants of the Lord. As a Christ-centered institution, Shorter affirms its affiliation with and commitment to the Georgia Baptist Convention.

EDUCATIONAL PRINCIPLES

Shorter University provides a curriculum and an educational environment that:

- I. Effectively immerses students in the historical, scientific, and cultural bases for contemporary civilization by combining intellectual discovery with critical thinking.
- II. Engages students in a discussion of the values that bind together our society in general and the Christian community in particular.
- III. Ensures that students reach the levels of skill in written and oral communication, mathematics, technology, and information literacy necessary to take full advantage of University coursework and that they continue to exercise and enlarge these skills.
- IV. Persuades students of the value of integrating knowledge and forming relationships among courses and between acquired knowledge and new ideas.
- V. Promotes in students the habit of acting on their responsibilities as members of our society and of the world community.
- VI. Promotes in students the habit of enriching their lives through the arts and religion.
- VII. Prepares students for careers or further education.

History and Buildings

OUR HISTORY

Founded in 1873, Shorter University is a Christian university committed to excellence in education. On its hilltop campus in Rome, the Georgia Baptist institution offers a welcoming, nurturing environment where students are educated for life and career. Hallmarks of the Shorter experience include:

- superior academic programs
- a caring Christian atmosphere
- individualized attention
- opportunities for service and leadership
- an outstanding program of intercollegiate athletics
- academic, talent and need-based financial aid

Since 2002, *U.S. News & World Report* has ranked Shorter among the South's top comprehensive colleges that focus on bachelor's degrees. In 2005, Shorter was included for the first time as a "Best Southeastern College" in the Princeton Review.

In addition to its traditional programs, Shorter also offers classes online. Students in these programs work toward degrees at the Associate's, Bachelor's, and Master's level.

PRESIDENTS OF SHORTER

1873-1873	Luther Rice Gwaltney
1873-1875	Alexander S. Townes
1876-1882	Rollin D. Mallery
1882-1891	Luther Rice Gwaltney
1891-1898	Archibald J. Battle
1898-1910	Thomas J. Simmons
1910-1922	Azor Van Hoose
1922-1925	Daniel J. Blocker
1925-1933	William D. Furry
1933-1933	Clarence Wilcox
1933-1948	Paul M. Cousins
1948-1953	Charles W. Burts
1953-1958	George Christenberry
1958-1982	Randall H. Minor
1982-1986	George L. Balentine
1986-1987	Austin Moses (acting)
1987-1992	James D. Jordan
1992-1993	Austin Moses (acting)
1993-2000	Larry L. McSwain
2000-2004	Ed Schrader
2004-2011	Harold E. Newman
2011-	Donald Dowless

SHORTER HISTORY TIMELINE

1873 – The Cherokee Baptist Female College (a forerunner of Shorter University) is founded by Luther Rice Gwaltney

1877 – Name changes to Shorter Female College in honor of the generous contributions of Alfred and Martha Shorter

Early 1900s – “The Chimes” literary magazine is established

1910 – College moves from downtown Rome to its current site

1910s – Shorter’s Alma Mater is written, and the Periscope student newspaper is created

1920s –The *Argo* student yearbook is established; and the college is first accredited by the Southern Association of Colleges and Schools

1930s – Shorter’s music programs are accredited by the National Association of Schools of Music, the first school in Georgia to be so honored

1950s – Male students are first admitted

1954 – Shorter College approved by the Georgia State Department of Education to train teachers

1958 – Shorter College begins its affiliation with the Georgia Baptist Convention

1973 – Shorter celebrates its Centennial

1990s – Shorter begins offering international programs as well as professional studies programs in the Atlanta area; the Hugh Davis Center for Ministry Education is established

2000s – Shorter begins offering online degree programs.

2010 – Shorter transitions to university status.

2012 – Shorter’s Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education.

2013 – Shorter becomes a member of the National Collegiate Athletic Association (NCAA) Division II, and the University purchases Thornwood, which was built as the home of Col. and Mrs. Alfred Shorter circa 1847.

2018 – Shorter’s chapter of the Alpha Chi honor society earns the national organization’s President’s Cup, marking it as the best chapter in the nation.

For a more in-depth look at Shorter’s history, see *On the Hill* by Dr. Robert G. Gardner, published in 1973.

SHEFFIELD THOMPSON BUILDING

Named for Mrs. Evelyn Sheffield Thompson, an alumna, Sheffield Thompson provides space for administrative offices, classrooms, and faculty offices. This building forms the third side of a formal setting with Rome Hall on the west and the Fine Arts Building on the east. The Bailor Suite, honoring Mrs. Jane Galt Bailor of the Class of 1915, occupies part of the second floor. It houses classrooms, the testing center, and Student Engagement and Success. The cafeteria, commonly known as “The Caf”, the Austin Moses Room, classrooms, and the Tutoring Center can be found on the bottom floor.

ALICE ALLGOOD COOPER FINE ARTS BUILDING & RANDALL H. MINOR FINE ARTS BUILDING

These two buildings are connected and form a unique fine arts complex, providing up-to-date facilities for the School of Fine & Performing Arts and the Department of Communication Studies. The Cooper Fine Arts Building, named as a memorial to Mrs. J. P. Cooper, contains classrooms; faculty offices; a drawing and painting studio; and the Eubanks Reception Room. The Randall H. Minor Fine Arts Building, completed in April of 1980, is named in honor of Shorter’s former president. The facility includes classrooms, music practice rooms, a choral rehearsal room, a recital hall, faculty offices, photography lab, and the Arnold Art Gallery which and is the location of several art shows annually. In addition to a choral rehearsal room, we also have an instrumental rehearsal room (Franklin). During the 2018-2019 academic year the Callaway Theatre, located in the Minor Fine Arts Building, underwent a renovation and is now named the JW Tiscornia Studio Theatre. The theatre has a new interior and production booth and is equipped with digital sound, LED intelligent lighting, and state of the art control consoles. It is home to university productions including plays, musicals, and operas.

ALUMNI HALL

Alumni Hall houses the Honors Lounge, classrooms, and faculty offices on the first floor. The second and third floors provide student housing.

HIGH ACRES

High Acres, formerly the George B. Smith estate, is a beautiful Georgian home, with seven acres adjoining the campus.

ROME HALL

Rome Hall was named in honor of the citizens of Rome in appreciation of their generous support of the University. It contains classrooms, science laboratories, offices of faculty members, lounges, and the Robert T. Connor Animal Collection. Rome, Van Hoose, and Alumni halls are joined by a large lobby and sun deck. Dr. Ingrid Stergus was one of the South's outstanding pathologists. She served her tenure as a pathologist at Batty State Hospital, and later at Northwest Georgia Regional Hospital from 1947 to 1975. Dr. Stergus' collection of pathological specimens preserved during her career was donated to the Department of Natural Sciences in 1975 and is on display in Rome Hall 201.

SPRING HILL ART HOUSE

The Art House contains studio facilities for painting, ceramics, and sculpture. The brick structure, contiguous to the main University campus, was purchased by the University in 1999.

THE LIVINGSTON LIBRARY

A gift of the Roy Livingston family, the Livingston Library was dedicated in 1976 as a memorial to Mr. Livingston. Portraits of Mr. and Mrs. Livingston and of their daughter, Mrs. Keller, are displayed in the library. In 2012 a new wing of the library, The Nelson and Trudy Price Learning Center, was opened and added 18,000 square feet of new library space. Access to library resources is facilitated by the online catalog and by online databases in a variety of academic disciplines. The library is an institutional member of OCLC, LYRASIS, GPALS and GALILEO, which provide on campus and remote access to multi-discipline databases offering electronic articles, proceedings, and eBooks as well as interlibrary loan sources. Students with smart phones can access the library catalog, GALILEO and many other databases via free applications.

THE FITTON STUDENT UNION

The Fitton Student Union, named in honor of Mrs. Claire Jackson Fitton, University alumna and benefactor is the center of student development on campus. The Vice President for Student Affairs and Dean of Students, Student Activities, Health Center, Campus Ministries, Residence Life, Judicial Affairs, Campus Safety, and Student Support Services are housed in this facility. The building is also home to the Hawk's Nest Café, the campus bookstore, the Wellness Center, and the Post Office.

EUBANKS WELCOME CENTER

The Eubanks Welcome Center was completed in 1999 with the help of a bequest from the estate of Dr. J. Robert Eubanks. It provides a location at the entrance to the campus proper and houses a portion of the Shorter Museum and Archives, along with Dr. Eubanks' trophy collection.

WINTHROP-KING CENTER

The Winthrop-King Center is a 54,000 square foot building which houses classrooms, offices for coaches, the J. Robert Eubanks Basketball Arena, a dance and aerobics studio, two racquetball courts, a weight training room, athletic and physical education locker rooms, and an indoor jogging track. It was named for Ada Belle Patrick Winthrop-King, student leader and athlete, loyal alumna from the Class of 1922, and generous benefactor.

ROBERT H. LEDBETTER BASEBALL COMPLEX

The Ledbetter Baseball complex was dedicated in the spring of 2000. In addition to the playing field, the complex includes press boxes and dugouts. A gift from Robert H. Ledbetter, Sr. made this construction possible.

BEN BRADY FIELD

The Ben Brady field is located behind the University's Robert H. Ledbetter Baseball Complex and near the Bass Village student residences. The practice field is a lighted facility with artificial turf. A regulation-size field suitable for football and soccer field, the field serves as a practice facility for the university's varsity and junior varsity football teams, men's and women's soccer teams, men's and women's lacrosse teams, and the Shorter marching band; it is also be available for intramural activities. Funding was provided by the Benjamin F. Brady Charitable Foundation, and the field is named in honor of Mr. Brady, a philanthropist who supported religious causes, including those in the area of higher education.

THORNWOOD CAMPUS

The Thornwood Campus is adjacent to Shorter's main campus and houses the Ben and Ollie Brady School of Nursing, the School of Education, and the Office of University Advancement. It serves as a venue for various athletic activities, intramural sports, etc. A large antebellum house, once owned by Colonel Alfred E. Shorter's (the university's namesake), is also located on the property.

LABORATORY FACILITIES

The University's laboratories and their associated facilities are designed to encourage individual work in the natural sciences. Audio-visual equipment and materials are used where appropriate. Made possible by the generosity of the Ware Family Foundation in 2016-2018, the Department of Natural Sciences has three renovated Biology labs. Students enrolled in Microbiology, Human Anatomy & Physiology I & II, Histology, Botany, Plant Anatomy, Plant Physiology and General Biology benefit from these state-of-the-art spaces. Individual study and experimentation are possible in the chemistry, biology, geology, botany, zoology, and physics laboratories.

ROBERT H. LEDBETTER COLLEGE OF BUSINESS

The Robert H. Ledbetter College of Business was completed in 2010 after a generous gift from Robert H. Ledbetter, Sr. It is located in the Midtown Crossing Shopping Center in Rome and hosts the Hopkins lecture series each spring for the Shorter and Rome communities.

Academic Integrity and Honor Code**PHILOSOPHY**

Predicated upon the rigorous pursuit of liberal arts learning and the teachings of the Christian faith, the Shorter University community is dedicated to integrity in the pursuit of truth and honor in the building of community. Individual backgrounds and interests aside, as members of this community, we share a common commitment to keeping the high standards of honesty and honorable conduct required for this pursuit.

“The Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action. An academic community flourishes when its members are committed to the five fundamental values. Integrity is built upon continuous conversations about how these values are, or are not, embodied in institutional life. As these conversations connect with institutional mission statements and everyday policies and practices, a climate of integrity is sustained and nurtured. Vigorous academic integrity policies and procedures, with faculty and student support, promote the learning process and the pursuit of truth. This also helps create a stronger civic culture for society as a whole” (CAI, p4).

In the hope, anticipation, and expectation that students engage the learning process in their quest for truth and knowledge, Shorter University adopts the five fundamental values set forth by CAI. To that end, Shorter University strives to empower students in the development of their character by providing an education within the context of a Christian environment. Shorter University seeks to establish a platform from which all students can succeed. Shorter University, therefore, sets forth the following standards from the CAI publication, *The Fundamental Values of Academic Integrity*, as the benchmark for the Shorter student. The same integrity that came with being known as a “Shorter girl” in the early days of the University is now found in being known as a “Shorter student.” The Shorter University community assumes one is honorable and a person of integrity. It is the goal of this academic community to preserve and enhance that honor and integrity for those who walk these academic halls, as well as to provide avenues to demonstrate and teach those values to those within a student's sphere of influence while a student and as a graduate.

Honesty

“An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. Honesty is the foundation of teaching, learning, research, and service, and the prerequisite for full realization of trust, fairness, respect, and responsibility” (CAI, p. 5). If the adage is that one cannot lead where one has never been, then one cannot expect honesty to be a trait found in society if honesty does not begin with the individual. “Cultivating honesty lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost” (CAI, p. 5). “Promoting student moral development requires affirming shared values. More colleges are starting to focus on one value that goes to the heart or the academic enterprise: a commitment to honesty in the pursuit of truth” (Pavela, p.6).

“I hope I shall always possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an honest man.”

—George Washington

Trust

“An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. People respond to consistent honesty with trust. Trust is promoted by faculty who set clear guidelines for assignments and for evaluating student work; by students who prepare work that is honest and thoughtful; and by schools that set clear and consistent academic standards and that support honest and impartial research” (CAI, p. 6).

Shorter University, therefore, seeks to be consistent among all parties to foster an environment that engenders trust among all her participants. In the academy, trust is at the core of all our endeavors. Research findings are valid only to the extent the data that generated the findings is trustworthy; otherwise, the assertions and theories that hinge on the findings lack substantiation. As professors, we make certain assumptions about research findings. Should we not, therefore, make those same assumptions about our colleagues and our students?

“Few things help an individual more than to place responsibility upon him, and to let him know that you trust him.”

—Booker T. Washington

Fairness

“An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators. Fair and accurate evaluation is essential in the educational process. For students, important components of fairness are predictability, clear expectations, and a consistent and just response to dishonesty. Faculty members also have a right to expect fair treatment, not only from students, but also from colleagues and their administration.... A lapse by one member of the community does not excuse misconduct by another. Rationalizations such as ‘everyone does it’ or ‘the curve was too high’ do not justify or excuse dishonesty” (CAI, p.7).

History is replete with civilizations that have made the horrible mistake of treating different peoples differently. Whether it be the color of one’s skin, cultural background, religion, or ethnicity in whatever form, society, in general, deplors preferential treatment for some and marginalization or an ignored presence of others. Within the Shorter academic community, the treatment of individuals by differing standards is not tolerated. The

community strives to treat all as equals; respecting one another for each one’s uniqueness. How should we interpret fairness?

“Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly.”

—Dr. Martin Luther King, Jr.

Respect

“An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas. To be the most rewarding, teaching and learning demand active engagement and mutual respect. Students and faculty must respect themselves and each other as individuals, not just as means to an end. They must also respect themselves and each other for extending their boundaries of knowledge, testing new skills, building upon success, and learning from failure. Students show respect by attending class, being on time, paying attention, listening to other points of view, being prepared, and contributing to discussions, meeting academic deadlines, and performing to the best of their ability. Being rude, demeaning, or disruptive is the antithesis of respectful conduct. Members of the faculty show respect by taking students’ ideas seriously, providing full and honest feedback on their work, valuing their aspirations and goals, and recognizing them as individuals....Part of respecting people involves fair and honest treatment, and all of this supports an environment of trust” (CAI, p.8). How then does mutual respect play out in the academy?

“That you may retain your self-respect, it is better to displease the people by doing what you know is right, than to temporarily please them by doing what you know is wrong.”

—William J. H. Boetcker

Responsibility

“An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing. Every member of an academic community—each student, faculty member, and administrator—is responsible for upholding the integrity of scholarship and research. Shared responsibility distributes the power to effect change, helps overcome apathy, and stimulates personal investment in upholding academic integrity standards...At a minimum, individuals should take responsibility for their own honesty and should

discourage and see to prevent misconduct by others” (CAI, p. 9). Shared responsibility has many attributes and conducts itself in the face of adversity and selflessness without shifting shadow.

“The thorns which I have reap’d are of the tree I planted; they have torn me, and I bleed. I should have known what fruit would spring from such a seed.”

—George Gordon, Lord Byron,
Childe Harold’s Pilgrimage

Integrity

Defining integrity may be much more difficult than describing it. The CAI defined academic integrity through five attributes. Shorter University offers the following quotes in hopes of finding commonality.

“Be daring, be different, be impractical; be anything that will assert integrity of purpose and imaginative vision against the play-it-safers, the creatures of the commonplace, the slaves of the ordinary.”
—Cecil Beaton

“How blessed are his sons after him.”
—Proverbs 20:7

“Don’t compromise yourself. It’s all you’ve got.”—Janis Joplin

“Integrity—When you do the right thing even though no one is watching.”
—Anonymous

“Integrity is telling myself the truth. And honesty is telling the truth to other people.”—Spencer Johnson

As this system is student-maintained, our agreement contains two parts: first that we personally adopt the standards of conduct as stated in the Honor Code; and second, that we deal responsibly with those of our peers who fail to do so. By holding one another accountable to this commitment, we ensure the integrity of our academic program and community. Our acceptance of this commitment allows us to enjoy an atmosphere of mutual trust and respect among our fellow students, faculty, and administration. The academic and social advantages therein are many: as students we are trusted to work independently; computer labs are available twenty-four hours a day; personal property is generally safe on campus; and one’s word may be considered trustworthy,

both on and off campus. It is our shared interest in preserving this atmosphere that motivates our commitment to the Honor System.

Privilege bears responsibility. Thus, we at Shorter are responsible for knowing the purpose, design, and procedures of our Honor System and are required to exhibit honorable conduct in all areas of life: social as well as academic, off campus as well as on. It is solely through the consistency of this commitment that we may both trust and be trusted, respect and be respected, regardless of place or circumstance. Therefore, each of us is expected to do his or her full part in maintaining the integrity of that commitment at all times.

When we join the Shorter University community, we sign the Roll of Honor, and formally enroll under the pledge:

“On my honor, I will abstain from all deceit. I will neither give, receive, nor use any unauthorized aid in my academic work, nor will I permit such action by any member of this community. I will respect the persons and property of the community and will not condone discourteous or dishonest treatment of these by my peers. In my every act, I will seek to maintain a high standard of honesty and truthfulness for myself and for the University.”

A COMMUNITY OF HONOR

As a liberal arts university committed to the Christian faith, Shorter University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service, and learning. The Honor System of Shorter University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

ACADEMIC DISHONESTY

"Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

"Cheating" is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source, including the Internet, by a student with the intent of aiding himself or another

on academic work. This includes, but is not limited to a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

"Plagiarism" is the taking or attempted taking of an idea, a writing, a graphic, musical composition, art, or datum of another without giving proper credit and presenting or attempting to present it as one's own. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form. Students are encouraged to ask their instructors for clarification regarding their academic dishonesty standards. Instructors are encouraged to include academic dishonesty/integrity standards on course syllabi.

PROCEDURE

A. It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to master academic assignments independently, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.

B. If an instructor determines that the student is guilty of academic dishonesty, the instructor must discuss the matter with the student. In the event the instructor cannot reach the student in a timely manner, such as when the student has gone home at the end of a semester, the instructor may assign a grade of "I" (Incomplete) until the student can be contacted and the matter of academic dishonesty discussed. The instructor then completes the Academic Violation Form which should include evidence and other necessary documentation. The instructor will determine the appropriate remedy: either assign a grade of zero on that assignment in question or a grade of "F" in the course. The student will designate whether he/she accepts the remedy for the violation of the dishonesty policy or wishes to appeal the instructor's decision. If a student elects to appeal, the appeal due date line must be completed on the Academic Violation Form (see Appeals section).

C. Upon completion, the instructor forwards the Academic Violation Form to the Registrar's office for the placement in the student's permanent record. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, Department Chair, Academic Dean, Dean of

Students, Provost, and President. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the Provost.

D. If upon receipt of the Academic Violation Form the Registrar determines that the student is guilty of a second offense, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the remedy specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student's record, and the Registrar will notify all parties in writing. The student is then permanently disbarred from membership in any honorary society and is permanently ineligible for any SU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation removed from the transcript after one year or upon graduating from the University if no additional dishonesty offenses occur and the student satisfactorily completes the Academic Integrity Program. The grade of F remains on the transcript.

E. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and notify all parties. After all appeals are exhausted, if the third offense still stands, the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, Department Chair, appropriate Academic Dean, Dean of Students, Provost, and President. A copy of the final report with the three offenses will become a part of the student's permanent record. The university reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the Provost.

APPEALS

A. The student who wishes to appeal an academic violation charge should submit his/her appeal in writing to the Chair of the appropriate department by the appeal due date indicated on the Academic Violation Form, which is normally within ten regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing the instructor's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within ten regularly scheduled class days of receiving the written appeal, the Department Chair

will notify in writing both the instructor and the student of the chair's decision. If the Department Chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate Academic Dean.

B. When, in the opinion of the Department Chair, the student fails to show reasonable cause for further investigation, the Chair may deny the appeal without taking further action. When, in the opinion of the Department Chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the Chair will meet with the faculty member and with the student and render a decision within ten regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the Department Chair may request that the Registrar remove the Academic Violation Form from the student's record. The Chair will notify both the student and the instructor of this action.

C. If the student files the initial appeal or elects to appeal the chair's decision during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor or Department Chair is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the Provost will make the final determination.

D. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within ten regularly scheduled class days of receiving the response from the Department Chair. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within fifteen (15) regularly scheduled class days. The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.

E. All results from the proceedings of the Faculty Appeals Committee should be reported to the appropriate Academic Dean, Dean of Students, Provost, and President as information.

NOTE: During the appeals process, the student may continue to attend the class in which the violation occurred.

Academic Calendar, 2020-2021

SHORTER UNIVERSITY SUMMER 2020	
MAYMESTER (Monday – Friday for three weeks)	
05/04	First day of Maymester classes
05/06	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
05/13	Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada)
05/20	Withdraw with a “WP/WF” deadline @ 3:00 p.m., eastern time (US & Canada)
05/22	Last day of Maymester classes
05/25	Final grades due in SCHOLAR by 5:00 PM
JUNE TERM (Monday – Thursday for four weeks)	
06/01	First day of June term classes
06/03	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
06/11	Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada)
06/18	Withdraw with a WP/WF deadline @ 3:00 p.m., eastern time (US & Canada)
06/25	Last day of June term classes
06/29	Final grades due in SCHOLAR by 5:00 PM
JULY TERM (Monday – Thursday for four weeks)	
07/06	First day of July term classes
07/08	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
07/16	Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada)
07/23	Withdraw with a “WP/WF” deadline @ 3:00 p.m., eastern time (US & Canada)
07/30	Last day of July term classes
08/03	Final grades due in SCHOLAR by 5:00 PM
SESSION ONE (8 weeks)	
05/04	First day of Summer session one classes
05/08	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
05/29	Withdraw with a “W” Deadline @ 3:00 p.m., eastern time (US & Canada)
06/19	Withdraw with a “WP/WF” deadline @ 3:00 p.m., eastern time (US & Canada)
06/26	Last day of Summer session one classes
06/29	Final grades due in SCHOLAR by noon for Summer degree conferral applicants and 5:00 PM for all others
SESSION TWO (8 weeks)	
06/29	First day of Summer session two classes
07/03	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
07/24	Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada)
07/24	Alternate credit deadline for Summer degree conferral (CLEP, DANTES, etc.)
08/14	Withdraw with a “WP/WF” deadline @ 5:00 p.m., Eastern Time (US & Canada)
08/21	Last day of Summer session two classes
08/24	Final grades due in SCHOLAR by noon for Summer degree conferral applicants and 5:00 PM for all others
08/31	Summer degree conferral (see Spring section for ceremony date)

SHORTER UNIVERSITY FALL 2020**SEMESTER (16 Weeks)**

08/24	First day of Fall semester classes
08/26	Convocation
08/28	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
09/04	May graduation application deadline
09/07	No Class: Labor Day
10/05 – 10/06	No Class: Fall Break
10/16	<ul style="list-style-type: none"> • Mid-semester • Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada) • Grade changes for final ‘I’ grades assigned in Spring or Summer due in SCHOLAR by 5:00 PM
10/19	Midterm grades due in SCHOLAR by 5:00 PM
10/26	Spring advising & pre-registration begins for traditional seniors, juniors, nursing majors, education majors, and honor students
11/02	Spring advising & pre-registration begins for traditional sophomores
11/09	Spring advising & pre-registration begins for traditional freshmen
11/11	Alternate credit deadline for Fall degree conferral (CLEP, AP Exam, etc.)
11/20	Withdraw with a “WP/WF” deadline @ 3:00 p.m., Eastern Time (US & Canada)
11/16	Spring pre-registration begins for high school dual enrollment students
11/25 – 11/27	No Class: Thanksgiving Holiday
12/04	Last day of Fall semester classes
12/07 – 12/11	Final exam week. For more information, see www.shorter.edu/registrar > Final Exam Schedule. Final grades due in SCHOLAR within 24 hours of the exam for Fall degree conferral applicants and 48 hours for all others
12/17	Fall degree conferral (see Spring section for ceremony date)

SESSION ONE (8 Weeks)

08/24	First day of Fall session one classes
08/28	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
09/18	Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada)
10/09	Withdraw with a “WP/WF” deadline @ 3:00 p.m., eastern time (US & Canada)
10/16	Last day of Fall session one
10/19	Final grades due in SCHOLAR by noon for Fall degree conferral applicants and 5:00 PM for all others

SESSION TWO (8 Weeks)

10/19	First day of Fall session two classes
10/23	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
10/26	Spring advising & pre-registration begins for Online
11/13	Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada)
12/04	Withdraw with a “WP/WF” deadline @ 3:00 p.m., eastern time (US & Canada)
12/11	Last day of Fall session two
12/14	Final grades due in SCHOLAR by noon for Fall degree conferral applicants and 5:00 PM for all others

SHORTER UNIVERSITY SPRING 2021	
SEMESTER (16 weeks)	
01/11	First day of Spring semester classes
01/15	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
01/18	No Class: Martin Luther King, Jr. Day
01/22	August and December graduation application deadline
03/01 – 03/05	No class for full semester 16 week courses: Spring Break
03/12	<ul style="list-style-type: none"> • Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada) • Mid-semester • Grade changes for ‘I’ final grades assigned in Fall due in SCHOLAR by 5:00 PM
03/15	Midterm grades due in SCHOLAR for full semester courses by 5:00 PM
03/22	Summer & Fall advising & pre-registration begins for traditional seniors, juniors, nursing majors, education majors, and honor students
03/29	Summer & Fall advising & pre-registration begins for traditional sophomores
04/01	Alternate credit deadline for Spring degree conferral (CLEP, AP Exam, etc.)
04/02	No class: Good Friday
04/05	Summer & Fall advising & pre-registration begins for traditional freshmen
04/07	Awards Day
04/09	Withdraw with a “WP/WF” deadline @ 3:00 p.m., eastern time (US & Canada)
04/12	Summer & Fall pre-registration begins for high school dual enrollment students
04/23	Last day of Spring semester classes
04/26 – 04/30	Final exam week for full semester courses. See www.shorter.edu/registrar > Final Exam Schedule. Final grades due in SCHOLAR within 24 hours of the exam for Spring degree conferral applicants and 48 hours for all others
05/06	TENTATIVE - Spring degree conferral & commencement ceremony. For more information, please visit www.shorter.edu/commencement
SESSION ONE (8 weeks)	
01/11	First day of Spring session one classes
01/15	Drop/add deadline 5:00 p.m., eastern time (US & Canada)
02/05	Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada)
02/26	Withdraw with a “WP/WF” deadline @ 3:00 p.m., eastern time (US & Canada)
03/05	Last day of Spring session one classes
03/08	Final grades due in SCHOLAR by noon for Spring degree conferral applicants and 5:00 PM for all others
SESSION TWO (8 weeks)	
03/08	First day of Spring session two classes
03/12	Drop/add deadline @ 5:00 p.m., eastern time (US & Canada)
03/22	Summer & Fall advising & pre-registration begins for Online
04/02	Withdraw with a “W” deadline @ 3:00 p.m., eastern time (US & Canada)
04/23	Withdraw with a “WP/WF” deadline @ 3:00 p.m., eastern time (US & Canada)
04/30	Last day of Spring session two classes
05/03	Final grades due in SCHOLAR by noon for Spring degree conferral applicants and 5:00 PM for all others

Degrees and Majors**TRADITIONAL****Bachelor of Arts (BA)**

Christian Studies
 Communication Studies
 Criminal Justice
 English
 History
 History Education (6-12)
 Human Services
 Liberal Arts
 Music
 Political Science
 Psychology
 Spanish
 Theatre
 Youth Ministry

Bachelor of Business Administration (BBA)

Accounting
 Computer Information Systems
 General Business
 Management
 Marketing
 Sport Management

Bachelor of Fine Arts (BFA)

Musical Theatre
 Theatre

Bachelor of Music (BM)

Music Education (P-12)
 Piano
 Piano Pedagogy
 Voice
 Music & Worship Leadership

Bachelor of Science (BS)

Biochemistry
 Biology
 Chemistry
 Christian Studies

Communication Studies
 Criminal Justice
 Elementary Education (P-5)
 Elementary Education/Special Ed. (P-5)
 Ecology & Field Biology
 History
 Human Services
 Interdisciplinary Studies
 Mathematics
 Mathematics Education (6-12)
 Middle Grades Education (4-8)
 Political Science
 Psychology
 Youth Ministry

Bachelor of Science in Nursing (BSN)**ONLINE****Associate of Science (AS)**

Christian Studies concentration
 Criminal Justice concentration
 General Business concentration
 Human Services concentration
 Sport Management concentration

Bachelor of Business Administration (BBA)

General Business
 Sport Management

Bachelor of Science (BS)

Christian Studies
 Criminal Justice
 Human Services
 Interdisciplinary Studies

Master of Accountancy (MACC)**Master of Business Administration (MBA)**

Healthcare Management concentration
 Sport Management concentration

Master of Management (MM)

Human Services Nonprofit Management
 concentration

Master of Teaching – Pedagogy Only (MAT)



TRADITIONAL

SECTION 2: TRADITIONAL

Academic Affairs

The Executive Vice President and Provost of the University is the chief academic officer of the University. Under his direction, a number of offices work to facilitate student learning and complement the work of the faculty in classrooms, laboratories, practice rooms, and the library. These professionals work closely with the faculty and staff of the University to provide students with every opportunity to accomplish their educational goals.

OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST

The Provost and his staff manage the academic life of the University. He works closely with Deans, Department Chairs, and faculty committees to ensure the very highest quality of course offerings and instructors. His office is responsible for academic ceremonies, such as Convocation, Awards Day, and Commencement.

INSTITUTIONAL EFFECTIVENESS & RESEARCH

The Office of Institutional Effectiveness and Research collects and analyzes data, reporting the results for both internal and external consumers. The office manages the University webpage and many of the surveys given at various times throughout the year, in addition to overseeing the assessment and quality improvement process for the University.

REGISTRAR

The Registrar's Office is located in ST-102 and maintains academic records for current and former students of Shorter University. For more information, please visit www.shorter.edu/registrar.

LIBRARY FACILITIES AND SERVICES

The Shorter University library is maintained to support Shorter University's educational mission. The library provides the university with a means to meet its various informational needs for lifelong learning and living by being a pedagogical unit and an intellectual asset of the university. The library provides access to a sufficient range of resources and services in support of the school's curriculum and augments the student's classroom experiences with independent learning. By providing these resources and services, the library develops the student's understanding of how recorded knowledge is organized and structured so that they become self-directed, information literate, lifelong learners in the liberal arts tradition.

Access to the collection and to information is facilitated by the online catalog and electronic indexes to online books, periodicals, and newspapers. The library belongs to OCLC (formerly Online Computer Library Center), Georgia's Private Academic Libraries (GPALS), and Georgia Library Learning Online (GALILEO), which provide access to remote databases offering electronic articles, proceedings, and books as well as interlibrary loan sources. The library's online catalog provides students, faculty, and staff immediate information on the availability of resources. Qualified library staff assist students in their use of the online catalog, electronic resources, and locating resources within the library.

INTRODUCTION TO COLLEGE LIFE AND CHRISTIAN WORLDVIEW

Academic and personal development starts in the freshman year through the Introduction to College Life and Christian Worldview (FCS 1010), a one-credit-hour course. Students take FCS 1010 during their first semester at Shorter. The topics covered in the course are intended to guide students in the transition to higher education and life at Shorter University. For further descriptions of the Introduction to College Life and Christian Worldview course, see the course description section for FCS 1010 in this catalog. Students who enter Shorter with 12-23 hours of non-dual/joint enrollment transferable credit may be exempt from FCS 1010. The student's transferred courses will be evaluated by the Registrar to determine exemption status. Students who enter Shorter with 24 or more hours of non-dual/joint enrollment transferable credit are exempt from the FCS 1010 requirement. Students who enter the university that are 22 or older are exempt from the FCS 1010 requirement.

STUDENT PROFESSIONAL ORGANIZATIONS

Many academic areas increase their faculty-student interaction through organizations related to their area. Each group is open to any student interested in increasing understanding and personal and professional development within his/her anticipated field. Such organizations include:

- Allied Health Club
- American Chemical Society
- Eta Pi Sigma (history)
- Georgia Music Teachers Association Student Chapter
- Music Educators National Conference Student Chapter

- Shorter Student Nurses' Association
- Student Art League
- Student National Association of Teachers of Singing
- Student Professional Association of Georgia Educators

FINE ARTS PERFORMING ORGANIZATIONS

Performing organizations in the fine arts are prominent in Shorter life. Some of those organizations include:

- *Shorter Chorale*, a select voice ensemble of 22-30 serving as the University's touring choir. The group performs secular and sacred music from all style periods and has frequently traveled internationally.
- *Shorter Mixed Chorus*, performing sacred and secular music from all historical periods, is open to all students seriously interested in choral singing.
- *Shorter Marching Hawks* performs at athletic events, local parades, and various other venues throughout the fall semester. The Marching Hawks includes brass, woodwinds, percussion, colorguard, and majorettes. Membership in the Shorter Marching Hawks is open to any student who qualifies through audition.
- *Shorter Symphonic Winds* performs literature of the highest quality from the repertory of both traditional and contemporary compositional styles. Concerts are given in both the fall and spring semesters. Membership in the Shorter Symphonic Winds is open to any student who qualifies through audition.
- *Shorter Jazz Ensemble* performs jazz, Latin, funk, pop instrumental, and other music for big band and small combos (piano, bass, drums, saxophones, trumpets, trombones, and guitar). Membership in the Shorter Jazz Ensemble is open to any student who qualifies through audition.
- *Shorter University Theatre* mounts at least four productions per year, including traditional plays, musicals, and operas. Any student may audition.

HONOR SOCIETIES

Groups which recognize excellence and foster achievement, whether in general academics or in a professional field, include:

- Alpha Chi, National Society admits students from all academic disciplines. The Shorter University chapter, Georgia Theta 304, has been named a Star Chapter, indicating that it is in the top 10% of chapters nationally. Juniors and seniors of good character who rank in the upper 10% of

their classes are inducted in Fall and Spring terms.

- Beta, Kappa Alpha Chapter, is a national honor society for biologists, open to superior students of biology and allied sciences.
- Lambda Pi Eta, Mu Chi Chapter, is the international communication honors society open to outstanding communication majors and minors.
- Kappa Delta Pi is an international honor society in the field of Education.
- Pi Kappa Lambda, Epsilon Beta Chapter, is a national music honor society whose new members are selected each spring by members of the music faculty from the top 20% of graduating seniors.
- Pi Gamma Mu, Georgia Epsilon Chapter, the international social science honorary society, has superior students in the areas of social sciences and business as its elected membership.
- Sigma Tau Delta, Beta Psi Chapter, is the national honor society for English majors. Members are selected by the English department on the basis of grade-point average and recommendation of faculty.
- Theta Alpha Kappa, Alpha Beta Omega Chapter, is the honor society for religious studies and theology. To be eligible for membership, students must have completed at least 12 hours in religion with a minimum 3.5 GPA in those courses and have at least a cumulative GPA and standing in the upper 35 percent of the class.
- Sigma Beta Delta, Shorter University Chapter, is the honor society for business, management, and administration. Members are business students who rank in the top 20% of the junior or senior class.
- Alpha Psi Omega, Shorter University Chapter, is the honor society for theatre students. The national organization is one of the largest in the country and sponsors clubs at both the high school and collegiate level.

Alpha Chi, Pi Kappa Lambda, Pi Gamma Mu, Sigma Tau Delta, Theta Alpha Kappa, Sigma Beta Delta, and Alpha Psi Omega are members of the Association of College Honor Societies.

SHORTER HONORS ACADEMY

Sigma Eta Alpha or SHA (Shorter Honors Academy) is the official name of Shorter University's prestigious Honors Program. The Shorter Honors Academy offers a challenging environment for talented and intellectually gifted students who seek an enhanced education. The aim of the academy is to

challenge students to cultivate strong habits of critical thinking and creativity in a community of scholars. The Shorter Honors Academy provides an enriched curriculum for students who want to go beyond regular undergraduate requirements and creates an intellectually charged and engaged community of students and faculty. It promotes a distinctive educational experience that challenges students to cultivate depth and breadth in critical and creative thought, as well as facilitates students' interdisciplinary contributions to intellectual life and the community. No matter what program of study a student desires to pursue, the Shorter Honors Academy can enhance the quality of that educational experience. Honors students at Shorter may take up to 21 hours per semester without incurring overload fees.

PREPARATORY DEPARTMENT

The Shorter University Preparatory Department offers piano, voice, and instrumental instruction. Lessons are offered for students of all ages and levels through private instruction. These lessons do not carry University credit. For further information, please contact the Preparatory Department Coordinator.

ENDOWED LECTURESHIPS

Whitworth-Muldrow Lectureship is a memorial to Sara Whitworth, 1969 alumna of Shorter University and Frances Muldrow, Professor of Languages, 1966-69. Originally established in 1970 as a scholarship in foreign languages, the fund was converted to a lectureship in 1984. The theme of the lectures has not been specifically designated, but the intent is that they will be particularly appropriate to the Christian liberal arts institution. The inaugural lecture was given in April 1985 by Dr. Gordon Kingsley, President and Professor of Religion and Literature, William Jewell College. Lewis Lipps Ecology Lectureship was established in honor of Dr. Emma Lewis Lipps, Distinguished Professor of Biology and Earth Science, who taught at Shorter from 1944 to 1989. The lectureship focuses on ecological issues of contemporary concern. The inaugural lecture was given November 14, 1991, by Dr. Hal R. DeSelm, Professor of Botany/Ecology, Retired, University of Tennessee, Knoxville, Dr. Lipps' dissertation advisor.

GLOBAL CITIZENSHIP

Global citizenship is the responsibility to participate publicly in the life of the global community in order to make the world a better place. The entire educational experience at Shorter University is established upon the premise that every student should take seriously the opportunities and

obligations of global citizenship. For this reason, students engage the world from the very first moment that they set foot on the university's campus. The university's curriculum on both the foundation and major levels introduces students to the diversity of cultures that make up the global community. Faculty offer courses that focus upon global issues related to politics, ethics, history, religion, the sciences, literature, communication arts, sociology, and a whole range of other disciplines.

Significant numbers of international students and faculty members from Africa, Asia, Europe, and South and Central America study and teach at Shorter University and become conversation partners in expanding the global perspectives of American students. The University supports an extensive array of Christian programs that embrace and promote our institution values by instilling the values of respect and tolerance for differences with a Christ like mindset. Ongoing programs include the Global Perspectives Forum, an International Film Series, and a host of activities during International Education Week. Shorter University students are encouraged to bring a passport with them as they enter school so that they can take advantage of the vast international study opportunities that are available throughout their university careers. All students have the opportunity to participate in a myriad of study abroad opportunities on every continent of the world. They can choose to do an independent program or to travel with Shorter University faculty and other students on summer programs. Faculty advisors and the Office of International Programs work closely together to make sure that a student can take full advantage of these short-term and semester-long experiences.

OPTIONAL STUDY OPPORTUNITIES

Berry and Shorter Cross-Registration

Full-time students above the freshman level may elect to take a course at Berry College during the fall and spring semesters (Shorter students wishing to take Berry courses in the summer may apply as a transient student). The student must pay any course-specific fees. The student must be in good standing and meet all prerequisites for the course. He/she may take one course per semester (up to 4 hours credit) with a maximum credit of 18 semester hours over the entire program. Courses excluded are "capstone courses," internships or practica, student teaching, and graduate courses. Application forms and complete regulations are available in the Registrar's office. To ensure financial aid, the student must maintain full-time status between the two institutions.

Granting Credit for Study Abroad

Students are encouraged to begin their planning early for study abroad. Though the normal time for students to study abroad is sophomore level and above, it is recommended that the process begin with discussions during the freshman year with the student's advisor and with the Assistant Vice President of International Programs. During this time, assistance can be given in helping the student decide on the best locations for study in his/her major field. Acceptance for study abroad is based on a number of factors, including recommendations regarding ability, character, and motivation, and recommended minimum 3.0 GPA. The student preparing for study abroad should take the following steps:

1. Discuss plans with the Assistant Vice President of International Programs and the advisor or major professor.
2. Obtain from the Assistant Vice President of International Programs information about deadlines and required paperwork.
3. Confer with the advisor or major professor to select courses that are needed in his/her curriculum and those that might be adequate substitutes for required courses on the home campus.
4. Complete the appropriate application for the host institution and the necessary paperwork.
5. Work closely with the Assistant Vice President of International Programs to ensure that all paperwork has been completed according to the stated deadlines.

Each of the institutions abroad with which Shorter University has formal agreements provides listings of faculty, their credentials, and course descriptions. These help to determine proper courses and credit to be awarded.

Student Affairs

The Office of Student Affairs provides opportunities and programs for the development of Christian and personal values, effective interpersonal relationships, community and social responsibility, and positive health and wellness habits among students. It offers personal and career counseling to individuals and groups. In cooperation with the faculty, it helps students gain the skills to make the most of their university experience and to plan for a future career. All University regulations and policies concerning student life can be found in the Student Handbook, *The Pinnacle*.

ORIENTATION

New students begin their academic career at Hawk Orientation. This one-day campus experience is held

several times during the summer to accommodate incoming freshmen. Hawk Orientation provides exciting, informative sessions to learn more about campus services and is where students get their first semester schedule. A similar summer program has been developed for new transfer students. Transfer Hawk Orientation allows incoming students who transfer from another institution to meet with their advisor and register for classes. Camp Hawk is the next step in a smooth transition to Shorter University for incoming freshmen. It is a great opportunity for new students to get to know more about Shorter, meet other new students, and begin the transition from high school graduate to college student. Campus wide events are sponsored by campus organizations, following Camp Hawk.

STUDENT ENGAGEMENT AND SUCCESS

Academic advising and academic support services are housed in The Office of Student Engagement and Success (SES). New students begin their academic career at Hawk Orientation, and academic advising is an important part of that experience. Freshman advisors are specially selected and trained to assist freshmen in the exploration of academic and career areas, and the freshman advising relationship is continued for the remainder of the freshman year. At the end of the freshman year, students are placed with an appropriate major advisor for their chosen field of study. Transition to this new advisor is made in the summer between the freshman and sophomore years. Academic support is available to traditional students through the peer tutoring center. The Tutoring Center offers individual and group peer tutoring for students seeking assistance in a large variety of classes as well as academic success skills tutoring and writing skills tutoring. Writing tutors assist with all stages of the writing process for any class, not just English. Students who have earned top competitive academic scholarships serve as peer tutors. Other peer tutors are selected by department chairs and are outstanding students in their fields of study. In addition, SES offers support for students who are Conditionally Admitted, on Academic Probation or on Academic Warning and are designed to help students identify and integrate strategies to improve their grades and enhance their academic success. The Office of SES is located on the second floor of the Sheffield-Thompson building in the Bailor Suite.

STUDENT SUPPORT SERVICES

Student Support Services at Shorter University coordinates and provides supportive services to students so that they may be better equipped for success during their tenure at Shorter University. Support services include personal counseling,

disability services, and career development services. This office is located in the Fitton Student Union.

COUNSELING SERVICES

Short-term individual counseling services are offered by a Licensed Professional Counselor (LPC) to assist enrolled students in overcoming personal and academic difficulties. Counseling appointments are confidential and available throughout the business week (9:00am - 4:00pm M-Th and 9:00am - 3:00pm F). Shorter University Counseling Services is not a substitute for psychiatric or medical intervention, though these may be recommended as adjuncts to, or in lieu of, counseling. Referrals to community professionals will be made for long-term counseling issues.

CAREER SERVICES

The Career Center, located in the suite with Student Support Services, provides material and online resources, as well as one-on-one assistance for Shorter students and alumni. The Director of Student Support Services works with students in choosing majors and minors, exploring career options, finding part- and full-time jobs, applying for internships and graduate schools, and completing necessary documents for such endeavors, such as professional résumés and cover letters. This office works with state consortium groups to join with major job fairs during fall and spring terms, brings recruiters to campus, and holds workshops on job related topics. Job postings, as well as personal interest assessments and job search aides, are posted on the Career Center page of the University website.

DISABILITY SERVICES

Shorter University strives to provide access to programs and services to all qualified students with disabilities and is committed to adhering to the guidelines of the Vocational Rehabilitation Act of 1973 (PL 93-112 Section 504) and the Americans with Disabilities Act (ADA) of 1990. The office of Student Support Services is responsible for the coordination of services to students with disabilities. Each student is responsible to voluntarily identify him/herself as disabled to the Director of Student Support Services in order to receive services. Upon presentation of acceptable documentation, the Director will address the needs of each student on an individual basis. Documentation of disability is kept confidential. Students are encouraged to become self-advocates.

ACCOMMODATIONS GRIEVANCE PROCEDURE

If a student with a disability feels that he or she has not received the accommodation(s) he or she is entitled to, the following information may be helpful:

- The ADA requires that accommodations be developed in a give-and-take dialogue process between the institution and the person with a disability. The student may need to meet with the Director of Student Support Services to discuss and explore appropriate, reasonable accommodations more completely. Students may need to meet with their professors, as well.
- Universities are not required to provide the requested or preferred accommodation. They are required to provide reasonable, appropriate, and effective accommodations for disabilities which have been adequately documented and for which the accommodation has been requested. The question, therefore, should be asked, "Is the accommodation that has been offered reasonable and effective?"

If reasonable accommodations are not implemented in an effective or timely manner the student should contact the Director of Student Support Services. The Director works with students with disabilities and University personnel to resolve disagreements regarding recommended accommodations. If no resolution is obtained, students who believe they have been discriminated against on the basis of disability may choose to file a written grievance with the Disability Services Committee. Once the Director of Student Support Services receives such a written request, the Director will call a meeting of the Disability Services Committee for such a review and determination. The Director will inform the student in writing of the Committee's decision within 48 hours of the Committee's meeting.

If the student believes he or she is entitled to accommodations not approved by the Director of Student Support Services, the student may request in writing to the Vice President for Student Affairs for the Disability Services Committee to review his or her documentation and the request for accommodation for reconsideration. Once the Vice President for Student Affairs receives such a written request, a meeting of the Disability Services Committee will be called for such a review and determination. The Vice President for Student Affairs will inform the student in writing of the Committee's decision within 48 hours of the Committee's meeting. A student may, at any time, choose to file a formal complaint with the Office for Civil Rights (OCR) instead of or in addition to requesting a review by the

Director of Student Support Services and/or the Disability Services Committee:
 OCR Atlanta Office
 U.S. Department of Education
 61 Forsyth St., SW, Suite 19T70
 Atlanta, GA 30303-6350
 Voice: 404-562-6350 TDD: 404-331-7236
 Fax: 404-562-6455
 Email: OCR_Atlanta@ed.gov
<https://www2.ed.gov/about/offices/list/ocr/index.html?src=mr>

STUDENT HEALTH SERVICES

The purpose of the Student Health Services is not only to provide quality first-aid care for students but also to teach awareness of health habits which may help maintain wellness, to work with individual students and groups of students in long- and short-term health plans, and to educate students as consumers of health services. There is no cost for routine treatment; however, there is a nominal fee for screenings and to see the campus physician. The cost of prescription medicine, special treatment, or tests ordered by the physician is the responsibility of the student. Student Health Services will make appointments with physicians, specialists, or make other referrals as needed.

Focus and Scope of Practice

In an effort to promote health and wellness on our campus, Shorter University became tobacco free on June 1, 2012.

The primary focus of the Student Health Service facility is to promote the health and wellness of each student. This is accomplished by providing a variety of services related to maintaining good health and promoting wellness. Services include, but are not limited to:

- Consultation with a registered nurse during hours of operation.
- The well-equipped clinic provides first-aid treatment, a self-care center, health screening by a healthcare professional, specified lab screenings and treatments, off-campus referrals, and medical record keeping.
- Low cost CLIA-waived screenings including Strep A, mono, blood glucose, HBG, HcG (pregnancy), and urinalysis are available in the clinic.
- Students should read the online information about Meningitis and receiving the Meningitis vaccine. Please consider this seriously. A student should also consider receiving the HEP A and HEP B series. The required immunizations to attend Shorter University are: Two (2) MMR and

TD/TDAP (Tetanus/Diphtheria/Pertussis) within the past 10 years. A printed verification of current immunizations from a medical facility or health department must be scanned and accompany the online health history when submitted by the incoming student. Failure to comply with Shorter University's immunization requirements will result in losing your campus housing privileges and delay registration for classes. No exemptions are allowed for the MMR and TD vaccines, however a blood titer showing immunity to MMR or a note from a doctor that shows the level of immunity to Measles, Mumps, and Rubella (MMR) and to Tetanus and Diphtheria (TD) are acceptable. Download the letter into the online registry. Any questions regarding this should be discussed with Director of Student Health Services by calling 706-233-7278 or emailing astartup@shorter.edu.

- Physicians from Floyd Medical Center's Family Medicine Residency Center conduct clinical rotations one afternoon each week. Students are charged a low fee to see the campus physician. This fee is charged to the student's account in the Business Office.
- Suture removal, wound care, residence hall directors (RDs) first-aid supplies, over-the-counter medications and supplies are available through Student Health Services. Equipment such as crutches heating pads are available on loan.

Educational resources on nutrition, exercise, stress management, disease prevention, self-care information and health-related pamphlets are available in the clinic. Wellness-education information sheets are made available to patients in an effort to inform the patient on the care of particular illnesses. Any off-campus health services or procedure is the student's financial responsibility. Once your deposit is made, you will be forwarded to online forms. The Student Health Services Health and Immunization Form ensures confidentiality of health records and consent is required. This is especially important when students are seeking immunization records for graduate school. Students should keep a copy of their immunizations in a safe place for easy retrieval.

There are no overnight accommodations available in Student Health Services. When a student is especially ill and unable to care for his or her own physical needs, it is advised that a parent/guardian be called, and the student leave the campus to go home. We believe that the student is better able to make a full and speedier recovery in his or her home environment whenever possible.

The staff for Student Health Services includes:

- Faculty physician from FMC's Family Medicine Residency Clinic (part-time)
- Resident physician (part-time)
- Director of Student Health Services (full-time registered nurse)
- Certified nursing assistant (part-time)
- Student workers

Office hours for fall and spring semesters are Monday-Friday, 8:30 AM - 4 PM unless otherwise posted. The clinic is closed at night and on weekends. Student Health Services does not have overnight accommodations. The clinic telephone number is (706) 233-7323 and the confidential fax number is (706) 236-1518.

INSURANCE INFORMATION

The University recommends that each student have personal health insurance coverage.

Student Athletic Insurance

Athletic insurance for both domestic and international athletes is mandatory and is offered through the Athletic Department. All athletes must sign up for it in the Athletic Department in the Winthrop-King Centre prior to playing their college sport. More information on the athletic insurance can be found by going to the New or Returning Athlete Packet at https://goshorterhawks.com/sports/2013/6/20/GEN_0620131458.aspx

Domestic Student Insurance

Shorter University does not supply a domestic health insurance policy for students. Students may be covered by a parent's insurance, a personal policy, or insurances such as Medicaid and Peachcare. For students seeking insurance coverage, we recommend either a private personal policy or checking the Affordable Care Act (ACA). The Affordable Care Act (ACA) and what it means for most college students:

https://www.shorter.edu/wp-content/uploads/affordable_healthcare_act_flyer.pdf
<http://www.HealthCare.gov>

http://www.acha.org/Topics/Affordable_Care_Act/ACA_Updates.cfm

Shorter University is not liable for accidents or injuries occurring anywhere on the University campus. Shorter University will only be financially responsible for the payment of medical bills/expenses that result from injuries occurring during supervised athletic trips, practices, or games. However, Shorter University will pay the balance of these bills only

after each bill has been filed with and processed by the primary and/or secondary insurance company of the student-athlete. We will make payment on the balance of these bills only after we receive notification that the primary/secondary insurance company has paid their maximum eligible amount, or that insurance has denied the payment of the bills. The exact procedure for handling these medical bills is outlined on the Medical Expense Payment Procedure page of the Shorter insurance letter found under Shorter University Sports Medicine at www.shorter.edu. Neither the Business Office nor Student Health Services file insurance claims; that is the responsibility of the student and the healthcare provider.

CAMPUS SAFETY

The primary responsibility of Campus Safety is to provide a safe and secure environment so that the University community can achieve its purposes. Campus Safety patrols and monitors the campus 24 hours a day, seven days a week. The office supervises emergency procedures, traffic flow, and crowd control. The gatehouse officers monitor vehicles entering the campus. The office is also responsible for enforcing regulations, registering vehicles, the distribution of decals and scheduling the campus shuttles. Campus Safety provides an annual uniform crime report and works closely with local law enforcement officials.

RESIDENCE LIFE

Residence halls at Shorter provide the opportunity for students to experience living in a Christian community, to develop important relationship skills, and assume leadership roles. Because of the value the University places on the residential experience, **all full-time students are required to live on campus unless married, living with parents, or 23 years of age.** Rare exceptions to this policy due to special circumstances may be made by the Vice President for Student Affairs. The Office of Residence Life gives careful consideration to the selection of roommates. Using the information provided by students on the Housing Questionnaire, every effort is made to match students with compatible roommates. Resident students are required to participate in a meal plan. Freshmen are required to purchase the unlimited meal plan. Residents living in apartment-style housing may request a reduced meal plan of 10 meals per week. Other students may choose either a 15-, or unlimited-meal plan. Exemptions are granted only in rare cases where special dietary needs cannot be met by the food service staff.

RESIDENCE LIFE STAFF

The members of the Residence Life staff report directly to the Director of Residence Life. They are responsible for enforcing and encouraging compliance of the University's residence life and student conduct policies. Residence Advisors (RA's) in each building are responsible for providing and maintaining a living-learning environment that enhances the growth and development of each resident of Shorter University. Through daily management of the physical environment and through the programming of social, cultural, spiritual, and educational activities, the members of the Residence Life staff intend to create for each student who lives in our residence halls a personal sense of belonging and community. The Residence Life staff is chosen in the spring of each year; its members are rising sophomores, juniors and seniors who have lived on campus for at least two semesters. Students interested in applying should possess a minimum 2.5 GPA. Applications are available in January in the Office of Residence Life.

STUDENT LIFE

Student organizations at Shorter provide avenues for socializing, learning, and leading. Active membership in student organizations enhances a student's success at Shorter and as a whole person. The wide variety of organizations and activities enables participation in a range of interest areas including music, clubs and honor societies in several academic areas, service groups, fraternities, sororities, religious groups, and student publications. A complete, annually updated list of organizations and their functions is published in the Student Handbook, *The Pinnacle*.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is composed of two senators elected by each class. Rising senior, junior, and sophomore elections will be held in the spring prior to the end of classes. Freshmen senator elections will take place in September once classes are back in session. The Fitton Activities Board will also have a representative in the Student Government Association. SGA is the student voice on campus.

FITTON STUDENT BOARD

The Fitton Activities Board (FAB) is responsible for providing a wide range of activities for students. FAB sponsors dances, Big Screen Movie Nights, traditional events, musicians, and other special events on campus to stimulate and fulfill the social needs of students.

CHRISTIAN ORGANIZATIONS

The activities of the Christian groups at Shorter are designed to nurture and develop spiritual life. They provide an opportunity for fellowship, service, discussion of religious topics, and expression of faith. Christian Leaders on the Hill, Baptist Collegiate Ministries, and Fellowship of Christian Athletes present a variety of programs including Christian Focus Week, weekly services, mission trips, programs, and service projects. Students of all faiths are encouraged to participate in the life of the church of their choice.

GREEK ORGANIZATIONS

The fraternities and sororities at Shorter serve a variety of functions: a family away from home, a place to learn leadership skills, an environment for close personal relationships, an atmosphere of academic achievement, an opportunity for community service, and the preservation of traditions. New member and recruitment activities occur each fall.

SPECIAL INTEREST GROUPS

Shorter Orientation Staff is comprised of current students who assist new students and parents in their transition to University life. The SOS staff plans and facilitates Hawk Orientation and Camp Hawk. Staff members are selected through an interview process. Shorter Ambassadors is a service group whose members are selected on the basis of academic achievement, personality, and leadership at Shorter. They provide guided tours and serve as overnight hosts to student representatives and other campus visitors who attend various University functions.

INTERNATIONAL STUDENTS

"You also much love the foreigner, since you were foreigners in the land of Egypt" (Exodus 22:21). International students are a vibrant component of Shorter's life. We have students from over 20 countries, and more are expected as a result of increasing partnerships with foreign institutions and numerous initiatives for international recruitment. As they pursue their interests in sports or music, and their major degree programs in business, biology, communication, mathematics, or psychology, they find themselves asking and answering many questions in conversations with fellow students. In a recent focus group, the international students commented that their fellow students had been very helpful as well as interested in other cultures. They also noted that the small-university environment helped them to adjust and thrive.

INTERNATIONAL PROGRAMS

Shorter University develops global citizens by promoting intercultural understanding and encouraging students to study and live abroad. The integration of biblical faith and learning is vital for all international programs offered at Shorter University. Our institution is proud to offer a wide variety of study abroad programs all over the world. This selection includes outstanding Christian based programs that provide a wholesome experience to our students. Students may study abroad for a semester or a few weeks in the summer, immersing themselves in the culture and interacting with the local population. Most programs are taught in English, while others offer courses in the host language. The Office of International Programs evaluates faculty study proposals and helps students who wish to study abroad.

PARTNERS

Annual Summer Programs

Periodically, faculty lead short-term study abroad programs. These programs occur in May, June and July and the number of credit hours awarded for such programs are flexible. The costs of all required activities and most meals are included. As with all university programs, all annual summer programs have a strong integration of biblical faith and learning in their educational experiences. In the past, Shorter has led groups to Central or South America (AMERICAS program) and such programs focused on Spanish language and culture. Past locations have included Mexico, Ecuador, and the Galapagos Islands. Exotic destinations are not foreign to Shorter, as we have traveled to Cambodia, Laos, Vietnam, Hong Kong, Myanmar, China, Japan, Thailand, Russia, and the Philippines (ASIA program). Students are eager to know the “Old Continent” so periodically we lead a group to Europe (EUROPE program). The program usually visits England and another European country. Past locations have included Scotland, Ireland, France, Italy, Sweden, Russia, Germany, and the Netherlands. We have also ventured to the Middle East and have traveled to Israel and Palestine (MIDEAST program).

Consortium for Global Education

Shorter is a member of this association of U.S. colleges and universities which offers summer language programs in Beijing or Changsha, China, or in Amman, Jordan. Chinese and Arabic are among the most in-demand languages today, and these programs offer intensive language study ranging from four to ten weeks. These programs include excursions to historic and cultural sites and are geared toward beginning language students.

Institute for American Universities

Shorter University is affiliated with this organization in the beautiful Provence region of southern France. IAU offers liberal arts and sciences in Aix-en-Provence, as well as the Marchutz School of Art. Students may attend during the fall, spring, or summer semesters. Students are required to study the French language while at IAU. Housing will be provided with a local French family, enabling students to fully enjoy the traditional French culture.

Rome With Purpose

Based in Rome, Italy, this program allows students to experience Italy in a Christian community while earning credits taught from a Christian worldview. Students will participate in field trips in Rome, Florence, and Pompeii. Weekly Italian cooking classes and optional 3-week independent travel are built into this program.

Salzburg College

Students may spend their summer or one semester in Salzburg, Austria, studying a variety of liberal arts and visual/performing arts. Salzburg College is particularly suited for students wanting to further their study of the German language and desiring to live with a host family. Located in the heart of the city, Salzburg College provides close vicinity to public, education, and cultural institutions allowing for easy integration of classroom study and onsite experience.

Spanish Studies Abroad

This agreement enables students to study at SSA sites in Seville, Alicante, Barcelona Spain, Córdoba, Argentina, Cuba, and Puerto Rico during the fall, spring, and summer terms. A wide variety of liberal arts, language, and culture courses are taught in Spanish for the beginning, intermediate, or advanced Spanish speaker. English taught classes are also offered in a wide variety of disciplines. Students are housed either with a local family or in a dormitory. This arrangement allows for full immersion in the Spanish language. Integrated programs in local universities are also available. Generally, the SSA programs include excursions to sites of cultural or historical importance.

Veritas – Christian Study Abroad

Through this program, Shorter students will be able to enroll in universities in Argentina, Brazil, Chile, Costa Rica, Dominican Republic, England, France, Italy, Peru, South Korea, and Spain. While they are earning college credit, they will have the opportunity to work with local missionaries and be fully immersed in the local community.

Spring Break Programs

Occasionally, an international spring break is offered to Shorter students. These 10-day programs provide an opportunity to experience the culture, history, and people of another country for a brief visit, along with Shorter faculty and students. Past programs have visited Israel, England, and Austria.

CONTACT

For more information about studying abroad call the Office of International Programs (706-233-7409) or visit FSU 235.

INTRAMURALS

The Office of Student Life sponsors a varied intramural program in both group and individual sports. Intramural Sports is comprised of organized sport leagues, tournaments, and other special events for the Shorter University community. All Shorter University students, as well as faculty and staff are encouraged to participate. The program offers activities such as Basketball, Flag Football, Soccer, Tennis, Volleyball, Dodgeball, and Ultimate Frisbee. Intramurals also offers special programs like three-point shooting contests and wiffle ball home run derbies.

VARSITY SPORTS ORGANIZATIONS

For Men:	For Women:
Baseball	Basketball
Basketball	Cheerleading
Cheerleading	Cross Country
Cross Country	Golf
Football	Lacrosse
Golf	Soccer
Lacrosse	Softball
Soccer	Tennis
Tennis	Track & Field
Track & Field	Volleyball

GRIEVANCE POLICY/STUDENT COMPLAINTS

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions, or inaction of staff or faculty. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisors or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action. A complaint should first be directed to the person or persons whose actions or inactions have given rise to the problem within three weeks of the incident.

For complaints in the academic setting, the student should talk personally with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to the Chair of the involved department for assistance. The Chair (or Dean) will meet with both parties, seek to understand their individual perspectives, and, within a reasonable amount of time, reach a conclusion, share it with both parties, and reach a final resolution. See the policies related to academic procedures in the *Academic Policies* section of this catalog.

Students having complaints outside the academic setting, and who have been unable to resolve the matter with the individual directly involved, should process the complaint in a timely manner through the administration channels of the appropriate unit. Students uncertain about the proper channels are encouraged to seek advice from faculty advisors, Deans' offices, or the office of the Vice President for Student Affairs.

Complaints that rise to the level of a grievance may be heard, as a final appeal, before a committee, chaired by an appropriate person chosen by the President and including a representative of the faculty and a member of the student body. The grievance must be filed in writing. Grievances not deemed frivolous by the committee will be heard. The student may be assisted during the hearing by a member of the University community. The complaint/grievance process outlined above is meant to answer and resolve issues arising between individual students and the University, and its various offices, from practices and procedures affecting that relationship. In many cases, there are mechanisms already in place for the reporting and resolution of specialized complaints (sexual harassment for instance), and these should be fully utilized where appropriate. Violation of student conduct rules should be addressed through the Student Conduct process designed for that purpose.

Complaints and grievances related to non-academic employees of the University should be made to the supervisor of the employee or the Vice President for that area. Complaints and grievances related to student life, residence life, student support services, health services, campus safety, or campus ministry should be made to the Vice President for Student Affairs. Complaints and grievances related to admissions practices and recruitment should be made to the Vice President for Enrollment Management. Complaints and grievances related to financial aid, accounts payable, or the business office should be made to the Vice President of Finance. Complaints and grievances related to athletics should be made to

the Athletic Director. Complaints and grievances related to program accessibility for individuals with disabilities should be made to the Director of Student Support Services. Grievances unresolved at this level may be forwarded to the Vice President for Student Affairs. Complaints and grievances related to sexual harassment involving faculty should contact the Provost, if involving staff, the Vice President of Finance or if involving students, the Vice President for Student Affairs. Please refer to the sexual harassment section of the Student Conduct and Community Standards under Residence Life.

REGISTERING STUDENT COMPLAINTS

In most cases, complaint procedures require the student to exhaust all complaint avenues internal to the institution before a grievance can be filed at the State or accrediting agency level. Shorter University students are advised to attempt to resolve complaints with the Shorter University faculty and administration.

REGISTERING A COMPLAINT WITH SACSCOC

Shorter University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Shorter University. Complaints about the University may be filed with SACSCOC via the SACSCOC complaint process which can be found at this link: www.sacscoc.org/pdf/081705/complaint%20form.pdf

REGISTERING A COMPLAINT WITH A STATE BOARD OR COMMISSION OF HIGHER EDUCATION.

In accordance with federal law, Shorter University identifies the processes by which students may file complaints about the University with each U.S. state governing board or commission that governs University educational activity. If you have a complaint about Shorter University's distance education programs, for example, contact the appropriate authority in your state of residence. Below is a link of available complaint process information to all states for your convenience. <https://www.shorter.edu/state-contact-information/>

Admissions

GENERAL ADMISSIONS POLICIES

Shorter University strives to enroll a diverse student body so that the best possible learning environment will be provided. The University does not obligate

itself to admit all students who meet admission requirements. In determining admissions, consideration is given to the compatibility of the student's purpose and interests with the basic philosophy of the university as a Christian liberal arts institution, as well as to the student's ability to benefit from a university education at Shorter.

The Admissions Staff makes admissions decisions in accordance with the guidelines set by the Admissions Committee at the beginning of each academic year. Each candidate's application is reviewed by a member of the Admissions staff before the final decision is made. Final admissions decisions are made by the Director of Admissions, or if required by policy guidelines, by the Admissions Committee. The application is considered an application for admission and for basic academic scholarship. Admissions decisions are based on a combination of the following, depending on the candidate's prospective classification (freshman, transfer, etc.): the candidate's academic course curriculum; academic grade-point average; the compatibility of the student's purpose, interests, and character with institutional values; and SAT or ACT scores. Other information which may be considered in individual cases includes class rank, the recommendation of a guidance counselor or other appropriate official, TOEFL scores (international students only), the results of a personal interview if required, and the recommendation of the Shorter Admissions staff. Files are reviewed as soon as all required credentials are collected. Decisions and offers of admission for fall semester will be communicated to applicants beginning September 1 of the year prior to the applicant's enrollment. Rising high school seniors may apply as soon as the junior year is completed. A student who is denied admission by the Admissions Committee may appeal this decision through the Provost's Office.

TYPES OF UNDERGRADUATE ADMISSION

Regular Admission

When an applicant meets all guidelines as set by the Admissions Committee, he or she is admitted unconditionally. The Admissions Committee reserves the option to offer other types of admission based on the merits of the individual applicant.

Conditional Admission

Offered to students who do not meet regular admission standards, but who in the opinion of the Committee demonstrate the potential for academic success at Shorter. This is a full admission to the University with the requirement that an academic condition be satisfied; typically, the student is limited

to 15 academic semester hours during the first term and must earn no less than a 2.0 grade-point average. The student must also participate in a success plan implemented by the Office of Student Engagement and Success. The Admissions Committee reserves the right to adjust the conditions for the individual applicant in question.

Provisional Admission

A student may be admitted on a provisional basis if all credentials have not been received. Students are admitted with the provision that the required documents are received and approved by the Office of Admissions, no later than one week after the last day of the drop/add period of the student's beginning semester. Failure to provide the necessary documentation will result in the loss of tuition and fees and dismissal from course(s) the provisionally admitted student is attending. Provisional students are not fully admitted, and may not receive institutional, federal, or state funded financial aid until the required documents are received and approved.

Early Admission

High school students who have completed their sophomore year and have at least a 3.25 academic GPA (academic units only) with a 21 ACT (composite) or 1060 SAT (ERW & Math) may be considered for early admission. Students attending a public or private high school must have a letter of approval from the applicant's high school guidance counselor or administrator sent to the Office of Admissions verifying the particular courses in which the student plans to enroll for each term.

DEGREE-SEEKING APPLICANTS: DEFINITIONS

Traditional Freshman

An applicant who has had no previous college or university course work, other than courses completed through dual enrollment while still in high school, and who completed high school less than five years before application to Shorter.

Non-Traditional Freshman

An applicant like the above, with no previous University courses, but who is older than the traditional freshman, typically 23 years old or more, and who completed high school three or more years before application to Shorter. Some of the academic requirements for admission may be waived at the discretion of the Admissions Committee. An interview and placement testing may be required.

Home-Schooled Freshman

An applicant who has received all or part of his/her secondary schooling at home and who therefore has not received a traditional college preparatory high school diploma. Each applicant will be reviewed individually according to the materials submitted. A personal interview with admissions personnel and/or the Admissions Committee may be required before a decision is reached.

Traditional Transfer

An applicant who has been enrolled at another institution after high school graduation and wishes to seek a degree at Shorter.

Non-Traditional Transfer

An applicant who has been enrolled at another institution, but who is older than the typical transfer; at least three years have elapsed since the nontraditional transfer's last college or university enrollment. Some of the academic requirements for admission may be waived at the discretion of the Admissions Committee. An interview may be required.

Advanced Freshman

A transfer student (see above) who has earned less than 24 transferable University semester hours or equivalent.

International Student

An applicant who is not a citizen or permanent resident of the United States. The United States government makes special requirements in addition to Shorter's admissions requirements.

Readmission Student

A student wishing to return to Shorter, who has been absent for one or more semesters, excluding summer must apply for readmission through the Office of Admissions. Students who withdrew or were academically, socially, or judicially suspended or administratively withdrawn from the previous semester must also apply for readmission.

ADMISSION OF DEGREE-SEEKING STUDENTS WITHOUT PREVIOUS COLLEGE WORK

Traditional Freshmen

The applicant must provide:

1. A completed Shorter University application with \$25 fee.
2. An official high school transcript or official GED scores, embossed, stamped, and signed as official by the high school guidance office. The final high school transcript must signify the completion of

at least a standard diploma or include an official graduation date.

3. Official SAT or ACT scores.
4. High school students who have completed their junior year are recommended to have at least a 2.5 academic GPA (academic units only) with a 19 ACT (composite) or 990 SAT (ERW & Math) to be considered for admission. Applicants that do not meet these requirements will be presented to the Admissions Committee for review.

Additional information which may be required at the discretion of the admissions staff or committee:

1. A written personal statement which reflects compatibility between the student's goals and the mission and goals of the University.
2. An essay written by the student discussing topics as determined by the admissions staff or committee.
3. A recommendation from the high school guidance counselor or principal or other appropriate official approved by the admissions staff or committee.
4. Interviews with officials as deemed necessary by the committee.

An academic GPA is computed as follows: A's receive 4 points, B's receive 3 points, C's receive 2 points, and D's receive 1 point with 0 points given for F's. Advanced Placement, International Baccalaureate, Dual-Enrollment, Gifted, and Honors courses will be given one-half extra quality point per unit when evaluating academic GPA.

Before determining an admissions decision, Admissions staff will check for a completed application and \$25 fee, official high school transcript, SAT or ACT scores, etc. as outlined above. After the application is evaluated, a letter will be sent notifying the applicant of his or her status. If the applicant is accepted, an "Admissions Checklist" form is sent, along with other applicable forms pertaining to financial aid, scholarships, and the like.

Non-Traditional Freshmen

The applicant must provide:

1. A completed Shorter University application with \$25 fee.
2. An official high school transcript or official GED scores, embossed, stamped, or signed as official by the high school guidance office.

The SAT/ACT requirement is waived for nontraditional freshmen. The procedure for evaluating applications is the same as Traditional Freshmen, except for SAT/ACT scores.

International Freshmen

The credentials which are required from an international student include:

1. Official documents or certified copies of transcripts in English (documents issued by high schools, colleges, or universities listing the courses taken with grades), or nationally accredited examinations (i.e. Caribbean Examination Council (CXC) results, etc.).
2. Official Test Scores
 - a. Scores from approved English proficiency test. An English proficiency test is required of all international students whose native language is not English. Students living in a foreign country, who attended English speaking secondary schools, are NOT exempt from this requirement. If the native language is not English, ONE of the following kinds of evidence of English ability must be provided to Shorter University.
 - i. Official SAT scores with a minimum score of 450 in each section (ERW & Math).
 - ii. An official Test of English as a Foreign Language (TOEFL) score report showing an internet-based score of no less than 61, a paper score of not less than 500 or a computer-based score of not less than 173.
 - iii. International English Language Testing System (IELTS) score of 5 or better.
 - iv. An official report showing a Michigan Test Battery score of 80 or better.
 - v. Certification of Level 700 completion from ELS Language Centers.
 - vi. A transcript from a United States high school or equivalent.
 - vii. In unusual cases, a written essay to be reviewed by the English faculty.
 - viii. Pearson Test of English (PTE) of 44 or more.
 - ix. A Cambridge English Scale score of at least 160 for undergraduates or 170 for graduates (Cambridge English Exams: First, Advanced or Proficiency).
 - x. iTEP- International Test of English of at least 3.0-3.4 for undergraduates or 3.5-3.9 for graduates.

- b. Students whose native language is English are required to submit official SAT scores with a minimum score of 450 in each section (ERW & Math).
3. Official documentation verified by a banking institution as evidence that the prospective international student, or families or sponsors are financially able to support the student while attending Shorter. This may be in the form of a letter from the sponsor's bank, a statement from the sponsor's employer, a report from a commercial rating concerning the sponsor's business, or an account of investments owned by the sponsor. Acceptability of this documentation is at the discretion of the Primary Designated School Official.

If an international student is already in the United States on any visa other than a tourist/business visa (B-1/B-2) the above steps may not be necessary. The Primary Designated School Official will review such situations.

PLACEMENT CREDIT: MATHEMATICS & FOREIGN LANGUAGE

Mathematics

Based on SAT/ACT scores and High School grades, a student may be recommended to take Calculus. If a student is placed in Calculus I and earns an A or B, he or she may petition the department chair for 3 hours of credit in MAT 1110 (College Algebra). If the student completes Calculus II and earns an A or B, he or she may petition the department chair for 3 hours of credit in MAT 1120 (Pre-Calculus).

Foreign Language

Students may request to take a placement exam administered by the English, Modern Languages & Liberal Arts department to earn a maximum of 9 credit hours of French or Spanish. Credit earned and foreign language placement are determined by the standardized exam. A completed and signed Foreign Language Placement Exam Reporting Form must be submitted to the Registrar's Office by the administering professor for the credits and placement to be processed. Details on exam requirements are available from the English, Modern Languages & Liberal Arts department. For regulations regarding foreign language minors for International Students, please see individual minor sequences. See additional policy information on pages 222 or 251.

ADMISSION OF STUDENTS WITH PREVIOUS COLLEGE WORK

Traditional Transfers

The applicant must provide:

1. A completed Shorter application & \$25 fee.
2. An official high school transcript or GED transcript, embossed, stamped, or signed as official by the high school guidance office, UNLESS the applicant has earned 24 or more transferable University semester hours.
3. An official University transcript from EACH institution previously attended, embossed, stamped, and signed by the appropriate official. **Failure to inform Shorter University of all institutions previously attended, regardless of status upon leaving those institutions, may result in denial of application, or dismissal from Shorter University.**
4. An official SAT or ACT score report UNLESS the applicant has earned 24 or more transferable University semester hours.

Additional information which may be required at the discretion of the admissions staff or committee:

1. A written personal statement which reflects compatibility between the student's goals and the mission and goals of the University.
2. An essay written by the student discussing topics as determined by the admissions staff or committee.
3. A recommendation from the appropriate administrator at the last University attended.

For information regarding the acceptance of transfer credit, see the Traditional Academic Policies section. For unconditional acceptance as a transfer student, the applicant must have a University grade-point average, based on grades from transferable courses, of not less than 2.0 on a 4-point scale through at least one year (24 or more transferable semester hours) of enrollment at a regionally accredited postsecondary institution. Before determining an admissions decision, Admissions staff will check for a completed application and \$25 fee, official transcripts from all colleges and universities attended, official high school transcript (if required; see Advanced Freshman below), recommendation, and SAT or ACT scores (if required). Admissions staff will send special applications to the applicant as required for certain majors. The Registrar will evaluate all post-secondary transcripts for transferable credit. After the application is evaluated, a letter will be sent notifying the applicant of his or her status. If the applicant is accepted, an "Admissions Checklist" form is sent, along with other applicable forms pertaining to financial aid, scholarships, and the like.

Advanced Freshmen

If an applicant with previous post-secondary work has earned less than 24 semester hours of transferable post-secondary credit, he or she is considered an advanced freshman and must also furnish SAT/ACT scores and high school transcript. Evaluation of the high school transcript is as Traditional Freshmen..

Non-Traditional Transfers

The applicant must provide:

1. A completed Shorter application & \$25 fee.
2. An official University transcript from EACH institution previously attended, embossed, stamped, or signed as official. As with Non-Traditional Freshmen, Non-Traditional Transfers may not be able to satisfy all the academic requirements for admission. Each case will be handled on its own merits. Aside from this, admissions procedure, including evaluation of University transcripts by the Registrar, is as described under Traditional Transfers.

International Transfers

International students transferring from another United States postsecondary institution with 24 or more transferrable hours should follow the application process for traditional transfer students. These students will also need to have an official evaluation of transcripts completed by Shorter University's Registrar's Office. Shorter University independently evaluates foreign credentials for credit towards a degree. However, international students also have the option of obtaining credit by contacting World Education Services at info@wes.org or 212-966-6311. Applicants that elect to utilize evaluation services from an outside agency are responsible for the costs of this service. Once the University has received an official copy of that formal evaluation, the Registrar's Office will determine transfer course equivalencies. International students transferring to Shorter University with less than 24 transferrable hours will additionally need to submit the documentation required of international freshman applicants.

All international students must submit official documentation verified by a banking institution as evidence that the prospective international student, families, or sponsors are financially able to support the student while attending Shorter. This may be in the form of a letter from the sponsor's bank, a statement from the sponsor's employer, a report from a commercial rating concerning the sponsor's business, or an account of investments owned by the sponsor. Acceptability of this documentation is at the discretion of the Primary Designated School Official.

If the student holds another United States nonimmigrant visa and is transferring from another United States postsecondary institution, a petition to change visa status may or may not be necessary. The Primary Designated School Official will review such situations.

Readmission Students

A student wishing to return to Shorter, who has been absent for one or more semesters, excluding summer must apply for readmission through the Office of Admissions. Students who withdrew or were academically, socially, or judicially suspended or administratively withdrawn from the previous semester must also apply for readmission. The applicant must provide:

1. A completed Shorter University application for readmission (no application fee is required – other fess may apply), which includes a written personal statement indicating a) reasons for returning to Shorter, and b) current activities during the time he or she was not enrolled at Shorter.
2. Official transcripts from ALL colleges and universities attended since leaving Shorter, embossed, stamped, or signed by the appropriate official.

Students cannot be readmitted if terms of suspension have not been met, whether that suspension was at Shorter or another institution. If a student who was on academic probation or suspension when he or she left Shorter is readmitted, this readmission will be on academic probation regardless of performance at the interim institution. Even though courses from other institutions may count towards graduation requirements, they may not be used for purposes of removal from probation or suspension. All readmitted students must meet the graduation and major sequence requirements in effect for the academic year in which he or she is readmitted. Students may petition the Registrar for an exception. The cumulative University grade-point average, as computed by the Registrar, determines readmission status:

1. If the University GPA is 2.0 or higher, the student will be readmitted unconditionally.
2. If the University GPA is below 2.0 but meets GPA requirements for acceptance on probation, the student may be readmitted on probation.
3. If the University GPA is less than 1.40, the student will not be readmitted unless the Admissions Committee finds that there are circumstances which warrant an exception and acceptance on probation.

ADMISSION TO MAJOR SPECIFIC PROGRAMS

The following apply to all degree-seeking students, whether freshmen or transfers:

Admission to Music Major

Shorter University is a member of the National Association of Schools of Music. Entrance requirements are in accordance with the published regulations of that body. Admission to the University does not assure that a student may major in music. In addition to the general requirements for admission to the University, students majoring in music must meet the following requirements: (1) an audition of his/her major performance medium, and (2) diagnostic tests in music theory, ear training, and piano. Specific requirements for auditions are stated on the music application forms. Students transferring University credit should contact the School of Fine & Performing Arts about additional audition requirements. In some cases, circumstances make it practical to hold an audition before admissions procedures have been completed for the student in question. In such cases, successful audition does not guarantee admission to the University

Admission to Theatre Major

In addition to the general requirements for admission to the University, all students majoring in Theatre must perform an audition or reading and conform to other requirements of the Theatre faculty. Specific requirements for auditions are stated on the theatre and musical theatre application forms.

Admission to Teacher Preparation Program

Criteria for admission and re-admission to the Teacher Preparation program may be found in the Special Program section of this catalog.

Admission to the Nursing Program

Admission to the Bachelor of Science in Nursing (BSN) program requires a separate application to be submitted to Shorter University Brady School of Nursing. Criteria for admission to the BSN program may be found under the special programs section of this catalog.

NON-DEGREE SEEKING STUDENTS: DEFINITIONS AND REQUIREMENTS

All are required to submit a completed application form with \$25 application fee. Tuition and fees apply as detailed in this catalog.

Transient Student

A student enrolled in another postsecondary institution who wishes to take course work at Shorter is considered a transient student. Such students are limited to a total of 24 semester hours at Shorter.

Required Credentials:

1. Completed application & \$25 application fee.
2. Statement of Good Standing from home institution signed by the appropriate academic official.

Special/Non-Degree Student (For Credit)

A person who wishes to take courses for credit, but who does not plan to seek a degree.

Required Credentials:

1. Completed application & \$25 application fee.
2. Official transcript from last school attended or from institution issuing degree. In the case of students seeking teaching certification only, transcripts from all schools attended are required.

Auditor

A person who wishes to take courses on a non-credit basis.

Required Credentials:

1. Completed application & \$25 application fee.
2. Permission of the faculty member teaching the course.

Dual Enrollment

High school students entering their junior or senior year may be admitted as joint or dual enrollees. The Admissions Committee will also consider sophomores. Students should have at least a 3.0 GPA, with a 21 ACT (composite), 1060 SAT (ERW & Math) or 1100 PSAT, or a letter of approval from the applicant's high school guidance counselor or administrator sent to the Office of Admissions verifying the particular courses in which the student plans to enroll for each term. The ACT/SAT test score requirement will be waived for high school students that have at least 24 hours of transferable college credit. Additionally, students must complete a Dual-Enrollment Registration form to register for courses. Applicants that are not in this classification should contact the Office of Admissions for specific admission requirements. Dual enrollment students may not exceed 29 credit hours per student per academic year.

MILITARY SERVICE MEMBERS

The following would qualify as Military Students: Current service members who have completed basic training, veterans who have received an honorable/general discharge, Department of Defense

employees, and spouses of Military students. Pursuant to Article I. Section IV. Paragraph I of the Constitution of the State of Georgia only the union of man and women shall be recognized as marriage.

Tuition: Online Courses

Tuition rates for online classes for all Military Students pursuing an associate's, bachelor's, or master's level programs are discounted by 20%. Note that service members cannot receive the discount while simultaneously receiving other military benefits.

Residency Requirements

Shorter University limits academic residency to no less than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

Transfer and Alternate Credit

For information regarding the acceptance of transfer and alternate credit, see the Acceptance of Transfer Credit policy located in the Traditional Academic Policies section.

Military Credit Evaluations

Shorter University evaluates credits for prior military experience based on the recommendations of the American Council of Education (ACE) guidebook, Guide to the Evaluation of Educational Experiences in the Armed Services. Military students who want their military work and experience evaluated for possible credit should submit military transcripts, certificates of completion, diplomas, or documentation from their branch of the service. Active-service members should submit Form DD295. Non-active service members should submit form DD214. You can order your military transcript from your branch of the military below:

Army AARTS Transcript

Requests may be mailed, faxed, or submitted online.
Phone: 1-866-297-4427 (TOLL-FREE)
Fax: 1-913-684-2011

Navy/Marine Corps SMART Transcript

Requests may be mailed or faxed.
Phone: 1-877-253-7122 (TOLL-FREE)
Fax: 1-850-452-1281

Air Force CCAF Transcript

Requests accepted by mail only.
Phone: 1-334-953-2794

E-Mail: registrar.ccaf@maxwell.af.mil

Web: www.maxwell.af.mil/au/ccaf/

Coast Guard USCG Transcript

Requests accepted by mail only.

Phone: 1-405-954-0072

Web: www.uscg.mil

Prior Learning and Experience

In addition to credit for military training, Shorter University gives credit for other forms of prior learning. These forms of credit include the following:

- College-level examination program (CLEP)
- Credit for Military Training [See paragraph above]

Military Deployment Policy

Students who cannot attend school due to military service should:

- Contact the instructor to see if they are able to continue and to complete their coursework while deployed.
- Contact their advisor to discuss how a deployment may impact their education and to provide information on their options.
- An academic plan will be put into place for the student prior to deployment.

Students who are deployed may request an administrative withdrawal that will note the reason of the withdrawal as military. Military personnel that need to repeat a course due to deployment will not be charged for the repeated course.

Students who withdraw for deployment reasons will be guaranteed readmission under the following conditions:

- The student must give written or verbal notice of such service to his or her academic advisor, military liaison, or the registrar. This notice may come from the student or from an appropriate officer of the U.S. Armed Forces or from a U.S. Department of Defense official. Notice is not required if precluded by military necessity. The requirement to give notice may be fulfilled at the time that the student seeks readmission by submitting an attestation that the student performed the service.
- The student must give written or verbal notice of their intent to return to Shorter University to his or her academic advisor, military liaison, or the registrar within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school

within two years after the end of the period needed for recovery from the illness or injury.

- The cumulative length of the absence and of all previous absences from Shorter University for military service may not exceed five years. The student's cumulative length of absences period does not include any period of service that is specified in 34 CFR 668.18 (e).
- The student cannot have received a dishonorable or bad conduct discharge or have been sentenced in a court-martial.

Students who meet these conditions will be re-admitted on the following terms:

- Students will receive student account credit toward the course from which they withdrew, allowing them to retake those classes without charge. If that class is no longer offered, the student will receive a credit toward any course considered most similar to the original course by the institution.
- The student is eligible to re-enroll in the same program in which he or she was enrolled at the time of withdrawal. If that program is no longer offered, the student may enroll in or any other program offered at time of readmission, granted program requirements have been met.
- If re-admitted to the same program, the student's tuition and fees for the first academic year in which the student returns will be the same as those that would have been charged during the year that the student left the school.
- Any re-enrollment fees or deposit requirements will be waived.

Military Support Office

The Military Liaison Office at Shorter University serves as the point of contact for service members, veterans, and family members seeking information about academic counseling, financial aid counseling, and student support services. The military liaison may be reached at military@shorter.edu. See below for more contact information for our VA Coordinators.

Military and Veteran Benefits Counselor

Shorter's benefits counselor provides student guidance on any military and veteran benefits for military students and ensures benefits are processed swiftly and smoothly. The benefits counselor can be reached at military@shorter.edu.

VA Coordinators

Marcia Slade – Traditional and Online Programs, msslade@shorter.edu; 706-233-7338 or Teresa Cushing – tcushing@shorter.edu; 706-233-7228.

VA Educational Benefits

Shorter University has been approved by the State of Georgia as a training facility for veterans applying for VA Educational Benefits. The following VA Benefit programs are in place at Shorter University:

- Montgomery GI Bill/Chapter 30: (active duty or veteran status) must have served in the United States Armed Forces and participated in the GI Bill program. In most instances, veterans must also have been honorably discharged.
- Montgomery GI Bill/Chapter 1606: (selected guard and reserves) must have completed all initial entry training (IET) and are now assigned to a Reserve and/or a Georgia National Guard Unit.
- VA Vocational Rehabilitation/Chapter 31: (service-connected disabled veterans) must make application with local VA caseworker to have rehabilitation plan developed indicating a Shorter University degree plan.
- REAP/Chapter 1607: (reservists who were activated for at least 90 days after September 11, 2001).
- Post 9/11 GI Bill/Chapter 33: must have active duty service on or after September 11, 2001. Benefit is based on service credits.
- Survivors and Dependents' Educational Assistance Program/ Chapter 35 (dependents and spouses of 100% disabled or deceased Veterans).

Specific information on each chapter can be found on the Veteran's website: www.gibill.va.gov.

Getting Started

After applying for admission to the university, students should complete the Veterans Enrollment Data Sheet. The following documents should be included with the Veterans Enrollment Data Sheet when making application for VA benefits:

- NOBE (Notice of Basic Eligibility) for the Select Reserves and Georgia National Guards
- DD Form 214
- Kicker/Buy Up documentation
- College Fund documentation
- Veterans Enrollment Data Sheet

University Charges

Students are responsible for paying all university bills. Shorter University and the VA do not have an agreement to process tuition/fee waivers; therefore, failure of the VA to pay students in a timely manner does not eliminate or delay a student's financial responsibility to the University. It normally takes the Atlanta VA processing center 6-8 weeks to process new educational claims, so please plan accordingly.

The University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from VA Chapter 31 or 33.

Veterans' Benefits

The University is on the approved list of the Georgia State Approving Agency for the training of veterans, disabled veterans, and the children and widows of deceased/disabled veterans who are eligible for benefits under the G.I. Bill.

Students using Chapter 33 (Post 9/11) benefits under the G.I. Bill are required to pay (by the Final Payment Deadline) any tuition and fees not covered by the VA. The VA does not pay tuition and fees to Shorter University for students using Chapter 30, Chapter 1606, or Chapter 35 benefits. These students are responsible for payment of their tuition and fees by the payment deadline since they are paid benefits directly through Veterans Affairs.

Students using VA Chapter 33 or VA Chapter 31 education benefits will be allowed to attend and participate in their course of education provided they have submitted to their Veteran Certifying Official a current Certificate of Eligibility or Statement of Benefits "eBenefits" (for Chapter 33) or a current VA Form 28-1905 (for Chapter 31). If the VA delays in submitting funds to Shorter University for these students, these students will have full access to their classes, libraries, and other institutional facilities. They will not be required to borrow funds and will not have penalties or late fees imposed because of the VA's delay.

Shorter University and the VA do not have an agreement to process tuition/fee waivers; therefore, failure of the VA to pay students in a timely manner does not eliminate or delay a student's financial responsibility to Shorter University. Each VA beneficiary should make financial preparation for at least one semester because benefit checks are sometimes delayed.

Eligible veterans and the children and widows of veterans must make application for the benefit to their regional Veterans Affairs. The Military and Veteran Services Office can assist with the application process.

Veterans who wish to use VA Chapter 31 Vocational Rehabilitation benefits must contact the VA Regional Office to be assigned a counselor to help with the application process. All other benefits can be applied for online at www.vets.gov. Students in training under Chapter 31 are responsible for making sure their counselor has provided a current VA Form 28-1905 for their benefit, and should check with the University Business Office regarding the handling of their account for fees, supplies, etc.

Students attending on the G.I. Bill are certified for VA benefits only for those courses required in their particular program of study. Courses taken for audit are not payable by the VA. Such students must maintain Shorter University standards for academic performance. Those students who are academically dismissed from school will have their benefits interrupted. Upon readmission and re-certification for benefits at Shorter University, the VA will decide if further benefits may be paid for continuation of the program in which the academic deficiency occurred. Current VA standards require that students attend class and that benefits be terminated when the student has stopped attending or has been suspended for academic or disciplinary reasons. Since VA regulations are subject to periodic change, it is the student's responsibility to keep up to date on requirements for VA benefits while in attendance at Shorter University.

Any veteran or dependent wishing to use the G.I. Bill benefits must contact their VA Certifying Official. The offices of the VA Certifying Officials are located in the Financial Aid Office in the Sheffield-Thompson administration building.

Students using VA education benefits must submit their letter of eligibility to their Veteran Certifying Official no later than the first day of the course of education. Students who do not have the full Chapter 33 benefit (less than 100%), or who enroll in classes not required for their degree program, or who have other financial obligations to Shorter University, are still responsible for their portion by the payment deadline. Failure to pay non-VA covered charges are subject to deletion of classes and late fees.

Veteran Students' Responsibilities

Veteran students at Shorter University have ongoing responsibilities to the VA. The University VA Coordinator closely monitors each student's enrollment status and academic program. The student's entitlement is based upon the number of credit hours for which they are enrolled. Current pay rates can be viewed at: www.gibill.va.gov.

Veteran students must notify the VA Coordinator of any of the following:

- change of degree program
- change of address
- out more than three semesters
- when a veteran does not want a semester certified

Chapter 30, 1606, and 1607 Monthly Verification

All students who are receiving Chapter 30, Chapter 1606, and Chapter 1607 benefits must verify their monthly enrollment on the last day of each month or after. The benefit (monetary award) will not be released by the VA until this is done. Enrollment verification can be accomplished by calling the VA at 1.877.823.2378 or by using the WAVE feature found on the VA website www.gibill.va.gov.

Academic Policies

FOUNDATIONS

The General Education/Foundations supports the mission of Shorter University as a Christian liberal arts institution. General Education is committed to excellence in student development and service, as well as engages students in a holistic, comprehensive approach to education, which prepares them to think and operate for their major, life, and career.

The following categories of General Education/Foundations courses are required for students as part of their work for an undergraduate degree:

Traditional Foundation Categories	Credit Hours
Foundations of College Success	1
Effective Communication	12
<ul style="list-style-type: none"> • English Courses • Communication Studies Course 	
Biblical Perspective	6
<ul style="list-style-type: none"> • Christian Studies Courses 	
Historical and Social Perspective	6
<ul style="list-style-type: none"> • History Course • Social/Behavioral Science Course 	
Artistic Expression	3
Quantitative & Scientific Reasoning	7
<ul style="list-style-type: none"> • Mathematics Course • Natural Science Course 	
Total Foundation Hours	35

General Education Student Learning Outcomes, as they align with these categories, are assessed over a five-year period. The assessment process is overseen by the General Education Assessment Committee (GEAC). The following are the General Education Student Learning Outcomes:

Foundations of College Success

Students will be able to apply the tools learned in FCS 1010 to help make informed decisions for academic and personal success.

Effective Communication

Students will develop their abilities in collegiate research, writing, public speaking, and literary and rhetorical analysis in order to analyze and create effective, strategic texts. Student proficiency in reading and expression encourages academic, spiritual, and professional growth to impact culture in conscientious, biblically truthful ways.

Biblical Perspective

Students will establish an understanding of biblical worldview through the application of biblical content to all areas of life that informs spiritual growth, Christian leadership, and service to others. The biblical admonition to love God with all of one's heart, soul, and mind supports the institution's emphasis on academic excellence.

Historical & Social Perspective

Students will apply historical and social perspectives to provide the contextual framework necessary for understanding the societies that make up our world. Therefore, these perspectives supply foundational components to advancing academic excellence, Christian leadership, and global service within the context of a biblical worldview.

Artistic Expression

Students will develop their creative capacity, sensitivity, and appreciation for artistic expression through art, dance, music, or theatre within the context of a biblical worldview.

Quantitative & Scientific Reasoning

Students will demonstrate the ability to understand mathematical and scientific problems, apply the correct strategies and methods to solve them, and to communicate these solutions with academic excellence and in accordance with the University's mission.

Writing in the Major

Students will be able to communicate as part of a continual process of drafting and revising for a variety of audiences. (Although this outcome is not a general education outcome, GEAC measures Writing in the Major to assess if general education skills continue to be implemented and improved upon in students' majors.)

REGISTRATION

Students desiring to take courses for university credit or audit must register prior to the beginning of each semester.

Academic Advising

Students are required to confer with a faculty advisor prior to online registration. Freshmen meet their faculty mentors and receive their first semester schedules at Hawk Orientation sessions during the summer prior to their first enrollment. They will be assigned a freshman advisor during the fall semester. Students enrolled as freshmen remain with the freshman advisor for the entire freshman year. After that, academic advising is arranged with a faculty member in the department or school of the student's major. The Registrar and faculty advisor assist in arranging a program of study, **but the student is responsible to become familiar with and fulfill all requirements for his or her degree.** At least one Hawk Orientation session for transfer students is scheduled during the summer. Transfer students meet with an advisor from their prospective major field and register for classes at this session.

Undergraduate Schedule Load (Full-Time)

Twelve to 19 credit hours constitute a normal semester course load. A program of 12 or more semester hours is considered full-time. Students who desire to carry more than 19 credit hours may seek approval from the Provost. There are additional tuition charges for credit hours over 19.

Drop/Add

Registration changes may be made during the drop/add period. Faculty advisors should be consulted before making schedule changes.

Course Withdrawal

Students may withdraw from individual courses after the drop/add period and until the last two weeks of the semester. Proper forms must be filed in the Registrar's office to accompany any withdrawal. All students remaining on the course roster should receive the letter grade they earned in the course at final grade entry.

Withdrawal from Shorter University

A student choosing to withdraw from the university during a semester must complete the necessary paperwork obtained from the Director of Student Engagement and Success. No refund of fees will be calculated until the withdrawal process is complete. Withdrawal becomes effective only when the form is signed by the Registrar. Withdrawal grades are described under the Non-Credit Grades section.

The University reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standard of scholarship, or whose continued attendance would be detrimental to the student's health or the health of others, or whose behavior is out of harmony with the Christian philosophy of the university. For regulations regarding nonacademic or disciplinary suspension, see the Shorter University Student Handbook. A student completing the semester but not intending to return to the university the following term must complete the online End of Semester Withdrawal form located on SCHOLAR. Withdrawal becomes effective only when the online form is completed and all final grades for that semester have been received.

STUDENT CLASS STANDING

Shorter University officially recognizes four classes: freshman, sophomore, junior, and senior. A student's classification is based upon earned hours.

Freshman	less than 27 earned hours
Sophomore	27 – 59 earned hours
Junior	60 – 89 earned hours
Senior	90 + earned hours

GRADES, CREDIT, AND QUALITY POINTS

Shorter University defines the term "credit hour" as the amount of credit awarded for one hour of classroom instruction and a minimum of two hours of out-of-class student work per week for one semester of approximately fifteen weeks or the equivalent amount of work over a different amount of time. This definition applies to any academic activities for which credit is awarded, including laboratory work, internships, practica, studio work, and independent studies, as well as courses offered in accelerated and/or nontraditional formats.

A student's standing in any course may be determined according to the following grades:

A	4 points/semester hour
B	3 points/semester hour
C	2 points/semester hour
D	1 point /semester hour
F	0 points/semester hour
FA	Failure for non-attendance
FD	Failure for academic dishonesty
I	Incomplete
P	Pass
S	Satisfactory
U	Unsatisfactory
W	Withdrawn
WA	Administrative Withdrawal
WF	Withdrawn failing

WP	Withdrawn, passing
WIP	Work in progress
NG	No grade reported
AU	Audit
LAB	Laboratory

The designation H following a grade denotes a class taken for the Honors Program. The designation R following a grade indicates a course was repeated. Except in cases of clerical error, a faculty member may not change a grade which has been forwarded to the Registrar's Office. Grades may only be changed as the result of an appeals process as described below.

Grade-Point Average

A student's academic grade-point average (GPA) is obtained by dividing the number of quality points earned by the number of credit hours scheduled (except grades of "W", "WA", "WP", "P", "S", "U", or "I").

COURSE REPEATS

A student will have a maximum of two repeats after the first attempt of a course to increase a grade from a "D" or an "F." Therefore, a student may attempt a course for a total of three times before accepting the highest grade in the amount of course attempts. If the student is unsuccessful in the third attempt of a required major course, he or she may be required to change his or her major to one that does not require that major course. If the same course is repeated after January 1, 2013, the highest grade will be used in the calculation of the student's GPA. Exceptions may be made, with permission from the Registrar, for a student to retake a course resulting in a final grade of "C." Repeating a course may affect a student's financial aid or athletic eligibility.

NON-CREDIT GRADES (W, WP, WA, I, AU)

Students may withdraw from a course and receive a grade of "W" until the mid-point of the term. After the midpoint of the term, students wishing to withdraw may do so, but will receive a grade of "WP" or "WF", assigned by the professor based on the grade in the course at that time. The withdrawal period will end approximately two weeks before the end of the semester. Withdrawals are not accepted after the withdrawal period. All students remaining on the course roster should receive the letter grade they earned in the course at final grade entry. A grade of "WA" will be assigned in cases in which a university administrator initiates a student withdrawal due to, but not limited to, disciplinary or academic issues. An incomplete grade of "I" can be assigned by the instructor only when a deficiency exists in a relatively small portion of the course. A student with

a grade of "I" should work closely with their instructor to complete the deficiency. Doing so enables the instructor to submit a grade change form on SCHOLAR before the deadline on the academic calendar. A grade of "I" remaining after the deadline will default to a failure grade of "F". After the incomplete deadline and "I" grades are changed, academic standing will be re-calculated for students with previous "I" grades. See the Undergraduate Academic Progress section later in this catalog for academic standing details.

Semester When "I" Grade Was Assigned	Midpoint of Subsequent Semester When Remaining "I" Grade Will Default to "F"
Summer	Fall
Fall	Spring
Spring	Fall

The grade of "AU" denotes a course taken as an audit. Auditors receive no credit, and they participate in the course at the option of the instructor.

INSTITUTIONAL-LOAD COURSES

Some courses bear institutional load credit only (i.e. ENG 0990/0991, MAT 0990). Credit hours for these courses count toward term totals, but they are not factored into the student's career totals.

OFFICIAL TRANSCRIPT & ENROLLMENT VERIFICATION REQUESTS

Shorter University has authorized Credentials for transcript ordering and credit card payment through a secured internet transaction. A \$3.00 processing fee will be charged per recipient in addition to Shorter's transcript fee. Visit <http://www.shorter.edu/registrar/> for more information.

Transcripts and enrollment verification letters may also be requested in writing with the signature of the student. **E-mail, fax and telephone requests will not be honored.** Request forms are available at the Registrar's Office location in Sheffield Thompson and on SCHOLAR. All transcript requests must be prepaid with a fee of \$5.00 for regular service or \$10.00 for immediate service, when available.

Official transcripts will not be issued for those who are delinquent in their financial obligations to the university. In addition, official transcript requests will not be processed for students with transcript holds on their records from any Shorter University department. Current grade transcript requests are held two weeks before the end of each semester until all final grades are posted for that semester.

GUIDELINES FOR CHANGING/APPEALING COURSE FINAL GRADES

Grade Changes/Appeals

Based on individual student circumstances, a professor may change a grade within the six-month period following the end of the course. Between six months and one year, both the professor and the department head must approve the grade change. After one year, the Provost must also approve the grade change. A grade change after one year must be due to clerical error.

Appealing a Final Course Grade

- A. The first level of appeal for a student who is dissatisfied with a grade received is to the professor assigning the grade. The student should contact the professor to explain the basis of dissatisfaction and the professor should explain the basis for the grade. This meeting should be face to face; however, the professor may allow other forms of communication (via telephone or email, for example). The student must request this interview in writing to the professor within 10 days of the posting of the final grade. Once the faculty member has received the request, the interview (or other communication) must be scheduled within normal working hours (8 a.m. - 5 p.m.), Monday through Friday within 10 days of the student's request (unless the request does not fall within a major term; see paragraph D below). Failure by the faculty member to respond to the student's request within the established time will be considered a violation of the University policy. Failure of the student to appear at the scheduled interview ends the appeals procedure. If the student has not been contacted by the professor within 30 days of mailing the appeal, the student should file the appeal directly with the department chairperson.
- B. If the student wishing to appeal a final course grade is still dissatisfied after an interview (or other agreed upon communication) with the professor, the student should then submit a written statement to the chair of the department within 10 days of the interview. This should contain the reasons for dissatisfaction and the specific changes the student regards as fair and desirable. The burden of proof lies with the student in such a case to show that an error of malfeasance has occurred. Within 10 days of receiving the written appeal, the department chair will notify in writing both the professor and the student of the chair's decision (as noted in Paragraph D, this deadline is extended when the appeal is not lodged during a major semester). When, in the opinion of the department chair, the

student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action.

- C. When, in the opinion of the department chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair shall appoint within 10 days a committee of three faculty members whom the chair considers most nearly competent in the subject matter. This committee will meet and issue a decision in writing to the department chair, professor, and student within 10 days of the request. Both the professor and student should be asked to bind themselves in advance to accept the committee's decision. Neither may be required, however, to bind themselves.
- D. If the student files the initial request at a time other than during a major term (fall or spring semesters) and if the professor or department chair are not available during that time, all of the foregoing deadlines begin to run with the first day of class in the next major term.
- E. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Faculty Appeals Committee. The student should be advised by the department chair that the Faculty Appeals Committee will not alter a grade under these circumstances, but if the student can show compelling evidence that the procedures outlined above have been violated, the Committee may recommend that a reexamination or other appropriate assignment be given to the student, that the appropriate academic dean investigate the entire matter or other appropriate action be taken.
- F. All results from these proceedings of the Faculty Appeals Committee should be reported to the appropriate academic dean and Provost as information.

TRANSIENT STUDY

Students may take a limited number of courses at another institution as a transient student, usually during the summer. Transiency does not break a student's affiliation with Shorter University or establish permanent admission to the host institution.

To apply to take a course at another institution as a transient student, a student may pick up an application from the Registrar's Office. The academic advisor should be consulted when selecting classes to take as a transient student. Once the completed application is approved in the Registrar's Office, a transient letter is sent from the Registrar to the chosen host institution granting permission to study specific courses and indicating the Shorter

University equivalent courses. Transient letters will only be granted to students who are in good academic and financial standing with the University.

Any student who completes transient work must request a transcript from the host institution be sent to Shorter University upon completion of the course(s). Any student who does not provide a transcript for transient work will have a hold placed on his or her account prohibiting registration until the transcript is received.

For information regarding how transient courses will be accepted for credit at Shorter University, see the next section, Transfer Credit Policy. Courses previously taken at Shorter that were not successfully completed may not be taken at another institution as a transient student.

TRANSFER CREDIT POLICY

Shorter University (SU) accepts undergraduate transfer credit from other institutions of higher education based on the following policies. These are effective for students entering the university beginning with the 2016-17 academic year which begins on 5/2/2016 and previously enrolled students who submit transfer or transient work for evaluation after 5/2/2016:

- Official final transcripts from ALL institutions attended must be received at SU before a transfer credit evaluation can begin through the Registrar's Office. Failure to submit official transcripts from ALL institutions attended prior to enrollment at SU may lead to academic dismissal. For status updates pertaining to transfer credit evaluations, prospective students should contact Admissions; currently enrolled students should contact the Registrar's Office.
- Current students planning to take coursework at another institution during any term must receive prior permission from the SU Registrar's Office in order for it count as SU credit.
- Transfer credit evaluations performed by the SU Registrar's Office are performed at no cost.
- Courses in which the student earned a grade of "C" or above may be accepted for transfer credit.
- Accepted transfer credit quality points will not be used for calculating the cumulative academic GPA.
- Accepted transfer credits will be counted as earned hours towards a degree.
- Shorter University may accept a maximum of 60 earned credit hours from two-year schools for credit and no more than 90 earned credit hours will be accepted from four-year schools.

- Technical school three-digit course codes of 190 and above and four-digit course codes of 1100 and above will be accepted for transfer credit unless otherwise stated in an articulation agreement. Technical school course codes below 190 or 1100 are not eligible for transfer credit unless otherwise stated in an articulation agreement.
- Transfer students who have completed an Associate Degree, excluding Associate of Applied Science degrees, from an accredited institution will usually be admitted to Shorter University with Junior class standing. Those students will have met Foundation requirements, with the exception of the two Christian studies courses and any specific general education courses prerequisite to or required for a given major.
- A maximum of 30 credit hours of alternate credit (AP, IB, CLEP, DSST, etc.) may be accepted for credit at SU. For information regarding which alternate credit organizations are eligible to receive credit and minimum scores, please contact the Registrar's Office. Credit by examination for AP, CLEP, and IB can be viewed at www.shorter.edu on the Registrar's page.
- Each quarter credit hour counts as 2/3 of a semester credit hour. For example, 5.00 quarter hours is equal to 3.33 credits of semester credit.
- Remedial course work is deemed unacceptable for transfer credit.
- English as a second language, practicum, internships, clinical experiences, and orientation courses may transfer in for credit towards major or elective credit depending on specific details on each course.
- Courses transferred in may be matched with equivalent SU courses or may be given elective credit if no SU course match can be found as long as the above policies are followed.
- Articulation agreements can be viewed at www.shorter.edu on the Registrar's page.
- Previously evaluated courses by school can be viewed at www.shorter.edu on the Registrar's page.
- International students may utilize World Education Services at www.wes.org or Josef Silny and Associates at www.jsilny.com for transfer evaluations for credit towards a degree. SU does independently evaluate foreign credentials, however.
- Institutional and governmental regulations followed by other SU administrative and academic departments to calculate a GPA may differ from the cumulative academic GPA

calculated by the Registrar's Office.

Inclusion of Previously Enrolled SU Students

Students currently enrolled or those who readmit on 05/02/2016 or later whose transfer work was evaluated according to the prior transfer credit acceptance policies may petition the Registrar's Office in writing to registrar@shorter.edu to have their transfer work reevaluated under the current policy. Students should take special note that once a petition has been submitted and the reevaluation has been completed, the student is ineligible to return to the prior credit acceptance policies and no reversal of the evaluation may take place.

SPECIAL STUDY COURSES REGULATIONS

Special Study includes the following: Independent Study, Internship or Field Work. Department Chairs, Deans, and the Provost must approve Special Study Courses.

Independent Study

Independent Studies are catalog courses taken independently. Three further regulations govern Independent Studies:

1. A student may take no more than two Independent Studies at one time.
2. A student may take a maximum of four Independent Studies in a degree program.
3. A student earning a grade of "D" or "F" in a regular classroom course may not repeat it as an Independent Study.
4. There must be a compelling reason for allowing a student to take an Independent Study: the course was not offered in its regular rotation; the course was cancelled due to low enrollment and will not be offered again in its regular rotation before the student graduates.
5. Only catalog courses can be offered as Independent Studies.
6. The course in question must be part of the degree requirements for the student's major or minor.

Internship

Internships at Shorter are semester-long, supervised work experiences related to a student's major and for which the student earns academic credit. Internships cannot be taken to fulfill requirements (elective or otherwise) for a student's minor area of study. The internship experience may be paid or unpaid, on or off campus. An internship combines supervised work experiences with academic activities. It allows a student to augment classroom learning by working in a social, business, political, cultural or community organization.

By completing suitable academic work under the direction of a faculty member, students may earn course credit for internships. Note: this definition excludes EDU 4211-4212, EDU 4221-4222, and EDU 4231-4232, all of which follow separate guidelines given by the State Department of Education.

The following are some of the regulations governing internships:

1. Students must register for internships during the semester in which the internship begins. If an internship extends beyond the semester registered, the hours will be sub-divided according to the percentage of the internship scheduled for each semester. A grade for both semesters will be submitted at the conclusion of the second semester after the full internship is completed.
2. Faculty supervision includes advisement on choice of internship, contact with the work supervisor, and assignment of a written report.
3. Students must work in a career field off campus unless special permission is given by the Provost.
4. Students must have a minimum overall GPA of 2.75 and permission of the department chair to participate in an internship. If the GPA is below 2.75 overall, the student must obtain permission of the dept. chair and dean.
5. Students must have earned at least 60 hours (Junior status) to participate in an internship.
6. Students must work a minimum of 112 hours on site.
7. If the work is done in the summer, it must be done over 15 weeks.
8. All students requesting an internship must submit an internship form and an internship description to the Registrar's Office no later than the last day of drop/add. Any requests received after drop/add closes will be deferred to the following semester.
9. The maximum number of credit hours that a student may take for an internship is 6, unless their degree specifically requires more. Any exceptions must be approved by the Provost.

CLASS ATTENDANCE

By the act of enrollment:

1. The student is responsible for all coursework.
2. The student is expected to attend regularly and punctually all classes, laboratories, and any other academic meetings required by the university.
3. Courses delivered in part or fully online have special requirements. Consult the department and/or the instructor for details.

The instructor will automatically drop the student from a class with a grade of “FA” (**Failure for Absences**) when the student has missed 25 percent of the class meetings (excluding the Final Exam Period), as listed in the instructor’s course syllabus. This includes all classes scheduled during the “add/drop” period at the beginning of the term, and any classes missed due to late registration. The examples below show the number of absences for typical classes during the fall and spring semesters. The following reflects the number of absences at which you will receive the grade of “FA”:

- Classes meeting three times/week: 11
- Classes meeting two times/week: 7
- Classes meeting one time/week: 4

An absence is defined as non-attendance for any reason, whether illness, emergency, or official leave.

There are no excused absences.

Make-up tests and assignments will be given only upon written explanation of sickness from a physician (or other pertinent documentation related to the particular situation). Students scheduled to represent Shorter at a university sponsored/sanctioned activity (athletic event, musical program, etc.) on the date of an exam must make arrangements with the professor **prior** to the exam date in order to reschedule the test.

Three instances of tardiness are equal to one absence. Should a student arrive to class after the roll has been taken, it is the **student’s responsibility** to inform the professor at the conclusion of the class of his or her presence. If a student arrives more than 10 minutes after the class is scheduled to start, the student will then be considered absent (and not tardy).

When the instructor’s records indicate that a student’s absences have reached 25 percent, the instructor will inform the Office of the Registrar using appropriate form (*Notice of Excessive Absences*); the student and appropriate university departments will then receive notification regarding the “FA”. [**Note:** prior to a student reaching the point of FA, the instructor should make every possible effort to assist the student. This will include notifying the Department of Student Engagement and Success when a student places himself/herself at risk by accruing an inordinate number of absences.]

Graduate students taking undergraduate prerequisites are subject to the above attendance policy.

Academic areas (such as the School of Education and the School of Nursing) requiring accreditation from organizations/agencies in addition to SACS may have

stricter attendance policies in order to comply with the standards demanded by those agencies.

In compliance with federal law, professors must notify Student Engagement and Success (SES) when a student is absent from school for 14 consecutive calendar days. SES will in turn inform the office of Financial Aid (and any other office requiring this information) of the situation.

SEMESTER EXAMINATIONS

Two series of final examinations are held during the academic year at the end of each semester (exam week). No student may be exempted from an end-of-semester examination or experience by any faculty member. No faculty member may hold an examination or experience at other than the scheduled time without the approval of the faculty member’s Dean and the Provost. Students must complete examinations or experiences at the scheduled time except in an emergency as approved by the faculty member teaching the class in question, the Dean, and the Provost.

REQUIREMENTS OUTSIDE OF COURSES

Assessment Testing and Surveying

Shorter University’s commitment to its mission and goals requires conducting regular evaluations of progress in achieving those goals. Testing and surveying of students at matriculation, during studies, and after completion of studies is an essential part of this evaluation program. In addition, students may expect to be asked to cooperate in various surveys, interviews, focus groups, and other data-collection efforts conducted by the Office of Institutional Effectiveness and Research.

Since the goals of Shorter University are directed to the education of the whole person, their achievement can be measured only by evidence concerning the whole person. To protect confidentiality of data, the Office of Institutional Research never releases personal information about individuals and, wherever possible, avoids attaching names to personal data during analysis.

Convocation Attendance

All students may be required to attend special convocations such as the annual awards day in the spring.

UNDERGRADUATE ACADEMIC PROGRESS**Dean's List**

Any full-time, degree-seeking student who earns a minimum GPA of 3.5 on 12 credit hours or more during the Spring or Fall semesters (without any grades of "Incomplete" and excluding remedial courses) will be placed on the Dean's List for that semester.

Academic Standing & Financial Aid Satisfactory Academic Progress (SAP)

It is important to note that academic standing is separate from financial aid SAP. Academic standing pertains to whether or not a student is eligible to enroll in courses. SAP pertains to whether or not a student is eligible to receive financial aid. These use different criteria and require independent appeals for suspended students. See the financial aid section for more information on SAP.

Academic Good Standing

Good standing is defined as being eligible to continue as a student at Shorter University the following academic term.

Academic Standing Regulations

Academic Warning, Suspension, and Probation regulations apply to any student enrolled in a part time status or higher. **Even though courses accepted from other institutions may count toward graduation requirements, they may not be used for purposes of removal from Warning, Suspension, or Probation.**

Academic Warning

A student will be placed on Academic Warning at the end of any Fall/Spring semester in which the student's Cumulative GPA is below the minimum GPA to avoid Academic Warning (see table below). The minimum GPA the student must meet is based on the student's number of Attempted Hours at Shorter (also referred to as Attempted Local Hours).

A student on Academic Warning may be prohibited from participating in any extracurricular activity or representing Shorter University. A student on Academic Warning is also required to enroll in FCS 2000 the following Fall/Spring semester that they are enrolled at Shorter University. Enrollment in FCS 2000 is still required the following Fall/Spring term even if the student completes courses in the interim term that changes his or her GPA.

Academic Suspension

A student on Academic Warning who does not successfully bring their GPA above the minimum

GPA to avoid Academic Warning the immediately following Fall/Spring semester will be placed on Academic Suspension. The minimum GPA the student must meet is based on the student's number of Attempted Hours at Shorter (also referred to as Attempted Local Hours).

Attempted Hours at Shorter	Minimum Cumulative GPA to Avoid Warning
0 – 26.99 hrs.	1.60
27 – 59.99 hrs.	1.80
60 – 89.99 hrs.	2.00
90 or more hrs.	2.00

First-time Suspension: Students suspended at the end of a Fall semester will be eligible to apply for readmission for the following Fall semester. Students suspended at the end of a Spring semester will be eligible to apply for readmission for the following Spring semester. An academic suspension hold (AS) will be applied in order to prevent registration. It will be removed at the appropriate time if a readmission application is submitted from the student to the Admissions Office and fully approved.

Second-time Suspension: Only through written appeal to the Provost can permission to return to the university be granted. This appeal must be received 30 days prior to the registration date of the semester the student wishes to enter. A minimum of one calendar year must elapse before a student on second suspension may be readmitted. No student will be readmitted after his or her third suspension. A readmitted student will have two semesters, or one semester and a summer term, to reestablish the required cumulative GPA. The student must be enrolled full-time during these periods. A student who does not fully complete 12 semester hours for each of these semesters and does not obtain the minimum cumulative GPA after the second semester, will be subject to suspension.

Academic Probation

Students placed on Academic Suspension with significant extenuating circumstances may submit an Academic Appeal to the Appeals Committee for review. Students whose appeals are granted and are then allowed to re-enroll the following semester will be moved to Academic Probation. Students on Academic Probation will be required to meet with SES staff as a condition of their re-enrollment and create an academic plan. Students who do not adhere to their academic plan as created by SES staff may be withdrawn from their courses and returned to Academic Suspension status.

Academic Dismissal

Academic dismissal may result from repeated failure to make academic progress and/or meet the academic requirements set forth in the catalog. Students will be subject to dismissal if they:

1. Incur a third academic suspension; or
2. Are unable to successfully complete a foundations course or general education course with an acceptable grade within three attempts.*
*A grade of “WF” is considered an attempt.

Disciplinary Suspension

Students may also be suspended from the university for disciplinary reasons. When a student receives a disciplinary suspension, he or she is automatically withdrawn from all courses, and will be assigned grades of “WA” for all courses at the time of withdrawal. For other rules regarding disciplinary suspension, see the Student Handbook.

GRADUATION REQUIREMENTS**General**

While the distribution of credit hours varies for the different degrees, all generally have the following consistent elements:

1. foundation courses
2. a major field
3. a group of related or supportive courses
4. electives

The list of candidates for graduation, after approval by the faculty, shall be recommended to the President and Board of Trustees for the conferring of degrees. By vote of the faculty on December 2, 1993, no student will be allowed to march with a class or participate in any way in the graduation ceremony until all requirements are met. All financial obligations to the university must be cleared before graduation. This includes library fines, all other fines and fees collected by the Business Office, and the graduation fee. University approved regalia is required for ceremony participation.

Credit Hour and Grade Standards

For any degree, a candidate must have earned a minimum of 120 semester hours. Some degrees require hours above the minimum.

In order to graduate, a student must have a minimum cumulative 2.0 GPA. Some degree programs require a GPA above the minimum. All candidates must file an application for graduation and audit with the Registrar by the deadline indicated on the Academic Calendar and meet with their academic advisor to check progress toward completion. It is the students' responsibility to see that all general and special requirements for their

respective degrees have been met. The minimum acceptable grade in a course required of or applied to the major or minor is “C”. Transfer students must take at least 12 semester hours at 3000 level or above in the major at Shorter, and at least 6 hours in the minor, if the student has a minor.

Special Grade Standards

In addition to the above, certain degree fields have further requirements:

All degrees

A minimum grade of “C” must be earned in ENG 1010 and 1020 or ENG 1030 and 1040.

Business (B.B.A.)

All ACC, BUS, ECO, MAT, MGT, MKT and SPM courses must be passed with a “C” or better. All prerequisites must be passed with an acceptable grade before the next level may be registered.

Education (B.S.)

Candidates for teacher certification must officially be accepted into the Shorter University Teacher Preparation Program through an application process. Application materials are located on the School of Education page of SCHOLAR. The GPA referred to in SOE documents is the “HOPE” GPA. Information is found in the Teacher Preparation Program Handbook. Due to state mandates, requirements are subject to change.

Music (all degrees)

A minimum acceptable grade of “C” is required in all music courses within a student's degree program, including all applied music and music activities.

Natural Sciences

All required Mathematics, Biology, Chemistry, Earth Science, Natural Science, and Physics courses must be passed with a “C” or better.

Nursing

All Science, Math, and English courses must have a “C” or better and be completed prior to beginning the nursing sequence.

COMPLETION REQUIREMENTS**Minimum Residence Requirement**

A minimum of 25 percent of the credit hours required for any degree must be earned from Shorter University. At least 12 upper level hours (3000-4000 level) in the major and, if a minor is chosen, at least 6 upper level hours in the minor must be taken in residence.

Any courses taken elsewhere, while a student at Shorter, must be approved in advance by the Registrar to guarantee transfer and proper application to the student's program of study. A grade of "C" or higher is required for transient course credit.

Proficiency in Written Communication

Shorter's Educational Goal III states that curriculum and the educational environment "ensures that students reach the levels of skill in written and oral communication...necessary to take full advantage of university coursework and that they continue to exercise and enlarge these skills." Effective written communication at Shorter University will be measured by students successfully completing ENG 1010 and ENG 1020 with a "C" or better.

MAJORS

In contrast to the breadth of study provided by the general education requirements, the major provides a degree of mastery in a particular field of study. Total major sequence requirements are designed by the departments offering the majors, and requirements, which vary by degree and discipline, are described in the Catalog under discipline headings.

Declaration of Major

A copy of the major program approved by the student's advisor shall be on file in the Office of the Registrar no later than the first semester of the senior year. Students may change their majors at any time upon request. Late changes could easily result in extending the period of time required to complete a degree.

ADDITIONAL CREDENTIALS

Minors

Minors must be earned in most disciplines. A minor consists of at least 18 semester hours in a discipline, with specific requirements set by the department or school offering the minor.

Courses taken in the Major AND Minor

Students may minor in any area outside of their major, provided that the University offers the minor and that the student meets the prerequisites for and completes the requirements for the minor. Students majoring in one specific area may not also minor in the same area or in a concentration already studied in the major. However, students majoring in one area may minor in other categories within the overall academic discipline of the area; for example, a student majoring in Communication Studies with a concentration in Organizational Communication & Leadership may minor in Advertising/Public Relations but may not minor in Organizational

Communication & Leadership, a student majoring in Marketing may minor in Management but may not minor in Marketing, or a student majoring in English may minor in Professional Writing but in English.

The credits awarded toward the major (but not the Major Courses area in the B.A. in Liberal Arts/B.S. in Interdisciplinary Studies) can also be used to fulfill the minor, but students must meet the minimum total credit hours for a degree. Where an overlap in specific course requirements occurs in the major and minor, approved substitutions can be taken. Students should consult the requirements for specific minors and any notes concerning the overlap of specific majors and minors in the academic catalog. Courses taken to fulfill the foreign language requirement for a B.A. and the additional math and science requirements for a B.S. may also fulfill the requirements for a minor, if students complete approved substitutions to meet the minimum total credit hours for a degree.

Second Degrees and Majors

Occasionally, a student who already has a Bachelor's degree will choose to pursue a second Bachelor's degree. A second degree carries a different letter designation. If the student has a Bachelor's degree from a regionally accredited institution and seeks a second Bachelor's degree from Shorter University, they must complete all courses within the major field and any necessary prerequisites for the program or the major courses. A minimum of 30 semester hours and 60 quality points must be earned at Shorter University beyond the first degree and the minimum residency requirement must also be met. Students may use courses completed during their first degree towards their second degree so long as the minimum 30 semester hours at Shorter and minimum residency requirement are still met. Students admitting to pursue a second Bachelor's degree are exempt from the Foundations courses with the exception of the Examined Life requirement (CST 1011 and CST 1012) and any Foundations courses that are required by the program (Ex: MAT 1110 for BBA degrees). They must also have obtained a C or better in ENG 1010 and 1020 (or their equivalents as evaluated by the Registrar or Dean of the College of Humanities and Social Sciences). Students admitting to pursue a second Bachelor's degree are also exempt from any required minors and general electives that are required outside of the major field courses since they have already completed a degree in a secondary area of study. Students who completed their first Bachelor's degree at another regionally accredited institution and seek a second Bachelor's degree from Shorter University will be treated as transfer students.

A student pursuing two Bachelor's degrees from Shorter University at the same time must earn a minimum of 30 semester hours and 60 quality points in the second degree beyond the requirements for the first degree, with any additional Foundations and all major field requirements satisfied. Students completing two Bachelor's degrees at the same time are exempt from any required minors but must still complete all other courses and any prerequisites or requirements for each program.

A second major within the same degree does not require a minimum number of additional hours. A student pursuing more than one major within the same degree must complete only the necessary courses to complete the additional major (including any prerequisites or program related requirements). Double majors are exempt from any required minors.

POSTHUMOUS DEGREES

In the event of a student's death during his or her final term of study, a member of the student's family will be invited to accept the diploma during commencement exercises. In order to receive a posthumous degree, the student must have been in the final semester of study – or within 15 credit hours of graduation – and expected to graduate.

SPECIAL DEGREE REQUIREMENTS

All specific requirements for each degree and major are listed on its page in the Major Sequence Sheet section.

Degrees in Music

The following degrees are offered in the Music Department at Shorter University:

- Bachelor of Music, with majors in Voice, Piano, Piano Pedagogy, Music Education and Music & Worship Leadership
- Bachelor of Fine Arts, with a major in Musical Theatre.
- Bachelor of Arts, with a major in Music

Shorter University is a member of the National Association of Schools of Music. Requirements for graduation are in accordance with the published regulations of that body.

Although it carries no academic credit, satisfactory recital attendance is a requirement for graduation. Grading for recital attendance is Satisfactory/Unsatisfactory. Music majors signed up for Recitals must attend each recital class plus 10 additional concerts to receive the grade "S"; any student attending less than the required number of recitals will receive the temporary grade "U". Grades

of "U" must be removed the following term by fulfilling the requirement of that current term plus the deficiency from the previous term. Most degree programs require that a full-time music major be enrolled in recitals for four years or each semester enrolled at Shorter. See specific requirements in the Catalog under Major Sequence Sheets.

DEGREES WITH HONORS

Graduation with Honors

Candidates for a bachelor's degree who during their university course maintain high academic standing, and who have not at any time been suspended, may receive recognition on their diplomas in one of the three degrees of honors: (1) *cum laude*; (2) *magna cum laude*; (3) *summa cum laude*. Students who have a local cumulative GPA of 3.5 – 3.749 will receive their diplomas *cum laude*; students who have a local cumulative GPA of 3.75 – 3.874 will receive their diplomas *magna cum laude*; students who have a local cumulative GPA of 3.875 – 4.0 will receive their diplomas *summa cum laude*.

Sigma Eta Alpha -The Shorter Honors Academy

The Shorter Honors Academy offers a challenging environment for talented and intellectually gifted students who seek an enhanced education.

In order to receive an Honors Certificate upon graduation, a student must meet the requirements listed below. Students who complete the Honors requirements described below will be recognized at the graduation ceremony.

Shorter Honors Academy students may choose to take regularly offered Honors classes, including ENG 1030, ENG 1040, HON 2000, and HON 3000. Other classes that are often rotated in include COM 1010, HIS 2XXX, and ENG 2XXX. Students may also opt to take Add-On classes. In this case, students negotiate with their professors to enhance the class so that it becomes the equivalent of an Honors class. For students to get credit for an Add-On class, they must fill out the Honors Add-On form and secure the proper signatures.

Along with completing a total of 18 hours of Honors courses, students must write an Honors Thesis.

Honors Thesis courses are recommended (two to four credit hours) if a student's major does not include a written capstone. If a student's major does include a written capstone paper, then the student must work with the Honors Director to ensure the quality is sufficient to warrant Honors Thesis credit. The thesis must also be defended to the Honors Director and major professor. The student's overall GPA must be at least 3.5 upon graduation.

RESCINDING A DEGREE

The University reserves the right to rescind any Shorter University degree obtained improperly, including but not limited to, as a result of misrepresentations, incomplete or false information, and/or in violation of university requirements.

REGISTRAR'S OFFICE RETENTION OF RECORDS

Shorter University requires that some specific types of records be retained for specific periods of time and in designated official repositories. The schedules attached to this policy list these records and the time of required retention for the Shorter University Registrar's Office for students with enrollment history. The Shorter University Registrar's Office is committed to effective records retention to preserve its history, ensure that critical records are available to meet business needs, comply with legal requirements, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed.

Type of Record	Retention Period
Academic Appeals to Registrar's Office	7 years from graduation or date of last attendance
Academic Dismissal Notification Letter	Permanent
Academic Integrity Violations	Permanent
Academic Warning/Probation/Suspension Notification Letter	7 years from graduation or date of last attendance
Acceptance Letter	7 years from graduation or date of last attendance
Add/Drop Forms (including online course permission form)	3 years from date submitted
Address Change	7 years from graduation or date of last attendance
Admissions Application	7 years from graduation or date of last attendance
Application for Degree/Intent to Graduate Forms	7 years from graduation or date of last attendance
Audit a Course Request Forms	3 years from date submitted
Change of Major/Minor Form	7 years from graduation or date of last attendance
Cross-Registration Applications	3 years from date submitted
Degree Audit Records	7 years from graduation or date of last attendance
Diploma Replacement Forms	3 years from date submitted
Enrollment Verification Request Form	1 year from date submitted
Entrance Exam Reports/Scores (ACT/SAT/TOEFL)	7 years from graduation or date of last attendance
FERPA Waiver	Permanent (unless written consent from student received)
Grade Change Forms	7 years from graduation or date of last attendance
Incomplete Grade Contacts	7 years from graduation or date of last attendance
Independent Study/Internship/Field Work Forms	3 years from date submitted
Leave of Absence	2 years from graduation or date of last attendance
Military Documents	7 years from graduation or date of last attendance
Name Changes	7 years from graduation or date of last attendance
Non-Degree and Transient Registration Forms	3 years from date submitted
Overload Permission Forms	3 years from date submitted
Pass/Fail Permission Forms	3 years from date submitted
Petition for Catalog Exception	7 years from graduation or date of last attendance
Reevaluate Transfer Credit Request	7 years from graduation or date of last attendance
Substitution/Exemption/Waiver forms	7 years from graduation or date of last attendance
Transcripts from other institutions	7 years from graduation or date of last attendance
Transcript from Shorter University	Permanent
Transcript Request Forms	1 year from date submitted
Transient Request Forms	3 years from date submitted
Withdrawal Form (from course)	3 years from date submitted
Withdrawal Form (from university)	3 years from date submitted

Financial Information

TUITION AND FEES

The University is aware that the cost of higher education is a major investment for a family and makes every effort to keep its charges as reasonable as possible, consistent with providing an opportunity for a first-class education. Because of support from earnings on endowment investments and gifts from friends of the University, the individual student is able to attend Shorter University for much less than the real cost of his or her education.

Full-Time Charges for 2020-2021		
Typical Costs for Two Semesters	Boarding Students	Non-Boarding Students
Tuition	\$22,380	\$22,380
*Basic room and Board (unlimited plan) (Basic Room-\$5,000, Unlimited Meal Plan-\$4,400)	10,100	
Laundry Fee	60	
Student Activity Fee	180	180
Technology Fee	190	190
Total	\$32,910	\$22,750
Total does not include Taskstream Fee or Online Course Fee		
<ul style="list-style-type: none"> • Taskstream: One-time fee Education Majors Only • Online Course Fee: \$150.00 per course, in addition to tuition 		
Payment Schedule		
Freshmen & transfers remit by May 31 st .		
Fall due on or before August 24, 2020	\$16,455	\$11,375
Spring due on or before January 11, 2021	\$16,455	\$11,375
Typical Costs for Students Entering Second Semester		
#Tuition and Fees	\$11,190	\$11,190
*Basic Room and Board	4,700	
Laundry Fee	30	
Student Activity Fee	90	90
Technology Fee	95	95
Total	\$16,105	\$11,375
Room and Board Alternatives		
15 Meal per Week Plan		\$3,300
10 Meal per Week Plan		\$2,900
All Access (Unlimited) Plan		\$4,400

* Most rooms are designed to be shared by two roommates; basic charge is for such accommodations. For information about availability and cost of other accommodations, which carry a surcharge, inquiry may be made of the Student Life Office.

Financial aid for which the student is eligible will be deducted from stated charges.

TUITION AND FEES FOR TRADITIONAL STUDENTS TAKING ONLINE CLASSES

Online Course Fee \$150
per course (in addition to tuition)

OTHER CHARGES**Art**

ART 1500 Art Fundamentals: Design	\$50
ART 2010 Art, Culture, and Values: Design.....	\$10
ART 2105 Ceramics I	\$100
ART 2110 Painting I	\$100
ART 2115 Drawing I.....	\$100
ART 2250 Digital Art I	\$100
ART 2520 Digital Photography I	\$100
ART 3105 Ceramics II	\$100
ART 3110 Painting II	\$100
ART 3115 Drawing II	\$100
ART 3250 Digital Art II.....	\$100
ART 3420 Graphic Design I.....	\$100
ART 3421 Graphic Design II	\$100
ART 3520 Digital Photography II.....	\$100

Computer Information Systems

CIS 2020 Principles of Computer Info Sys	\$75
CIS 2040 Intro to Programming	\$75

Communication Studies

COM 3003 Production Lab	\$20
COM 3005 Post-Production Lab	\$20
COM 4004 Advanced Production Lab	\$20
COM 4006 Advanced Post-Production Lab	\$20

Music

MUA 1800 Marching Band	\$75
MUA 1900 Symphonic Band	\$50
MUS 1001 Found. of THE/ET I.....	\$10
MUS 1004-4023 Secondary	\$125
MUS 1003-4019 Primary	\$250

Natural Sciences

BIO 1011 Biology Lab I.....	\$10
BIO 1012 Biology Lab II	\$10
BIO 2041 Botany Lab	\$10
BIO 2061 Zoology Lab	\$10
BIO 3011 Human Anat. & Physiology I Lab	\$10
BIO 3021 Human Anat. & Physiology II Lab.....	\$10
BIO 3031 Microbiology Lab	\$10
BIO 3041 Histology Lab	\$10
BIO 3061 Genetics Lab	\$10
BIO 3081 Local Flora & Taxonomy Lab	\$10
BIO 3091 Developmental Biology Lab.....	\$10
BIO 3111 Entomology Lab	\$10
BIO 3181 Parasitology Lab	\$10
BIO 3191 Plant Anatomy Lab.....	\$10
BIO 3201 Plant Physiology Lab.....	\$10
BIO 3221 Ichthyology Lab.....	\$10
BIO 3451 Freshwater Biology Lab	\$10
BIO 4111 Biochemistry I Lab	\$10
BIO 4141 Ecology Lab.....	\$10
CHE 1031 Chemistry Lab I.....	\$10
CHE 1041 Chemistry Lab II.....	\$10

CHE 2011 Quantitative Analysis Lab	\$10
CHE 3031 Organic Chemistry Lab.....	\$10
CHE 3041 Organic Chemistry II Lab.....	\$10
CHE 3061 Instrumental Chemistry Lab	\$10
CHE 4011 Physical Chemistry I Lab.....	\$10
CHE 4021 Physical Chemistry II Lab	\$10
CHE 4111 Biochemistry I Lab	\$10
EAS 2111 Physical Geography Lab	\$10
EAS 2021 Geology Lab.....	\$10
NAS 1011 Physical Science I Lab.....	\$10
NAS 1021 Physical Science II Lab	\$10
PHY 1031 General Physics I Lab.....	\$10
PHY 1041 General Physics II Lab.....	\$10

Graduation Application Fee

This application fee is posted to the student account at the time of their Application for Graduation and is due whether or not the student graduates or participates in Commencement Exercises. Fees for caps and gowns are in addition to the graduation application fee. For application deadlines, visit

www.shorter.edu/calendar.

Graduation Application Fee	\$125
----------------------------------	-------

Special Tuition Provisions

Tuition for part-time students (less than 12 hours per semester) each semester hour

.....	\$550
-------	-------

Tuition for full-time students enrolled for more than 19 hours credit per semester, each semester hour above 19

.....	\$325
-------	-------

Joint enrollment, per credit hour.....

.....	\$250
-------	-------

Senior Citizen-age 65 or older..... no charge

Summer School: Per hour

.....	\$350
-------	-------

Tuition for full-time Honors students enrolled for up to 21 credit hours per semester

.....	no charge
-------	-----------

Auditing

For part-time students, half the charge for a credit course; no extra charge for full-time students or senior citizens. Studio and laboratory courses may not be audited but may be attended on a noncredit basis upon payment of stated tuition.

Transcripts of Academic Record

Regular service (allow 24 hours or more)	\$5
Immediate service.....	\$10
Online service	\$8

Motor Vehicle Registration

Required of all student vehicles on campus; liability insurance is also mandatory.

Annual registration fee	\$75
-------------------------------	------

PAYMENT OPTIONS

The University recognizes the desire of many parents to be able to budget educational expenses and makes available the following plans to provide such services:

Option 1 – Remit payment in full to Shorter University each semester. Payments by Cash, Check, MasterCard, VISA, AmEx, and Discover are accepted. To pay online, visit us on the web at <http://scholar.shorter.edu> and select Pay My Bill.

Option 2 – Shorter University offers a payment plan. Payments are due the 5th of each month. If not paid by the 10th, a \$35 late fee is added. The total balance must be paid by the end of each semester. The amount due per semester is based on preliminary financial aid and will be adjusted if the awarded amount is different. The website address for the payment plan will be available in the Business Office or online at www.shorter.edu/business-office.

ROOM & BOARD CHARGES

Board Plan

All on-campus residents are required to purchase the board plan unless they have a medically ordered diet which the food service is unable to accommodate.

1. Unlimited Meal Plan: \$4,400
2. 15 Meal Plan: \$3,300
3. 10 Meal Plan: \$2,900 (only students living in apartment-style housing are eligible for this plan)

Room Charges

All full-time students are required to live in campus residence halls unless married, living with parents, 23 years of age, or having received written authorization from the Vice President for Student Affairs due to extenuating circumstances.

1. Roberts, Hazel, and Eubanks Hall: \$4,900
2. Vanhooze and Cooper Halls: \$5,000
3. Bass Housing Complex: \$5,400
4. New Dorm: \$5,600
5. Newman Hall: \$5,700
6. Mallory, Gwaltney, & Townes: \$5,400
7. Single Rooms: \$5,400
8. Summer School/Maymester Room: \$500 per month; summer school tuition and room charges are subject to change annually

REFUND POLICY

All charges for tuition and fees for a class are refundable if the student withdraws from the class by the last day of add/drop; otherwise the tuition and fees are non-refundable.

GENERAL FINANCIAL STIPULATIONS

Students must have settled all financial obligations to the University in order to receive grade reports, have a transcript issued, or be granted a diploma. Because of the uncertainty of economic conditions and changing prices of food and other costs, the University reserves the right to vary charges at any time, including during any session, without prior notice.

The registration of a student signifies the assumption of definitive obligations between that student and the University. It is an agreement on the student's part and in that case of minors, the parents/guardians, to fulfill the terms of the contract for the semester and indicates acceptance of financial and general regulations of the current catalog.

Accounts for the semester are payable as specified in the schedule of payments and in full before completion of registration. The University may assess interest on unpaid balances.

Shorter University cannot assume responsibility for loss or damage of personal property on the campus. Ordinarily the insurance coverage of a parent automatically provides for this or can be extended for this purpose. The institution's annual campus security report can be accessed at www.shorter.edu.

BOOKSTORE PURCHASES

If a student has a credit balance on his or her account, Shorter University will allow **textbooks and course materials (paper, pens, scantrons, bookbags, laptops, and tablets)** purchased at the University Bookstore to be charged to the Shorter Student Account for a 4-week time frame.

The time frame is as follows: Two weeks before classes start, the week of drop/add, and the week following drop/add. After that time frame, no more bookstore charges can be charged to the student account. Choosing this method for purchasing books, **authorizes Shorter University to deduct all bookstore charges from any funds posted on the student account, including Title IV financial aid.** In the event the student does not receive enough funds to cover the balance due, he or she is responsible to pay these charges in full or a hold will be placed on the account. No student is required to use this service.

STUDENT ATHLETIC INSURANCE

Shorter University provides an Athletic Blanket Accident Insurance Policy to assist athletes with balances due for intercollegiate athletic injury after their primary insurance processes/pays.

Shorter requires athletes who do not have primary insurance (or who have an insurance that will not pay as primary in the presence of another insurance) to purchase a separate policy (UAP) which will only cover athletic injuries sustained during Shorter practices or games.

Medicaid (or any plan through Medicaid), Medicare, TriCare, Champs, Peach Care, Peach State, CHIP (or any plan through CHIP), and medical cost sharing plans (i.e. Medi-Share, etc.) do not pay as primary for athletic injuries in the presence of Shorter University's Athletic Blanket Accident Insurance Policy.

Athletes with these insurances will be required to purchase the UAP for covered athletic injuries but would use their other insurances for everything else.

The UAP policy will pay first for these athletes on covered athletic injuries, with the balance due being automatically forwarded to Shorter's Excess Athletic Injury policy.

The premium is for the whole academic year and cannot be prorated. Athletes must have coverage for the entire academic year PLUS coverage for any sport that begins before the academic year or ends after the academic year.

INTERNATIONAL ATHLETIC INSURANCE

Please contact the Business Office. All international athletes MUST purchase an insurance plan.

Financial Aid

Shorter University has a long-standing tradition of assisting students in financing their college education. Financial aid is available from a variety of sources, including: the university, through its own funds and endowments; the state of Georgia; and the Federal Government.

The best source of information regarding financial assistance for educational expenses while enrolled in college is the financial aid office. This office seeks to enable all qualified persons to attend Shorter University by putting together the best financial aid package possible for each student applicant. Guidelines must be observed in order to make the

financial aid program equitable and to provide financial assistance for as many students as possible. Please refer to our extensive website at www.shorter.edu/financial-aid/.

General Regulations**Students must apply for financial aid each year.**

The financial aid office will coordinate which documents are required for application and renewal each year. These processes are electronic. For need-based programs, proper need analysis must be used to determine eligibility for those programs by completing the FAFSA at www.fafsa.ed.gov each year. Shorter's ID # for the FAFSA is 001591. Shorter University's online financial aid system can be accessed at finaid.shorter.edu.

Once a student has been properly admitted to Shorter University, and the financial aid processes completed, a financial aid offer will be available to the student through Shorter University's online financial aid system. Please review the financial aid policies and procedures regarding the receipt of financial aid.

The Shorter University financial aid office uses the Shorter University email system as its official means of documented communication. If any student prefers to receive printed correspondence, please let the financial aid office us know.

Upon being offered financial aid, an email notification is sent to the student stating that financial aid awards are ready for review. The financial aid will not be disbursed to the student's account until the student is properly enrolled and attending classes for the specific period of enrollment. Financial aid will be credited to the student account one half of the total award each semester. Student work earnings are paid to the student monthly by direct deposit. Most financial aid is based on full-time enrollment status, which is defined as a minimum of 12 credit hours per semester for traditional programs. Any deviation from full-time status may result in re-calculation of financial aid awards.

A student's eligibility to participate in the financial aid programs is contingent upon the student's academic standing. Regulations regarding Satisfactory Academic Progress for financial aid are found in this section.

Students who are receiving institutional scholarships and wish for those scholarships to continue to the following year must complete the necessary financial aid forms, meet scholarship eligibility and satisfactory academic progress standards, and register for fall semester classes during the previous spring semester in order to maintain those scholarships.

Institutional Aid

Shorter University offers a wide variety of scholarships funded from the University's own resources as well as from endowed contributions. Deadlines and criteria for these scholarship programs vary greatly, so students are advised to check with the financial aid office or the admissions office as far in advance as possible to apply for institutional scholarships. Institutional scholarships include, but are not limited to, competitive academic scholarships, academic excellence scholarships, music department scholarships, athletic scholarships. Students may receive institutional aid for one undergraduate degree. Students enrolled in a second bachelor's degree are not eligible for institutional aid. Students who wish to study abroad may with permission from the Director of Financial Aid and the Director of International Programs use academic institutional aid. Athletic institutional aid cannot be used to study abroad.

Students must be enrolled full-time to receive any institutional aid. A student may receive institutional financial aid if they are less than full time and in their final semester at the University. Institutional aid is available to transfer students based on the difference between the number of transferable credits received and the number of semesters required to complete a degree at Shorter. For example, if a student transfers in 60 semester hours, institutional aid would be available for the remaining four semesters.

No institutional aid is available for summer enrollment unless the student is in their last semester and needs classes to graduate at the end of the summer term.

Shorter University students, employees, and graduate assistants are eligible to use institutional financial aid toward their first undergraduate and/or graduate degree at Shorter. No institutional funds may be applied toward a second bachelor's degree. Second bachelor's degree seeking students may be eligible for a post baccalaureate scholarship offered by the Office of Admission, however, not all will receive the post baccalaureate scholarship.

NOTE: Shorter University reserves the right to adjust institutional aid when that aid in combination with other forms of aid exceeds the cost of tuition plus the federal allowance for books. Shorter University reserves the right to change all policies concerning the awarding of financial aid and scholarships without notice due to financial and regulatory considerations and changes.

Academic Scholarships

The Application for Admission to Shorter University is also the application for Academic Scholarships (Founders, Dean's, Faculty, and Shorter University Grant), excluding Community Partnership and Competitive Scholarships.

If awarded an Academic Excellence or Dean's Scholarship, a student must maintain at least a 3.0 grade point average on a four-point scale to be eligible to retain the scholarship. A student may receive Dean's Scholarship for a total of 8 semesters. If awarded a Faculty Scholarship, a student must maintain at least a 2.75 grade point average on a four-point scale to be eligible to retain the scholarship. A student may receive a Faculty Scholarship for a total of 8 semesters. If awarded a Community Partnership Scholarship, a student must maintain at least a 2.5 grade point average on a four-point scale to be eligible for the scholarship. A student may receive the Community Partnership Scholarship for a total of 8 semesters. If awarded a Shorter University Grant, a student must maintain at least a 2.0 grade point average on a four-point scale to be eligible to retain the scholarship. Competitive Scholarships (Eubanks, Presidential, Phi Theta Kappa, Alfred Shorter, and Provost) are awarded for a total of 8 semesters and are for undergraduate degrees only. A Eubanks scholar must maintain a 3.5 GPA to retain the scholarship. A presidential scholar must maintain a 3.25 GPA. A Phi Theta scholar must maintain a 3.25 GPA. An Alfred Shorter and Provost Scholar must maintain a 3.0 GPA. One-half of the Academic Scholarship is applied to tuition charges at registration for fall semester, and the other half is applied to tuition charges at registration for spring semester. If a prospective student is eligible for more than one non-underwritten scholarship, scholarships which Shorter University finances from its own resources, only the larger scholarship will be granted, not a combination of the scholarships.

Scholarships are awarded for one year at a time. In order to establish eligibility, it is necessary for the student to have been accepted for admission to

Shorter University. Renewal eligibility is determined at the end of spring semester each year once a student has re-applied and completed all necessary financial aid applications.

Ability and Special Scholarships

Shorter University offers scholarships in the areas of athletics, music, and in academic departments. Other scholarships are available to persons with special characteristics: senior citizens, children of church employees, etc. Please contact the financial aid office for more information.

Church-Related Grants

Students who are active members of churches within the Georgia Baptist Mission Board may be eligible for the Baptist Appreciation Scholarship. An application including a recommendation from a church pastor is required.

Students planning to enter a ministerial-related vocation may be eligible for the Ministerial Vocation Grant. If the student does not enter a ministerial-related vocation after receiving this grant, the grant turns into a loan which must be repaid to the GBMB.

Applications for church-related grants must be completed, certified by your minister, and submitted to the financial aid office. Applications are available from the financial aid office.

State Aid

Georgia Tuition Equalization Grant (GTEG)

Under current regulations, qualified Georgia residents are eligible to receive the Georgia Tuition Equalization Grant (GTEG) to be applied directly to reduce the costs associated with college for full-time undergraduate students who attend private colleges and universities in Georgia. To receive GTEG the State of Georgia annually requires students to complete the FAFSA. Residency status is checked each year to verify the student's eligibility to renew and maintain the GTEG. GTEG recipients can currently receive the scholarship for up to 127 paid credit hours. GTEG awards are established each year by the legislature of the State of Georgia and are subject to change.

HOPE Scholarship

Initial HOPE scholarship eligibility is determined by the student's official high school GPA. The GPA must be 3.0 or higher in all core classes and meet the State required academic rigor requirements. To receive HOPE a student must file a FAFSA. HOPE scholarship recipients are reviewed by Shorter University for continued eligibility in the spring

semester each year as well as at the 30th, 60th, and 90th attempted semester hour levels. Continued eligibility is based on the number of hours attempted and cumulative grade point average of 3.0 or higher. HOPE recipients can currently receive the scholarship for up to **127 attempted** credit hours. HOPE awards and regulations are established by the legislature of the State of Georgia and are subject to change. For further information about the HOPE Scholarship, go to www.gafutures.org.

Zell Miller Scholarship (ZMS)

Students graduating from high school with a 3.7 HOPE GPA and 1200 on the math and reading portions of the SAT or 26 on ACT (both are single test scores, not best from multiple testing) and graduate from high school in 2007 or later are eligible. Students who graduated as Valedictorian or Salutatorian, as long as they meet HOPE requirements (NOTE: only 1 each per high school per year) are eligible. Students who entered college between 2007-2010 and are currently in college with a 3.3 GPA at the most recent checkpoint (Spring 2013) and met all other high school graduation requirements listed above for the ZMS are eligible. Students must maintain the 3.3 GPA at all usual HOPE checkpoints; end of each spring semester and once completed 30, 60, and 90 attempted credit hours to maintain eligibility. If a student loses ZMS at any checkpoint, the student can still get HOPE, assuming all requirements, including the 3.0 GPA are met. For additional information go to www.gafutures.org.

Student Access Loan (SAL) Program

The Student Access Loan (SAL) Program is administered through the Georgia Student Finance Authority (GSFA). Application is made directly through GSFA during a limited period of time each year. The SAL loan program is designed to be funding of last resort for college students who have a gap in their college financing. The interest rate on the loan is 1% and the repayment term is ten years after graduation. Interest payments are required while the student is enrolled. Loan funds may be used towards any part of the student's cost of attendance. GSFA randomly selects recipients for the SAL loan. Successful applicants must complete a Promissory Note with GSFA prior to the loan being disbursed. For additional information go to www.gafutures.org.

Federal Aid

All Federal Student Aid programs are subject to regulations set forth by the US Department of Education and are subject to change or cancellation by Congressional action. Eligibility for Federal Student Aid programs is determined by a student's submission of the Free Application for Federal Student Aid (FAFSA). The FAFSA must be renewed each year. The FAFSA is available electronically at www.fafsa.ed.gov. For current information concerning Federal Student Aid programs, go to www.shorter.edu/financial-aid/.

Pell Grants

Pell Grants are federal grants made available to undergraduate students who demonstrate sufficient financial need. As a grant program, the funds do not have to be repaid. Application for Pell grant eligibility is made with the submission of the FAFSA. A student is eligible to receive Pell for a total of 3 years for an Associate's degree (150% of the length of the degree program) or 6 years for a bachelor's degree (600%, of the length of the degree program) whichever comes first.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG funds are provided by the US Department of Education for undergraduate students with exceptional financial need in connection with college expenses. As a grant program, FSEOG funds do not have to be repaid. FSEOG funds are limited each year. Recipients of FSEOG funds must also be eligible to receive Pell grant funds.

Teacher Education Assistance for College and Higher Education Grant (TEACH) (keep this section?)

As of May 1, 2016, Shorter University no longer participates in the Teach Grant program. The TEACH Grant Program provides grants of up to \$4,000 per year to students who intend to teach. In exchange for receiving a TEACH Grant, you must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. IMPORTANT: If you fail to complete this service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed. To apply you must

complete a Shorter University TEACH grant application, a federal TEACH grant agreement to serve and complete online TEACH counseling. TEACH grant is available at Shorter University to students in the Teacher education program that have successfully passed transition point 1 (typically by your junior year) and are majoring in middle or secondary math education. Certification by the Dean of the School of Education is required.

Federal Work-Study Program (FWS)

The FWS program provides job opportunities to students demonstrating financial need so they can earn part of their educational expenses. Eligibility for the work-study program is determined by the financial aid office based on a student's indication of interest, demonstration of financial need, and the availability of campus work-study positions. Work-study funds are limited, but are available to undergraduate, post-baccalaureate teacher certification and graduate students. Students are awarded a maximum of 10 hours per week. A student may be employed at two on campus work study positions. However, the student cannot exceed the maximum 10 hours per week between the two positions. Students can review available positions and apply for them by contacting the supervisor for an interview at the Shorter financial aid webpage, work study link. Students are paid monthly based on the hours worked. Prior to beginning work a student must submit required employment documents with Financial Aid and Human Resources.

Loan Programs

Shorter University participates in the Direct Loan program, the Direct PLUS Parent Loan program, and the Perkins Loan Program. Each of these loan programs is regulated by the US Department of Education. As loan programs, the funds must be repaid, and a variety of deferment repayment options exist. Application for these loan programs begins with the submission of the FAFSA each year. Students and parents can apply for the Federal Direct and PLUS Loan funds by completing entrance counseling and a master promissory note (MPN) and parent PLUS loan request form at www.shorter.edu/financial-aid-forms/. Loan funds are available to undergraduate and graduate students.

Post-baccalaureate students returning to Shorter for teacher certification are eligible for Direct loans for one year.

WITHDRAWAL FROM UNIVERSITY

Traditional students who plan to withdraw from the university must notify the Office of Student Engagement and Success and the Registrar of the intent to withdraw. The Office of Financial Aid will review and determine based on federal return to Title IV regulations to portion of their aid the student is eligible to keep. Funds may be returned to the following sources: Loan (Unsub, Sub, and Plus), Pell, SEOG, Perkins, Teach. If a student fails to attend all classes for more than 14 days, the Office of Student Engagement and Success will work with the Registrar to Financial Aid to determine if the student has unofficially withdrawn from the university. If it is determined that the student has ceased attending and unofficially withdrawn, the University will process a Return to Title IV calculation to determine the portion of aid the student is entitled to keep. Funds may be returned to the following sources: Loan (Unsub, Sub, and Plus), Pell, SEOG, and Perkins.

At the end of every semester the University is required to determine if a student who did not earn any credit during the semester unofficially withdrew or earned F's in all their classes. Earning an F is determined based on class attendance. Students who attended at least 60.1% of the semester earned the F. If a student attended less than 60.01% of the semester, then a Return to Title IV calculation must be performed. A Return to Title IV calculation determines updated federal funds eligibility.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

In order for a Shorter University student to receive financial aid from federal assistance programs, the student must demonstrate satisfactory academic progress. Evaluation of satisfactory academic progress will be based on all courses at Shorter University and all previous credits transferred in and applied to the student's degree program at Shorter. Hours attempted at previous colleges but not applied to the student's degree program will not be included in the assessment of Satisfactory Academic Progress for financial aid. At Shorter University, satisfactory academic progress for financial aid will be evaluated by the Offices of the Registrar and Financial Aid according to the following schedule: **Semester-based programs** – at the end of the fall, spring, and summer semesters.

Per federal statute, satisfactory academic progress for continued receipt of federal financial aid is measured in terms of three components:

- a qualitative component (GPA)

- quantitative component (completion of attempted credit hours)
- length of time to complete the program.

Qualitative Component

Undergraduate students must have a minimum cumulative grade point average (GPA) of 2.0 for Satisfactory Academic Progress in order to retain federal financial aid. These standards apply to full-time and part-time enrolled students. Education degrees require a GPA of 2.5.

Quantitative Component

Full-time and part-time enrolled students must successfully complete 2/3 (67%) of their cumulative attempted coursework at the appropriate checkpoint for Satisfactory Academic Progress. Successful completion of courses means the student has received a grade of A, B, C, D, S or P. (Exception: some courses require a C or higher) Receipt of grades F, I, W, WF, WA, or NG (except labs) does not constitute successful completion.

Timeframe Component

Students must complete their degree program within 150% of the normal timeframe. All attempted classes at all colleges that are attributable to your degree at Shorter University must be considered in this calculation. Normally 120 credit hours are required to earn a bachelor's degree at Shorter University. Therefore, an undergraduate student shall be deemed in good standing and eligible to receive federal financial aid for up to 180 credit hours. If the degree requires more than 120 credit hours, the maximum timeframe to receive aid is 150% of the required hours for that program. If a student is seeking 2 concurrent degrees both degrees must be completed within 150% of the degree that requires the most credit hours. If both degrees require 120 credit hours, then both degrees must be earned within 180 credit hours. All semesters enrolled and credit hours attempted are counted toward the SAP maximum time allowance, regardless of whether or not a student received financial aid for the period of enrollment. All repeated courses, failed courses, withdrawals, and transfer hours will be counted as credit hours attempted toward the maximum time frame. Remedial courses are excluded.

An entering freshman will be understood to be maintaining satisfactory academic progress during the first semester of attendance; a transfer student with a GPA below 2.0 will be placed in an initial warning status for their first semester of attendance. They must successfully complete 2/3 or 67% of their

attempted course work and achieve a 2.0- semester GPA. If a degree change is necessary, a maximum of one-year extension will be granted. These changes must be officially recorded in the Office of the Registrar, and the student must notify the Financial Aid office in writing. Incomplete coursework (“I” grades) will be used in calculating hours earned for satisfactory academic progress. In the case of a student who has an incomplete grade, the GPA will be calculated for that enrollment period with the “I” grade being used. The incomplete, when cleared to a letter grade, will be counted in the cumulative GPA and for completion. A re-evaluation of status will be performed at that point and the student will be notified. If the student then becomes eligible for aid, it will be disbursed at that time. A course that is required to be repeated to fulfill graduation requirements or satisfy major field standards will be used in its repetition to calculate hours. (If a course is repeated which was previously passed successfully, but the student just desires to improve the grade, these hours will not be used in the quantitative calculations for satisfactory academic progress or in calculating the cumulative GPA).

Transient work approved by the Provost or Registrar may be used to make up deficiencies. Transcripts of such work must be received by the Office of the Registrar before federal aid will be disbursed.

Traditional students not maintaining satisfactory academic progress will have only one warning period of enrollment (one semester) during which they may receive federal and/or state aid. This is an automatic extension with no appeal required. At the end of the warning period of enrollment, the student must have maintained a 2.0 GPA (2.5 Education) and successfully completed 2/3 or 67% of their attempted credit hours for that specific term in order to retain financial aid for future terms. If the student does not successfully maintain a 2.0 GPA (Education 2.5) during the warning period of enrollment, and complete 2/3 or 67% of their attempted credit hours, the student will be placed on financial aid Suspension. No financial aid will be made available to the student until he/she meets the appropriate requirements for Satisfactory Academic Progress based on GPA and completion OR files an appeal and is approved for continuation. Specific circumstances must exist for an appeal to be considered. Students who experience mitigating circumstances, such as personal illness or injury, injury or death of an immediate family member, fire or violent crime which requires the student to withdraw temporarily from college, drop out, or receive grades of incomplete, may have an extension

of time in meeting the foregoing requirements for satisfactory academic progress. To receive the extension, the student must appeal by providing a personal statement and other documentation detailing why they did not meet the requirements and what has changed in their situation to allow them to be successful. Specific documentation such as notes from a physician, death certificate, etc. to verify the life event is required. The Financial Aid Committee will have final decision. The student will be notified of the decision by email. If approved, the student may continue on a warning status with progress to be evaluated each semester. An academic plan must be implemented with the Director of Student Engagement and Success to ensure the student can meet the required criteria by end of program. The student must achieve a semester GPA of 2.0 (3.0 for Graduate) or the required GPA for their major and successfully complete 2/3 or 67% of their attempted term credit hours in order to continue on the probationary status, until which time they have a cumulative GPA of 2.0 or the required GPA for their major and complete the prescribed academic plan.

This statement of Satisfactory Academic Progress for financial aid supersedes all previous regulations regarding Satisfactory Academic Progress for financial aid at Shorter University.

Grade Forgiveness

All grades received at Shorter University will be included in grade point average calculation for determining eligibility for financial aid. Academic policies allow for grades to be forgiven. Financial Aid regulations do not allow for grades to be forgiven. Therefore, all classes with grades that have been forgiven will be included in the financial aid GPA.

Special Programs

TEACHER PREPARATION PROGRAM

The Teacher Preparation Program (TPP) at Shorter University offers majors that are competency-based and practicum-based studies of the art and science of teaching. The foundation of the Teacher Preparation Program is the Conceptual Framework with its specific goals and objectives for teacher candidates to achieve. Guidelines and requirements of the program are based on this Conceptual Framework and the continually updated requirements for teacher certification in the State of Georgia.

The Shorter University Teacher Preparation Program is accredited by the Professional Standards Commission (PSC) of the State of Georgia to recommend Georgia teacher certification in Elementary (P-5), Elementary/Special Education (P-5), Middle Grades (4-8), History (6-12), Mathematics (6-12), and Music (P-12). Shorter's Teacher Preparation Program also offers a Master of Arts in Teaching in Pedagogy-only. Candidates seeking this degree may choose from Middle Grades (4-8- English/Language Arts, math, science, or social studies), any 6-12 certification field, or any P-12 certification fields except special education. The Master of Arts in Teaching in Pedagogy-only leads to initial teaching certification.

Our Mission

Reflecting the mission of Shorter, the Conceptual Framework of the School of Education establishes the foundation upon which Shorter prepares teachers to think **Learners First**. Our mission is to provide exemplary classroom and field experiences for teacher candidates so they may become successful teachers dedicated to life-long learning, personal growth, collaborative effort, responsible citizenship, and community leadership in a global context. Upon successful completion of the program, Shorter graduates are expected to possess content, pedagogical, and curricular knowledge. But, more importantly, it is expected Shorter graduates will demonstrate the professional dispositions to be caring professionals who are concerned for the needs of others, and able to assist others effectively in the learning process.

Goals and Objectives

Teacher Preparation Program goals and objectives may be found in the program's Conceptual Framework. The program's Transition Points may be found in the Teacher Preparation Program Handbook. All documents are available online.

GOAL I. Teacher candidates will demonstrate subject matter knowledge appropriate to their grade levels and specializations.

Teacher candidates will:

1. demonstrate current knowledge of subject and theories of the discipline,
2. know and utilize diverse viewpoints and perspectives of experts in their field,
3. integrate knowledge across academic disciplines,
4. demonstrate skills required to practice the discipline effectively,
5. use appropriate, available technology for the academic subject, and

6. use the following elements of the learning process to master the discipline content: motivation, understanding, contextualizing, reflection, critical thinking, social interaction, and performance.

GOAL II. Teacher candidates will acquire and demonstrate pedagogical knowledge appropriate to their grade levels and specializations.

Teacher candidates will:

1. demonstrate knowledge of instructional strategies, activities, and educational theories for the disciplines taught,
2. implement curricula using their understanding of the learning process: motivation, understanding, contextualizing, reflection, critical thinking, social interaction, and performance,
3. develop assessments that consider the developmental stage and needs of the learner,
4. utilize assessment data to determine learning objectives, make instructional decisions, and revise curricula, and
5. employ a variety of technologies in their teaching.

GOAL III. Teacher candidates will address the psychological, social, and cultural needs of learners.

Teacher candidates will:

1. diagnose learner needs with appropriate assessments,
2. promote self-confidence in learners,
3. encourage cooperation among learners,
4. demonstrate multicultural and global awareness,
5. use community resources,
6. involve parents or guardians,
7. maintain a physical environment conducive to learning, and
8. plan and practice effective classroom management skills.

GOAL IV. Teacher candidates will demonstrate professionalism.

Teacher candidates will:

1. establish respectful relationships,
2. work collaboratively,
3. display professional demeanor and appearance,
4. base decisions and performance on high moral and ethical standards,
5. develop a teaching philosophy that reflects the ethics of the profession,
6. evaluate their own professional growth through reflection and synthesis of data from multiple sources,
7. demonstrate professional growth, and
8. value life-long learning.

PROGRAMS OF STUDY

See the specific major and degree requirements in the current university catalog or an academic advisor for additional information.

Elementary Education

The major in Elementary Education provides course work, advisement, practica, and Clinical Practice leading toward the degree of Bachelor of Science in Elementary Education and certification in prekindergarten through grade five.

Elementary/Special Education

The major Elementary/Special Education provides course work, advisement, practica, and Clinical Practice leading toward the degree of Bachelor of Science in Elementary/Special Education and certification in general and special education in prekindergarten through grade five.

Middle Grades Education

The major in Middle Grades Education provides course work, advisement, practica, and Clinical Practice leading toward the degree of Bachelor of Science in Middle Grades Education and teacher certification in grades four through eight.

Music Education

The Music Department of the School of Fine & Performing Arts and the School of Education provide course work, advisement, practica, and Clinical Practice for candidates in the Bachelor of Music in Music Education degree and teacher certification in music education grades pre-kindergarten through twelve.

Secondary Education

The program of Secondary Education provides course work, advisement, practica, and Clinical Practice leading toward a Bachelor of Arts or Bachelor of Science degree in either History Education, or Mathematics Education, and teacher certification in grades six through twelve.

Pedagogy-only

The major in pedagogy-only provides course work, advisement, practica, and clinical practice leading toward the degree of Masters of Arts in Teaching: Pedagogy-only and teacher certification in a variety of fields based on student's undergraduate degree.

Teacher Endorsement Programs in Education

The Dyslexia Endorsement program, approved by the Georgia Professional Standards Commission, provides professional learning for certified teachers by preparing them to work with students who

struggle to read or have difficulties with language development. All courses are 100% online.

Endorsement candidates must apply and be accepted to Shorter University as a non-degree seeking student. After being admitted to the University, candidates must then seek admission to Shorter's Teacher Preparation Program by completing an application process which includes:

- Presenting a current and valid teaching license
- Complete the Georgia Educator's Ethics Assessment (non-Georgia residents only)
- Passing a background check from PSI, Inc.
- Presenting proof of professional liability insurance (via PAGE membership or a similar organization)
- Providing two positive professional references

Candidates must already have a teaching certificate prior to admission. Once admitted, candidates are required to maintain a 2.5 GPA and must earn at least a B in all required classes. Each course is aligned to the InTASC Standards and the GaPSC Rule 505-3-.112.

Criteria for Admission

Candidates for teacher certification must officially be accepted into the Shorter University Teacher Preparation Program through an application process. Application materials are located on the School of Education page of SCHOLAR. Information is found in the Teacher Preparation Program Handbook. Due to state mandates, requirements are subject to change.

Credit for EDU 2110

Students who have met the following requirements may earn credit for EDU 2110 with the approval of the Dean of the School of Education:

- 1) passed all three high school Education Pathway courses with a C or better in one of the pathways (Teaching as a Profession, Early Childhood Care and Education I, or Early Childhood Care and Education II)
- 2) passed the state approved end-of-pathway exam

It is the student's responsibility to report Pathway course completion and exam score to Shorter University.

BEN & OLLIE BRADY SCHOOL OF NURSING

The professional baccalaureate degree in nursing (BSN), will qualify graduates to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). The baccalaureate nursing

curriculum prepares the graduate to apply knowledge, develop and use critical thinking skills, and demonstrate clinical reasoning in the areas of communication, assessment, cultural sensitivity, and leadership. The baccalaureate nursing graduate will build on the foundation of liberal arts courses such as English, Communication, Psychology, Sociology, Growth and Development, History, Religion, and Fine Arts as well as the in-depth knowledge acquired from courses in Physical and Natural Sciences, Mathematics, and Statistics, to provide a foundation for practice in a diverse, complex health care environment. The extensive two years of pre-requisites are incorporated and serve as the foundation for the nursing course work.

School of Nursing Vision Statement

The Shorter University Ben and Ollie Brady School of Nursing will be known as an academic center committed to the pursuit of excellence in Nursing as demonstrated by the development of nursing graduates focused on scholarship, practice excellence, and leadership built on the Christian foundation of service.

Mission of the School of Nursing

The Mission of the School of Nursing is in accordance with the Mission of Shorter University and promotes an exemplary undergraduate nursing program that:

1. Integrates a strong curricular foundation infused with liberal arts and science studies.
2. Prepares professional registered nurses who:
 - a. Assume the roles of a nurse generalist who provides patient-centered care that is safe, compassionate, and affirms Christian values.
 - b. Deliver patient-centered care with an emphasis on evidenced-based practice, quality outcomes of care, and resource management.
 - c. Practice nursing safely and compassionately in a variety of settings, with diverse populations, both locally and globally.
 - d. Serve as a community leader, collaborative participant, and leader among disciplines providing care to consumers of health care.
 - e. Participate in life-long learning.
3. Creates and sustains an exemplary learner-centered caring community that:
 - a. Affirms academic and Christian integrity, values, and service.
 - b. Promotes personal accountability in students by maintaining physical, spiritual, and emotional health, and well-being.

- c. Promotes personal accountability for actions and decisions.
- d. Utilizes integrative strategies for learning.

Program Learning Outcomes

At the completion of the program, the graduate of Shorter University School of Nursing will be able to:

1. Integrate knowledge from the sciences, arts, humanities, nursing science, and the understanding of human experience from birth to death, while providing patient-centered care.
2. Critically examine and advocate for improved safety and quality outcomes of patient-centered care.
3. Implement evidence-based nursing interventions, utilize critical thinking and clinical reasoning to manage acute and chronic care of patients and promote health across the life span.
4. Manage data, informatics, and technology to communicate effectively and provide safe and effective care, while maintaining confidentiality and right to privacy.
5. Participate in the analysis, critique, and reform of the political, social, cultural, economic, technologic, genetic, and ecologic issues that influence nursing and healthcare environments at the regional, national, and international levels.
6. Communicate effectively with patients, families, groups, population areas and collaborate with interdisciplinary health team members to improve quality, resolve conflict, negotiate change, and maximize positive outcomes of health care.
7. Participate in clinical preventions and population-focused interventions to promote health, prevent disease and injury, taking into account available resources, with attention to effectiveness, efficiency, cost effectiveness, and social justice.
8. Practice nursing within legal and ethical boundaries and accepts personal responsibility and accountability and incorporating altruism, autonomy, human dignity, social justice, patient advocacy, and service.
9. Provide patient-centered care that is safe, compassionate, affirms Christian values, and respects the diversity and uniqueness of the individual's values, cultural, spiritual, and social differences.

General Information

1. Shorter University offers a traditional professional baccalaureate degree in nursing (BSN), offering graduates the opportunity to sit for the NCLEX licensing examination for

registered nurses (RNs). Students interested in applying to the School of Nursing at Shorter University should apply directly to the Nursing school.

2. The most qualified applicants will be accepted based on overall GPA with an emphasis on science and math coursework and TEAS scores. Applicants may be required to interview.
3. Fees: Accepted students will incur fees for assessment evaluation, background screening, and/or drug screening. Fees will also be assessed each semester for supplies, computer learning programs, standardized exams, programs, and random drug screening.

Admission Criteria

1. Admission to the Nursing program requires a separate online application to be submitted to the School of Nursing. The first two years of general education prerequisites may be taken at Shorter University or any accredited college or university. Students may apply and be admitted while prerequisites are in progress toward completion. However, all courses must be successfully completed prior to entry into the Nursing School. The School of Nursing accepts applicants with the highest likelihood of success in the program.
2. Minimum overall university grade point average (GPA) of 3.0 on a 4.0 scale.
3. Completion of 40 semester hours of the BSN core requirements at the time of application and 55 hours at the time of enrollment in the first clinical nursing course. All Science, Math, and English courses must have a minimum of "C" and be completed prior to beginning the nursing sequence for program consideration.
4. Admission to the BSN program is competitive and space is limited. Applicants for admission will be ranked according to overall GPA. All Science classes must be current within 6 years of application date.
5. Clinical institutions may deny access to the clinical practice area based on the results of background check/drug screening/physical examination. Clinical experience is a required component of the majority of nursing courses. A course cannot be completed without a passing grade in the clinical component of the course. Placement in healthcare facilities will require a background check and a drug screening for admission. Failure to be honest in the completion of the application question (below) regarding prior convictions may result in an honor code violation and could result in dismissal from the program. Results are reported to the clinical agency and the dean's office at Shorter University Brady School of Nursing. If the clinical agency finds the results of the drug screening or criminal background check to be unacceptable, Shorter University BSN may not be able to provide further educational experiences, which could impede the student's progression and completion of the nursing degree.
6. Admission and graduation from Shorter University BSN does not guarantee eligibility for licensure. (See Georgia Board of Nursing Rules and Regulation 410-6-.02 <http://sos.georgia.gov/plb/rn/>)
7. Satisfactory physical exams completed by a health care provider within 3 months of entering the nursing program. Must be valid from August 1st to June 30th and renewed annually.
 - (a) Current physical exam
 - (b) TDAP within the last 10 years
 - (c) Proof of polio series
 - (d) Two doses of MMR vaccine or proof of positive immune Varicella titers. If Varicella results are negative or Low, then two varicella vaccines are required. Varicella vaccine is due two months after Varicella 1 vaccine.
 - (e) Hepatitis B vaccine positive titer (series of three) or up to six Hepatitis vaccines and two negative Hepatitis B titers and proof of immunity from healthcare provider.
 - (f) Tuberculosis (TB) clearance annually. The following documentation is acceptable for proof of TB clearance:
 - i) Tuberculin Skin Test (commonly known as Mantoux or PPD skin test). Results must be read 48-72 hours after administration and the results must indicate millimeters of induration and not "negative" or "positive." A licensed healthcare professional must sign any documentation of TB clearance. A two-step skin test at least 10 days apart is required if your TB test has expired.
 - ii) Interferon Gamma Release Assay (IGRA) blood test.
 - iii) Chest x-ray. If you have prior history of latent TB infection (LTBI) or active disease as determined through tuberculin skin test (Mantoux or PPD) or a blood test (IGRA) a licensed healthcare provider must provide a written

- report that shows student does not have active disease
- iv) and copy of radiology report. The chest x-ray must be completed no earlier than 6 months before the first day of classes.
- (h) American Heart Association Basic Life Support certification for the health care provider
- (i) Proof of current flu vaccine
- (j) Current health insurance
- (k) Demonstrate the ability to comply with the Core Performance Standards:

CORE PERFORMANCE STANDARDS		
ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL-INCLUSIVE)
Critical thinking, Integrative and Quantitative Abilities	Critical-thinking ability sufficient for clinical judgment. Solve problems involving measurement, calculation, reasoning, memory, analysis and synthesis. Pharmacology, pathophysiology and fundamentals of nursing concepts must be integrated in nursing care. Incorporate data from various patient care sources and integrate quickly for patient best outcomes.	Identify cause/effect relationships in clinical situations, develop nursing care plans, and calculate medication dosages and IV solution rates. Developing nursing plan of care with a nursing diagnosis, establishing care priority with a plan of action. Rapidly integrating information to identify changes in patient health status.
Interpersonal, Behavioral and Social Abilities	Student demonstrates capacity to fully utilize his/her intellectual abilities; maintain emotional stability; adapt to change; respond to the unexpected; maintain objectivity; recognize personal limitations and exercise good judgment under stressful conditions. Student must have the capacity to develop mature, effective relationships with patients and health care professionals. Student is required to provide care in numerous setting to diverse populations. Client safety must be central to delivery of care and student must exhibit a level of consciousness and attentiveness that reflects patient safe outcomes as a priority. Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.	Individual client care must be provided to patient regardless of gender, age, race, religion, political preference, ability to pay or sexual orientation. Student must be willing to provide safe care to patients in a variety of settings, including areas outside of the student's area of comfort. Students must not compromise care or learning by being somnolent, unstable emotionally or distracted by other circumstances. Student must adhere to professional standards of nursing at all times. Students must care for patients with communicable illnesses using appropriate guidelines. Students are not required to participate in medical procedures that are not in line with personal values or beliefs.
Communication	Communication includes speech, hearing, reading, writing, nonverbal body language and computer literacy.	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses and discharge instructions. English proficiency in written and oral communication is required. Student must be able to share appropriate information with clients, as well as teach, demonstrate and explain to a variety of individuals from diverse populations and cultures. Timely communication, verbal receipt of information and electronic medical records entry required.

CORE PERFORMANCE STANDARDS		
ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL-INCLUSIVE)
Observation	Functional use of vision, hearing, tactile and somatic senses.	Observe and participate in lectures, demonstrations, research projects, and practice situations in nursing. Observe health assessments, diagnostic treatments and electronic data to assess patient's condition and response to treatment.
Motor Skills/Physical Mobility/Sensory Ability	Gross and fine motor abilities sufficient for providing safe, effective nursing care. Physical endurance and strength, mobility, vision, hearing, tactile abilities and sense of smell to perform nursing procedures and to operate equipment safely.	Calibrate and use equipment; position patients/clients, open and close containers, manipulate small objects. Hear monitor alarms, emergency signals, auscultory sounds and cries for help; tactile palpation, auscultation using stethoscope, direct hand percussion, indirect percussion, lab draws, glucometer use, patient care such as tracheostomy care, wound dressing changes inserting Foley catheters, administration of injections. Student must be able to move rapidly to provide routine and emergency care to patients, such as cardiopulmonary resuscitation, obstructed airway opening, and pressure application to stop bleeding. Visually assess changes in condition of clients such as pallor or bruising.
Health-Related Requirements	Student must be able to provide current proof of meeting all health-related requirements prior to participating in clinical settings. Mentally and physically able to attend classes, participate in clinicals and simulations, and complete all assignments successfully.	Immunizations must be current. CPR, HIPAA and OSHA documents on file. Background check and drug screen completed. Chronic or recurrent illnesses or problems may interfere with ability of student to be successful in nursing course of study. Student should consider impact of absence from required lectures, clinicals and other coursework. Deficiencies in knowledge, integrity or judgment may jeopardize patient care and could result in dismissal from nursing program.

[Adapted from SREB Council on Collegiate Education for Nursing Task Force Publication (2008) source: <http://www.sreb.org/publication/americans-disabilities-act>]

Students admitted to the nursing program must be able to meet the Southern Regional Education Board's (SREB) Council on Collegiate Education for Nursing's (2008) core performance standards for admission and progression. A student applying to the nursing program with an identified or perceived disability should contact Student Support Services for evaluation. Students who are not able to demonstrate ability to meet the above functional abilities and performance standards may not be able to meet learning objectives related to the clinical component of nursing courses and may be denied progression in the program. In addition, graduates of the BSN program unable to meet the required functional abilities and performance standards may be denied licensure by a state board of nursing.

Dismissal

Failure to achieve any of these standards shall constitute reason for the student to be dismissed from the program. The faculty and administration of the Brady School of Nursing reserve the right to dismiss any student enrolled in the program for unethical, dishonest, unprofessional, or illegal conduct that is inconsistent with the ANA Code of Conduct.

Re-admission

The School of Nursing acknowledges the responsibility of readmitting those students who, in the judgment of the Admission, Progression, Retention and Readmission Committee satisfies the requirements of scholarship, health, and professional suitability for nursing. Students requesting

readmission must apply in writing to the School of Nursing Admissions, Progression, Retention, and Readmission Committee. Each student's situation is reviewed on an individual basis. Readmission is not guaranteed to any student. Students following the curriculum plan without interruption have priority for course enrollment.

Specific guidelines for readmission include the following:

1. Course repetition policies:
 - a. Only one (1) nursing course may be repeated.
 - b. The course must be repeated successfully with a "B" or better (3.0) prior to taking other nursing courses.
 - c. The course must be repeated within the next academic year.
 - d. Students may appeal decisions based on course repetition policies in writing to the School of Nursing Admissions, Progression, Retention and Readmission Committee with the concurrence or recommendation of the academic advisor or course instructor. Decisions on appeal requests are the responsibility of the School of Nursing Admissions, Progression, Retention and Readmission Committee and may be approved or denied based on individual circumstances and an evaluation of the request.
2. Any student readmitted to the program will be required to:
 - a. Meet university readmission criteria.
 - b. Demonstrate a satisfactory level of knowledge from pre-requisite nursing courses.
 - c. Successfully validate prior medication calculation competency and clinical skills.
3. A readmitted student must meet graduation requirements in effect at the time of readmission and follow the baccalaureate degree nursing policies in effect for that academic year.
4. A student must have a cumulative grade point average of 3.0 for readmission consideration.
5. Students must complete all program admission requirements prior to readmission.

Sequential Progression Policies

1. Enrollment in entry level nursing courses will be permitted only if the student:
 - a. completes all pre-requisite courses (BIO 1010, CHE 1020, BIO 3010, 3020, 3030 (including labs) ENG 1010, 1020, English Literature Course, MAT 1110, CST 1011, CST 1012, Statistics Course, PSY 1010,

- PSY 2210, Fine Arts Elective, SOC 1010, COM 1010, HIS 1020, 2010, 2050 or 2060);
 - b. earns a grade of C (2.0) or above in all required Natural Science, English, and Mathematics courses
2. Students may continue to progress according to the curriculum plan if they:
 - a. complete all pre-requisite courses prior to enrollment in any nursing course; (60 hours)
 - b. earn a grade of C (2.0) or above in all nursing major courses;
 - c. demonstrate satisfactory performance of designated nursing skills;
 - d. earn a satisfactory grade in both the theory and clinical components of the nursing courses; In the event that the earned clinical grade is unsatisfactory, the course grade assigned will not be higher than the letter grade of "D".
 - e. pass the medication calculation competency test at 90% accuracy;
 - f. demonstrate full compliance with all standards of the nursing profession as defined by the ANA standards of practice, the ANA Code of Conduct, and Georgia Nursing Practice Act; and
 - g. maintain current health requirements/BLS.
 3. If a student fails or withdraws from any nursing course, they must petition the Admission, Progression, Retention and Readmission Committee of the School of Nursing to be re-admitted.
 4. Students having withdrawn from or earned less than a C (2.0) in one nursing course may be re-admitted to the program one time only.
 5. Students are accountable to follow all policies in the current handbook.
 6. All program requirements must be completed within five (5) years of first enrollment of the program.

Baccalaureate program policies that describe standards for progression are listed in detail in the Brady School of Nursing Student Handbook. The handbook is distributed at the beginning of each academic year. It is the students' responsibility to obtain a copy of the policies and to be familiar with the policies. The policies are a guide as the student progresses through the program.

Graduation

Shorter University grants a Bachelor of Science in Nursing to those candidates who have completed the credit requirements as described in the nursing curriculum course plan and who have met all degree

requirements of Shorter University. Nursing requires a competency score on standardized tests throughout the curriculum and in the capstone course.

Students intending to graduate should file an application with the Registrar by the deadline posted on the Academic Calendar. The student is responsible for assuring that their academic record is in order.

Admission to and graduation from the Shorter University Brady School of Nursing does not guarantee eligibility for licensure (see Board of Nursing Policies). Additionally, all student financial accounts must have a zero balance.

The University subscribes to the Family Educational Rights and Privacy Act of 1974 and is committed to a policy of nondiscrimination based on age, color, handicap, race, sex, and national origin in all of its programs and offerings. The University does not discriminate against any person or persons based on creed or religion in admissions policies or university-administered programs.

Board of Nursing Policies

After completion of the program and graduation, students are eligible to apply for licensure by examination (National Council Licensure Examination for Registered Nurses - NCLEX-RN). Licensure to practice as a Registered Nurse is granted by the Board of Nursing in the state of

intended practice (See Georgia Board of Nursing Rules & Regulations 410-6-.02 <http://sos.georgia.gov/plb/rn/>). All new graduates must submit to a background check process as required by Georgia Law §46-26-7-4-(4) when applying for licensure in Georgia. An applicant who passes the licensing examination and is under investigation for possible violation of the Nurse Practice Act (arrested or convicted of a crime other than a minor traffic violation) may not be issued a license until the matter is resolved to the satisfaction of the Board. If the charges are substantiated, the license may be denied or sanctioned despite the applicant meeting all other criteria for licensure.

The Georgia Board of Nursing has the right to refuse to grant a registered nurse license to any individual regardless of his/her educational credentials under circumstances of:

- a. Falsification of application for licensure.
- b. Conviction of a felony or crime of moral turpitude.
- c. Other moral and legal violations specified in Georgia Law.

Nursing Program Accreditation

The baccalaureate program in nursing at Shorter University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Traditional Schools, Degrees, and Major Sequence Sheets

SCHOOL OF FINE & PERFORMING ARTS

The School of Fine & Performing Arts prepares students to become facilitators for the arts, personally and in their community, whether as performers, creators, teachers, or appreciators (consumers).

The Edith Lester Harbin Department of Music

Bachelor of Arts

- Music

Bachelor of Fine Arts

- Musical Theatre

Bachelor of Music

- Music Education (P-12)
- Piano
- Piano Pedagogy
- Voice
- Music & Worship Leadership

Preschool-Grade 12 Education Certification available in Music Education

Department of Theatre

Bachelor of Fine Arts

- Theatre

Bachelor of Arts

- Theatre

ROBERT H. LEDBETTER COLLEGE OF BUSINESS

The Robert H. Ledbetter College of Business is committed to providing students with programs leading to meaningful careers in business or further graduate study. These programs are offered in an atmosphere characterized by open inquiry, Christian ethics, and professionalism, within the context of a liberal arts environment, establishing partnerships and providing service to the University and the community.

Department of Business Administration

Bachelor of Business Administration

- Accounting
- Computer Information Systems
- General Business
- Management
- Marketing

Department of Sport Management

Bachelor of Business Administration

- Sport Management

SCHOOL OF EDUCATION

The School of Education guides students to an understanding of the world in which they live and prepares them for effective practice of their disciplines and professions.

Bachelor of Science

- Elementary Education (P-5)
- Elementary Education/Special Ed. (P-5)
- Middle Grades Education (4-8)

Secondary Education Majors

- History Education (6-12)
- Mathematics Education (6-12)
- Music Education (P-12) - See Department of Music

BEN & OLLIE BRADY SCHOOL OF NURSING

The professional baccalaureate degree in nursing (BSN), will qualify graduates to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). The baccalaureate nursing curriculum prepares the graduate to apply knowledge, develop and use critical thinking skills, and demonstrate clinical reasoning in the areas of communication, assessment, cultural sensitivity, and leadership. The baccalaureate nursing graduate will build on the foundation of liberal arts courses such as English, Communication, Psychology, Sociology, Growth and Development, History, Religion, and Fine Arts as well as the in-depth knowledge acquired from courses in Physical and Natural Sciences, Mathematics, and Statistics, to provide a foundation for practice in a diverse, complex health care environment. The extensive two years of pre-requisites are incorporated and serve as the foundation for the nursing course work.

Department of Nursing

Bachelor of Science in Nursing

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

The College of Natural Sciences and Mathematics provides contemporary education within the context of the Christian liberal arts tradition. This college seeks to equip students with knowledge and skills and to instill in students an appreciation for the value of the sciences and mathematics. Students completing degree programs in this college will be prepared for graduate or professional programs of study or employment in their designated field. These students will learn to understand and act on their community, scientific, and environmental responsibilities in local and global contexts.

Department of Mathematics

Bachelor of Science

- Mathematics
- Mathematics Education - See School of Education

Department of Natural Sciences

Bachelor of Science

- Biology
- Biochemistry
- Chemistry
- Ecology & Field Biology

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

The College of Humanities and Social Sciences provides Shorter graduates with an intellectual foundation in the liberal arts that promotes critical thinking, civic responsibility, and Christ-like conduct. In addition to housing the foundation courses, it offers concentrated areas of study within traditional liberal arts disciplines, such as communication arts, literature, language, interdisciplinary studies, Christian studies, and social sciences.

Department of Communication Studies

Bachelor of Arts

- Communication Studies

Bachelor of Science

- Communication Studies

Department of English, Modern Languages, & Liberal Arts

Bachelor of Arts

- English
- Liberal Arts
- Spanish

Bachelor of Science

- Interdisciplinary Studies

School of Christian Studies

Bachelor of Arts

- Christian Studies
- Youth Ministry

Bachelor of Science

- Christian Studies
- Youth Ministry

Department of Social Science

Bachelor of Arts

- Criminal Justice
- History
- History Education- See School of Education
- Human Services
- Political Science
- Psychology

Bachelor of Science

- Criminal Justice
- History
- Human Services
- Political Science
- Psychology

Bachelor of Arts, Christian Studies**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Arts Language Courses			
Foundations for College Success							Choose a language and complete the respective courses:			
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510			
Effective Communication								Spanish	SPA 1500, 1510, 2500, 2510	
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112			
	ENG 1020/40	English Composition II	3		Christian Studies Courses					
	COM 1010	Introduction to Communication	3		33 hours					
	ENG 2110-2190	Introduction to Literature:	3		Christian Studies Core					
Biblical Perspective								CST 2200	Evangelism	3
	CST 1011	Survey of Old Testament	3		Biblical Studies					
	CST 1012	Survey of New Testament	3			CST 3225	Hermeneutics	3		
Historical & Social Perspective								CST 4711	Old Testament Book Study	3
Choose 1:			3			CST 4712	New Testament Book Study	3		
	HIS 1020	Modern Civilization since 1648			Historical Studies					
	HIS 2010	Development of Civilization to 1648				CST 3030	World Religions	3		
	HIS 2050	American Civilization I				CST 3111	Church History Survey I	3		
	HIS 2060	American Civilization II				CST 3112	Church History Survey II	3		
Choose 1:			3		Theological Studies					
	ECO 2100	Principles of Microeconomics				CST 3725	Systematic Theology I	3		
	POS 2110	American Government				CST 3726	Systematic Theology II	3		
	PSY 1010	Introduction to Psychology			Ministerial Studies					
	SOC 1010	Introduction to Sociology			Choose 2 of the following:				6	
Artistic Expression								CST 2500	Homiletics	
Choose 1:			3			CST 2700	Survey of Christian Education			
	ART 1500	Art Fundamentals				CST 2800	Introduction to Youth Ministry			
	ART 2010	Art, Culture, & Values				CST 3001	Intro. to Christian Leadership			
	DAN 2260	Dance Appreciation				CST 3300	Christian Worship			
	MUS 2030	Music Appreciation				CST 3425	Christian Counseling			
	MUS 2430	World Music				CST 3850	Ministry to Children and Family			
	THE 2250	Theatre Appreciation				CST 4050	Supervised Ministry Internship			
						CST 4125	Change/Conflict Mgmt. in Chr. Min.			
Quantitative & Scientific Reasoning							Christian Studies Electives			
Choose 1:			4		12 hours					
	BIO 1010/1011	General Biology I			LAR 3000 may fulfill a CST elective					
	BIO 1020/1021	General Biology II								
	CHE 1030/1031	General Chemistry								
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology			General Electives					
	NAS 1010/1011	Physical Science I			11-12 hrs					
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I								
Choose 1:			3		Required Minor					
	MAT 1060	Liberal Arts Mathematics			18 hours					
	MAT 1110	College Algebra			Other Graduation Requirements:					
	MAT 1120	Precalculus			1) A cumulative 2.0 GPA.					
	MAT 2610	Calculus I			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
					3) The minimum acceptable grade CST 1011 and CST 1012 is "C".					
					Minimum Semester Hours for Degree					
					120					

Bachelor of Arts, Criminal Justice

Traditional

Student's Name:					ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade		
Foundation Courses					35 hours		Bachelor of Arts Language Courses				
Foundations for College Success							Choose a language and complete the respective courses:				
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510				
Effective Communication								Spanish	SPA 1500, 1510, 2500, 2510		
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112				
	ENG 1020/40	English Composition II	3		Criminal Justice Courses						
	COM 1010	Introduction to Communication	3			CRJ 2070	Introduction to Criminal Justice	3			
	ENG 2110-2190	Introduction to Literature:	3			CRJ 2900	CRJ Research & Writing	3			
Biblical Perspective								CRJ 3090	Theories in Criminal Justice	3	
	CST 1011	Survey of Old Testament	3			CRJ 3330	Police Systems	3			
	CST 1012	Survey of New Testament	3			CRJ 3350	Correctional Systems	3			
Historical & Social Perspective								CRJ 3550	Judicial Systems	3	
Choose 1:			3			CRJ 4210	Criminal Justice Administration	3			
	HIS 1020	Modern Civilization since 1648				POS 2110	American Government	3			
	HIS 2010	Development of Civilization to 1648			Choose 7 of the following:						
	HIS 2050	American Civilization I				CRJ 3300	Juvenile Delinquency				
	HIS 2060	American Civilization II				CRJ 3340	Criminal Investigations				
Choose 1:			3			CRJ 3410	Criminal Law				
	ECO 2100	Principles of Microeconomics				CRJ/POS 3430	Procedural Law				
	POS 2110	American Government				CRJ 3600	Prin./Practice of Restorative Justice				
	*PSY 1010	Introduction to Psychology				CRJ 3990	Special Topics				
	SOC 1010	Introduction to Sociology				CRJ 4050	Internship				
Artistic Expression								CRJ/POS 4240	International CRJ & Human Rights		
Choose 1:			3			CRJ 4300	International & Domestic Terrorism				
	ART 1500	Art Fundamentals				CRJ/PSY 4320	Forensic Psychology				
	ART 2010	Art, Culture, & Values				CRJ 4500	Drugs, Alcohol, and Society				
	DAN 2260	Dance Appreciation				LAR 3000	Ethics in Society & Workplace				
	MUS 2030	Music Appreciation				HUS/PSY 3110	Abnormal Psychology				
	MUS 2430	World Music				HUS/PSY/SOC 3410	Cultural Diversity				
	THE 2250	Theatre Appreciation			General Electives						
Quantitative & Scientific Reasoning							10 hours				
Choose 1:			4								
	BIO 1010/1011	General Biology I			Required Minor						
	BIO 1020/1021	General Biology II			18 hours						
	CHE 1030/1031	General Chemistry I			Other Graduation Requirements:						
	EAS 2010/2011	Physical Geography			1) A cumulative 2.0 GPA.						
	EAS 2020/2021	Geology			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.						
	NAS 1010/1011	Physical Science I			*Required for Criminal Justice major						
	NAS 1020/1021	Physical Science II			Minimum Semester Hours for Degree						
	PHY 1030/1031	General Physics I			120						
Choose 1:			3								
	MAT 1060	Liberal Arts Mathematics									
	MAT 1110	College Algebra									
	MAT 1120	Precalculus									
	MAT 2610	Calculus I									

Bachelor of Arts, English**Traditional**

Student's Name:				ID:	Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade
Foundation Courses				35 hours	Bachelor of Arts Language Courses				12 hours
Foundations for College Success					Choose a language and complete the respective courses:				
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510		
Effective Communication						Spanish	SPA 1500, 1510, 2500, 2510		
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112		
	ENG 1020/40	English Composition II	3		English Courses				21 hours
	COM 1010	Introduction to Communication	3			ENG 2511	English Seminar	1.5	
	ENG 2110-2190	Introduction to Literature:	3			ENG 4210	Literary Criticism & Research	3	
Biblical Perspective						ENG 4750	Capstone Paper & Exam	1.5	
	CST 1011	Survey of Old Testament	3		Choose 5 of the following:				15
	CST 1012	Survey of New Testament	3			ENG 3060	World Literature I		
Historical & Social Perspective						ENG 3070	World Literature II		
Choose 1:			3			ENG 3110	British Literature I		
	HIS 1020	Modern Civilization since 1648				ENG 3115	British Literature II		
	HIS 2010	Development of Civilization to 1648				ENG 3190	American Literature I		
	HIS 2050	American Civilization I				ENG 3200	American Literature II		
	HIS 2060	American Civilization II				ENG 3035	Shakespeare		
Choose 1:			3		Additional Major Courses				18 hours
	ECO 2100	Principles of Microeconomics			2150+ ENG Electives (not used in Foundations)				9
	POS 2110	American Government							
	PSY 1010	Introduction to Psychology							
	SOC 1010	Introduction to Sociology							
Artistic Expression					ENG 2900+ Writing Courses				9
Choose 1:			3						
	ART 1500	Art Fundamentals							
	ART 2010	Art, Culture, & Values			General Electives				16 hours
	DAN 2260	Dance Appreciation							
	MUS 2030	Music Appreciation							
	MUS 2430	World Music							
	THE 2250	Theatre Appreciation							
Quantitative & Scientific Reasoning									
Choose 1:			4						
	BIO 1010/1011	General Biology I			Required Minor				18 hours
	BIO 1020/1021	General Biology II			Other Graduation Requirements:				
	CHE 1030/1031	General Chemistry I			1) A cumulative 2.0 GPA.				
	EAS 2010/2011	Physical Geography			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.				
	EAS 2020/2021	Geology			Minimum Semester Hours for Degree				120
	NAS 1010/1011	Physical Science I							
	NAS 1020/1021	Physical Science II							
	PHY 1030/1031	General Physics I							
Choose 1:			3						
	MAT 1060	Liberal Arts Mathematics							
	MAT 1110	College Algebra							
	MAT 1120	Precalculus							
	MAT 2610	Calculus I							

Bachelor of Arts, History**Traditional**

Student's Name:				ID:	Evaluation By:					
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses				35 hours	Bachelor of Arts Language Courses				12 hours	
Foundations for College Success					Choose a language and complete the respective courses:					
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510			
Effective Communication						Spanish	SPA 1500, 1510, 2500, 2510			
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112			
	ENG 1020/40	English Composition II	3		History Courses				12 hours	
	COM 1010	Introduction to Communication	3			HIS 2010	Development of Civilization to 1648	3		
	ENG 2110-2190	Introduction to Literature:	3			HIS 2050	American Civilization I	3		
Biblical Perspective						HIS 2060	American Civilization II	3		
	CST 1011	Survey of Old Testament	3			HIS 2310	Introduction to Historical Methods	3		
	CST 1012	Survey of New Testament	3			HIS 4750	Exit Exam	0		
Historical & Social Perspective					History Electives as Advised (3000+ level courses)				33 hours	
Choose 1:			3		Students may complete up to 6 hours of POS 3000+ level courses.					
	*HIS 1020	Modern Civilization since 1648								
	HIS 2010	Development of Civilization to 1648								
	HIS 2050	American Civilization I								
	HIS 2060	American Civilization II								
Choose 1:			3							
	ECO 2100	Principles of Microeconomics								
	*POS 2110	American Government								
	PSY 1010	Introduction to Psychology								
	SOC 1010	Introduction to Sociology								
Artistic Expression										
Choose 1:			3							
	ART 1500	Art Fundamentals			General Electives				10 hours	
	ART 2010	Art, Culture, & Values								
	DAN 2260	Dance Appreciation								
	MUS 2030	Music Appreciation								
	MUS 2430	World Music								
	THE 2250	Theatre Appreciation			Required Minor				18 hours	
Quantitative & Scientific Reasoning					Other Graduation Requirements:					
Choose 1:			4		1) A cumulative 2.0 GPA.					
	BIO 1010/1011	General Biology I			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
	BIO 1020/1021	General Biology II			* Required courses for History major.					
	CHE 1030/1031	General Chemistry I			Minimum Semester Hours for Degree				120	
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I								
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	MAT 1110	College Algebra								
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Arts, History Education, 6-12 certification

Traditional

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Arts Language Courses			
Foundations for College Success							Choose a language and complete the respective courses:			
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510			
Effective Communication								Spanish	SPA 1500, 1510, 2500, 2510	
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112			
	ENG 1020/40	English Composition II	3		Major Courses					
	COM 1010	Introduction to Communication	3			ECO 2100	Principles of Microeconomics	3		
	ENG 2110-2190	Introduction to Literature:	3			HIS 2010	Development of Civilization to 1648	3		
Biblical Perspective								HIS 2050	American Civilization I	3
	CST 1011	Survey of Old Testament	3			HIS 2060	American Civilization II	3		
	CST 1012	Survey of New Testament	3			HIS 2310	Intro to Historical Methods	3		
Historical & Social Perspective								HIS 3140	Georgia History	3
Choose 1:			3		European History: Choose 2 courses					
	*HIS 1020	Modern Civilization since 1648			Choose 1 of the following:					
	HIS 2010	Development of Civilization to 1648				HIS 3020	Greece/Rome in the Ancient World	3		
	HIS 2050	American Civilization I				HIS 3050	Early Modern Europe			
	HIS 2060	American Civilization II				HIS 3200	Renaissance & Reformation			
Choose 1:			3		Choose 1 of the following:					
	ECO 2100	Principles of Microeconomics				HIS 4230	Europe in the World			
	*POS 2110	American Government				HIS 4270	Modern Europe			
	PSY 1010	Introduction to Psychology			World History: 2 courses, choose 1					
	SOC 1010	Introduction to Sociology				HIS/POS 3350	Politics of Developing States	3		
Artistic Expression							Choose 1 of the following:			
Choose 1:			3			HIS 3260	Latin American Studies			
	ART 1500	Art Fundamentals				HIS 3300	Atlantic World			
	ART 2010	Art, Culture, & Values				HIS 3400	China & East Asia			
	DAN 2260	Dance Appreciation				HIS 3410	Muslim World			
	MUS 2030	Music Appreciation			U.S. History: Choose 2 courses					
	MUS 2430	World Music			Choose 2 of the following:					
	THE 2250	Theatre Appreciation				HIS 3100	Recent American Hist. Since 1945			
Quantitative & Scientific Reasoning								HIS 3110	American Revolution/Early Per.	
Choose 1:			4			HIS 3130	U.S. During the War: 1914-1945			
	BIO 1010/1011	General Biology I				HIS 4130	U.S. in Transition: 1880-1930			
	BIO 1020/1021	General Biology II			Education Courses					
	CHE 1030/1031	General Chemistry I				EDU 2000	TPP Fundamentals	0		
	*EAS 2010/2011	Physical Geography				EDU 2110	Crit./Cont. Issues in Education	3		
	EAS 2020/2021	Geology				EDU 2120	Sociocultural Perspectives	3		
	NAS 1010/1011	Physical Science I				EDU 2130	Exploring Teaching and Learning	3		
	NAS 1020/1021	Physical Science II				EDU 2950	Teacher Technology	3		
	PHY 1030/1031	General Physics I				EDU 3100	Exceptional Learners	3		
Choose 1:			3			EDU 3260	Measurement/Evaluation: MGE/SE	2		
	MAT 1060	Liberal Arts Mathematics				**EDU 3400	Principles for Diverse Learners: SE	3		
	MAT 1110	College Algebra				EDU 3705	Classroom Management: MGE/SE	1		
	MAT 1120	Precalculus				**EDU 4065	History Education: SE	3		
	MAT 2610	Calculus I				EDU 4105	Secondary Field Experience	3		
						**EDU 4130	Clinical Practice: SE	12		

Other Graduation Requirements:

- 1) A cumulative 2.0 GPA.
- 2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.

* Required course for History Education major

** Course must be taken at Shorter University

Additional graduation requirements apply to all education majors.

Requirements are based on state and national guidelines, and education majors must meet all graduation requirements in existence at the time of their graduation. Current requirements may be found in the Teacher Preparation Program Handbook. All HIS courses count in Content GPA.

Minimum Semester Hours for Degree**122**

Bachelor of Arts, Human Services

Traditional

Student's Name:					ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade		
Foundation Courses					Bachelor of Arts Language Courses					35 hours	12 hours
Foundations for College Success					Choose a language and complete the respective courses:						
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510				
Effective Communication						Spanish	SPA 1500, 1510, 2500, 2510				
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112				
	ENG 1020/40	English Composition II	3		Human Services Courses					45 hours	
	COM 1010	Introduction to Communication	3			ENG 3150	Academic Writing in Soc. Sciences	3			
	ENG 2110-2190	Introduction to Literature:	3			HUS 3000	Introduction to Human Services	3			
Biblical Perspective						HUS/PSY 3050	Theory & Practice of Counseling	3			
	CST 1011	Survey of Old Testament	3			HUS/PSY 3110	Abnormal Psychology	3			
	CST 1012	Survey of New Testament	3			HUS/PSY 3310	Lifespan Development	3			
Historical & Social Perspective						HUS/PSY/SOC 3410	Cultural Diversity	3			
Choose 1:			3			HUS 3450	Human Services Theory	3			
	HIS 1020	Modern Civilization since 1648				HUS 3600	Introduction to Research Methods	3			
	HIS 2010	Development of Civilization to 1648				HUS/PSY 4180	Addictive Behaviors	3			
	HIS 2050	American Civilization I				HUS 4220	Case Management	3			
	HIS 2060	American Civilization II				HUS 4510	Practicum I	3			
Choose 1:			3			HUS 4520	Practicum II	3			
	ECO 2100	Principles of Microeconomics				HUS 4040	Applied Human Services Project	3			
	POS 2110	American Government				LAR 3000	Ethics in Society & Workplace	3			
	PSY 1010	Introduction to Psychology				PSY 3060	Social Psychology	3			
	SOC 1010	Introduction to Sociology			General Electives					10 hours	
Artistic Expression											
Choose 1:			3								
	ART 1500	Art Fundamentals									
	ART 2010	Art, Culture, & Values									
	DAN 2260	Dance Appreciation			Required Minor					18 hours	
	MUS 2030	Music Appreciation			Other Graduation Requirements:						
	MUS 2430	World Music			1) A cumulative 2.0 GPA.						
	THE 2250	Theatre Appreciation			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.						
Quantitative & Scientific Reasoning					Minimum Semester Hours for Degree					120	
Choose 1:			4								
	BIO 1010/1011	General Biology I									
	BIO 1020/1021	General Biology II									
	CHE 1030/1031	General Chemistry I									
	EAS 2010/2011	Physical Geography									
	EAS 2020/2021	Geology									
	NAS 1010/1011	Physical Science I									
	NAS 1020/1021	Physical Science II									
	PHY 1030/1031	General Physics I									
Choose 1:			3								
	MAT 1060	Liberal Arts Mathematics									
	MAT 1110	College Algebra									
	MAT 1120	Precalculus									
	MAT 2610	Calculus I									

Bachelor of Arts, Liberal Arts**Traditional**

Student's Name:					ID:		Evaluation By:						
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Title	Hrs.	Grade					
Foundation Courses					35 hours		Bachelor of Arts Language Courses				12 hours		
Foundations for College Success					Choose a language and complete the respective courses:								
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510						
Effective Communication						Spanish	SPA 1500, 1510, 2500, 2510						
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112						
	ENG 1020/40	English Composition II	3		Liberal Arts Courses								
	COM 1010	Introduction Communication	3		Major course work consists of three areas. Two of the three areas must be from major field in which the Bachelor of Arts degree is offered.								
	ENG 2110-2190	Introduction to Literature:	3		First Area							18 hours	
Biblical Perspective													
	CST 1011	Survey of Old Testament	3										
	CST 1012	Survey of New Testament	3										
Historical & Social Perspective													
Choose 1:			3										
	HIS 1020	Modern Civilization since 1648											
	HIS 2010	Development of Civilization to 1648											
	HIS 2050	American Civilization I			Second Area							12 hours	
	HIS 2060	American Civilization II											
Choose 1:			3										
	ECO 2100	Principles of Microeconomics											
	POS 2110	American Government											
	PSY 1010	Introduction to Psychology			Third Area							12 hours	
	SOC 1010	Introduction to Sociology											
Artistic Expression					3								
	ART 1500	Art Fundamentals											
	ART 2010	Art, Culture, & Values											
	DAN 2260	Dance Appreciation											
	MUS 2030	Music Appreciation			LAR 4900 Capstone							1 hour	
	MUS 2430	World Music				LAR 4900	Liberal Arts Capstone	1					
	THE 2250	Theatre Appreciation			General Electives							30 hours	
Quantitative & Scientific Reasoning													
Choose 1:			4										
	BIO 1010/1011	General Biology I											
	BIO 1020/1021	General Biology II											
	CHE 1030/1031	General Chemistry I											
	EAS 2010/2011	Physical Geography											
	EAS 2020/2021	Geology											
	NAS 1010/1011	Physical Science I											
	NAS 1020/1021	Physical Science II											
	PHY 1030/1031	General Physics I											
Choose 1:			3		Other Graduation Requirements:								
	MAT 1060	Liberal Arts Mathematics			1) A cumulative 2.0 GPA.								
	MAT 1110	College Algebra			2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better.								
	MAT 1120	Precalculus			3) At least 42 semester hours in 3000+ level courses, with 24 hours in the major sequence.								
	MAT 2610	Calculus I			Minimum Semester Hours for Degree							120	

Bachelor of Arts, Music**Traditional**

Student's Name:					ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade		
Foundation Courses					Bachelor of Arts Language Courses					35 hours	12 hours
Foundations for College Success					Choose a language and complete the respective courses:						
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510				
Effective Communication						Spanish	SPA 1500, 1510, 2500, 2510				
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112				
	ENG 1020/40	English Composition II	3		Music Courses					34 hours	
	COM 1010	Introduction to Communication	3			Approved Ensembles		6			
	ENG 2110-2190	Introduction to Literature:	3			MUA 1700	Performance Seminar (8 semesters)	0			
Biblical Perspective						MUS 1011/1012	Theory/Aural Training I	4			
	CST 1011	Survey of Old Testament	3			MUS 1021/1022	Theory/Aural Training II	4			
	CST 1012	Survey of New Testament	3			MUS 2011/2012	Theory/Aural Training III	4			
Historical & Social Perspective						MUS 2021/2022	Theory/Aural Training IV	4			
Choose 1:			3			MUS 3150	Western Music History I	3			
	HIS 1020	Modern Civilization since 1648				MUS 3160	Western Music History II	3			
	HIS 2010	Development of Civilization to 1648				MUS 3460	Orchestration and Music Tech	3			
	HIS 2050	American Civilization I			Choose 1:			3			
	HIS 2060	American Civilization II				MUS 3170	American Music				
Choose 1:			3			MUS 3180	Survey of Jazz				
	ECO 2100	Principles of Microeconomics				MUS 3990	Special Topics				
	POS 2110	American Government			Choose One Primary Instrument:						
	PSY 1010	Introduction to Psychology			Piano					17 hours	
	SOC 1010	Introduction to Sociology				Applied Piano		12			
Artistic Expression						MUS 4999	Senior Recital	1			
Choose 1:			3			MUS 1070	Accompanying I	1			
	ART 1500	Art Fundamentals				MUS 1080	Accompanying II	1			
	ART 2010	Art, Culture, & Values				MUS 3270	Piano Pedagogy I	2			
	DAN 2260	Dance Appreciation			Voice					17 hours	
	MUS 2030	Music Appreciation				Applied Voice		12			
	*MUS 2430	World Music				MUS 4999	Senior Recital	1			
	THE 2250	Theatre Appreciation				Applied Secondary		4			
Quantitative & Scientific Reasoning					Instrumental					17 hours	
Choose 1:			4			Applied Instrument		12			
	BIO 1010/1011	General Biology I				MUS 4999	Senior Recital	1			
	BIO 1020/1021	General Biology II				Applied Secondary		4			
	CHE 1030/1031	General Chemistry I			General Electives					4 hours	
	EAS 2010/2011	Physical Geography									
	EAS 2020/2021	Geology			Required Minor					18 hours	
	NAS 1010/1011	Physical Science I			Other Graduation Requirements:						
	NAS 1020/1021	Physical Science II			1) A cumulative 2.0 GPA.						
Choose 1:			3		2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.						
	MAT 1060	Liberal Arts Mathematics			3) All music courses, including music activity and applied music, must be passed with a "C" or better.						
	MAT 1110	College Algebra			4) Completion of Piano Proficiency Exam.						
	MAT 1120	Precalculus			* Required for Music major.						
	MAT 2610	Calculus I			Minimum Semester Hours for Degree					120	

Bachelor of Arts, Political Science**Traditional**

Student's Name:					ID:		Evaluation By:												
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade										
Foundation Courses					35 hours					Bachelor of Arts Language Requirements					12 hours				
Foundations for College Success					Choose a language and complete the respective courses:														
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510												
Effective Communication																			
	ENG 1010/30	English Composition I	3			Spanish	SPA 1500, 1510, 2500, 2510												
	ENG 1020/40	English Composition II	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112												
	COM 1010	Introduction to Communication	3		Political Science Courses					15 hours									
	ENG 2110-2190	Introduction to Literature:	3			HIS 2050	American Civilization I	3											
Biblical Perspective																			
	CST 1011	Survey of Old Testament	3			HIS 2060	American Civilization II	3											
	CST 1012	Survey of New Testament	3			POS 4750	Exit Exam	0											
Historical & Social Perspective																			
Choose 1:			3		Choose 1:			3											
	*HIS 1020	Modern Civilization since 1648				POS 3260	International Relations												
	HIS 2010	Development of Civilization to 1648				POS 3270	Comparative Politics												
	HIS 2050	American Civilization I			Choose 1:			3											
	HIS 2060	American Civilization II				POS 3180	Western Political Thought												
Choose 1:			3			POS 3190	Contemporary Political Thought												
	ECO 2100	Principles of Microeconomics				POS 3400	Judicial Process												
	*POS 2110	American Government				POS 3710	The United States Congress												
	PSY 1010	Introduction to Psychology				POS 3800	The American Presidency												
	SOC 1010	Introduction to Sociology			Political Science Electives (3000+ level)					27 hours									
Artistic Expression					Students may take up to 6 hours of HIS 3000+ level courses.														
Choose 1:			3																
	ART 1500	Art Fundamentals																	
	ART 2010	Art, Culture, & Values																	
	DAN 2260	Dance Appreciation																	
	MUS 2030	Music Appreciation																	
	MUS 2430	World Music																	
	THE 2250	Theatre Appreciation																	
Quantitative & Scientific Reasoning					General Electives					13 hours									
Choose 1:			4																
	BIO 1010/1011	General Biology I																	
	BIO 1020/1021	General Biology II																	
	CHE 1030/1031	General Chemistry I																	
	EAS 2010/2011	Physical Geography																	
	EAS 2020/2021	Geology			Required Minor					18 hours									
	NAS 1010/1011	Physical Science I			Other Graduation Requirements:														
	NAS 1020/1021	Physical Science II			1) A cumulative 2.0 GPA.														
	PHY 1030/1031	General Physics I			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.														
Choose 1:			3		*Required for Political Science major														
	MAT 1060	Liberal Arts Mathematics			Minimum Semester Hours for Degree					120									
	MAT 1110	College Algebra																	
	MAT 1120	Precalculus																	
	MAT 2610	Calculus I																	

Bachelor of Arts, Psychology**Traditional**

Student's Name:					ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade		
Foundation Courses					35 hours		Bachelor of Arts Language Courses			12 hours	
Foundations for College Success					Choose a language and complete the respective courses:						
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510				
Effective Communication						Spanish	SPA 1500, 1510, 2500, 2510				
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112				
	ENG 1020/40	English Composition II	3		Psychology Courses					33 hours	
	COM 1010	Introduction to Communication	3			PSY 3060	Social Psychology	3			
	ENG 2110-2190	Introduction to Literature:	3			PSY/HUS 3100	Abnormal Psychology	3			
Biblical Perspective						PSY/HUS 3310	Lifespan Development	3			
	CST 1011	Survey of Old Testament	3			PSY 3500	Statistics for Social Sciences	3			
	CST 1012	Survey of New Testament	3			PSY 3811	Research Methods I	3			
Historical & Social Perspective						PSY 3812	Research Methods II	3			
Choose 1:			3			PSY 4080	History of Psychology	3			
	HIS 1020	Modern Civilization since 1648			Choose 4 from the following:					12	
	HIS 2010	Development of Civilization to 1648				PSY/HUS 3050	Theory and Practice of Counseling				
	HIS 2050	American Civilization I				PSY 4170	Cognitive Psychology				
	HIS 2060	American Civilization II				PSY 4171	Physiological Psychology				
Choose 1:			3			PSY 4172	Learning & Behavior Modification				
	ECO 2100	Principles of Microeconomics				PSY 4310	Personality Theories				
	POS 2110	American Government			Psychology Electives (Choose 5 of the following):					15 hours	
	*PSY 1010	Introduction to Psychology				PSY 3080	Health Psychology				
	SOC 1010	Introduction to Sociology				PSY 3090	Marriage & the Family				
Artistic Expression					3		PSY/SPM 3120	Sport Psychology			
Choose 1:			3			PSY 3160	Gender Studies				
	ART 1500	Art Fundamentals				PSY 3170	Group Processes				
	ART 2010	Art, Culture, & Values				PSY/HUS/SOC 3410	Cultural Diversity				
	DAN 2260	Dance Appreciation				PSY 3610	Psychology of Religion				
	MUS 2030	Music Appreciation				PSY 3990	Special Topics				
	MUS 2430	World Music				PSY 4050	Internship				
	THE 2250	Theatre Appreciation				PSY 4070	Sensation and Perception				
Quantitative & Scientific Reasoning						PSY/HUS 4180	Addictive Behaviors				
Choose 1:			4			PSY/CRJ 4320	Forensic Psychology				
	BIO 1010/1011	General Biology I			General Electives					7 hours	
	BIO 1020/1021	General Biology II									
	CHE 1030/1031	General Chemistry I									
	EAS 2010/2011	Physical Geography			Required Minor					18 hours	
	EAS 2020/2021	Geology			Other Graduation Requirements:						
	NAS 1010/1011	Physical Science I			1) A cumulative 2.0 GPA.						
	NAS 1020/1021	Physical Science II			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.						
	PHY 1030/1031	General Physics I			*Required for Psychology major.						
Choose 1:			3		Minimum Semester Hours for Degree					120	
	MAT 1060	Liberal Arts Mathematics									
	MAT 1110	College Algebra									
	MAT 1120	Precalculus									
	MAT 2610	Calculus I									

Bachelor of Arts, Spanish**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					Bachelor of Arts Language Courses					
35 hours					12 hours					
Foundations for College Success						SPA 1500	Spanish Language I			
	FCS 1010	College Life & Christian Worldview	1			SPA 1510	Spanish Language II			
Effective Communication						SPA 2500	Spanish Language III			
	ENG 1010/30	English Composition I	3			SPA 2510	Spanish Language IV			
	ENG 1020/40	English Composition II	3		Spanish Courses					
	COM 1010	Introduction to Communication	3			SPA 3010	Advanced Grammar/Conversation	3		
	ENG 2110-2190	Introduction to Literature:	3			SPA 3015	Advanced Conversation	3		
Biblical Perspective						SPA 3050	Vocabulary Self-Study	1		
	CST 1011	Survey of Old Testament	3			ENG 4210	Literary Criticism & Research	3		
	CST 1012	Survey of New Testament	3		Choose 1 of the following:					
Historical & Social Perspective						SPA 3300	Spanish-American Civ. & Culture			
Choose 1:			3			SPA 3110	Spanish Civilization & Culture			
	HIS 1020	Modern Civilization since 1648			Choose 1 of the following:					
	HIS 2010	Development of Civilization to 1648				SPA 3020	Selected Readings in Spanish		3	
	HIS 2050	American Civilization I				SPA 3030	Introduction to Spanish Literature			
	HIS 2060	American Civilization II				SPA 3250	Latin American Literature			
Choose 1:			3		Choose 1 of the following:					
	ECO 2100	Principles of Microeconomics				SPA 3150	Spanish Literature to 1700			
	POS 2110	American Government				SPA 3160	Spanish Literature from 1700			
	PSY 1010	Introduction to Psychology			Choose 1 of the following:					
	SOC 1010	Introduction to Sociology				ENG 3060	World Literature I		3	
Artistic Expression						ENG 3070	World Literature II			
Choose 1:			3		Additional Spanish Courses (3000+ level)					
	ART 1500	Art Fundamentals								
	ART 2010	Art, Culture, & Values								
	DAN 2260	Dance Appreciation								
	MUS 2030	Music Appreciation								
	MUS 2430	World Music								
	THE 2250	Theatre Appreciation			Capstone Project					
Quantitative & Scientific Reasoning						SPA 4900	Capstone Project	1		
Choose 1:			4		General Electives					
	BIO 1020/1021	General Biology II								
	CHE 1030/1031	General Chemistry I								
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I			Required Minor					
	NAS 1020/1021	Physical Science II			18 hours					
	PHY 1030/1031	General Physics			Other Graduation Requirements:					
Choose 1:			3		1) A cumulative 2.0 GPA.					
	MAT 1060	Liberal Arts Mathematics			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
	MAT 1110	College Algebra			3) See Humanities Department Student Handbook for additional information on senior capstone.					
	MAT 1120	Precalculus			4) One term of study abroad or approved intercultural learning experience.					
	MAT 2610	Calculus I			Minimum Semester Hours for Degree					
					120					

Bachelor of Arts, Theatre**Traditional**

Student's Name:					ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade		
Foundation Courses					35 hours		Bachelor of Arts Language Courses				
Foundations for College Success							Choose a language and complete the respective courses:				
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510				
Effective Communication								Spanish	SPA 1500, 1510, 2500, 2510		
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112				
	ENG 1020/40	English Composition II	3		Theatre Courses						
	COM 1010	Introduction to Communication	3			ENG 3035	Shakespeare	3			
	ENG 2110-2190	Introduction to Literature:	3			THE 1010	Theatrical Production I	3			
Biblical Perspective								THE 1150	Theatre Lab I	1	
	CST 1011	Survey of Old Testament	3			THE 1160	Theatre Lab II	1			
	CST 1012	Survey of New Testament	3			THE 2150	Theatre Lab III	1			
Historical & Social Perspective								THE 2160	Theatre Lab IV	1	
Choose 1:			3			THE 3150	Theatre Lab V	1			
	HIS 1020	Modern Civilization since 1648				THE 3160	Theatre Lab VI	1			
	HIS 2010	Development of Civilization to 1648				THE 2010	Acting I	3			
	HIS 2050	American Civilization I				THE 2020	Acting II	3			
	HIS 2060	American Civilization II				THE 3020	Theatrical Production II	3			
Choose 1:			3			THE 3325	Theatrical Makeup	3			
	ECO 2100	Principles of Microeconomics				THE 3380	Stage Combat	3			
	POS 2110	American Government				THE 3460	Theatre History I: Classical	3			
	PSY 1010	Introduction to Psychology				THE 3470	Theatre History II: Modern	3			
	SOC 1010	Introduction to Sociology				THE 4300	Senior Capstone	3			
Artistic Expression							Theatre Electives				
Choose 1:			3		Choose 1 of the following:						
	ART 1500	Art Fundamentals				THE 3110	Lighting Design I				
	ART 2010	Art, Culture, & Values				THE 3600	Intro. To Scenic Design				
	DAN 2260	Dance Appreciation			Choose 9 hours of THE or DAN electives:						
	MUS 2030	Music Appreciation									
	MUS 2430	World Music									
	THE 2250	Theatre Appreciation									
Quantitative & Scientific Reasoning							General Electives				
Choose 1:			4								
	BIO 1010/1011	General Biology I									
	BIO 1020/1021	General Biology II									
	CHE 1030/1031	General Chemistry I			Required Minor						
	EAS 2010/2011	Physical Geography			18 hours						
	EAS 2020/2021	Geology			Other Graduation Requirements:						
	NAS 1010/1011	Physical Science I			1) A cumulative 2.0 GPA.						
	NAS 1020/1021	Physical Science II			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.						
	PHY 1030/1031	General Physics I			Minimum Semester Hours for Degree						
Choose 1:			3		120						
	MAT 1060	Liberal Arts Mathematics									
	MAT 1110	College Algebra									
	MAT 1120	Precalculus									
	MAT 2610	Calculus I									

Bachelor of Arts, Youth Ministry**Traditional**

Student's Name:					ID:		Evaluation By:							
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade					
Foundation Courses					35 hours		Bachelor of Arts Language Courses			12 hours				
Foundations for College Success					Choose a language and complete the respective courses:									
	FCS 1010	College Life & Christian Worldview	1			French	FRE 1500, 1510, 2500, 2510							
Effective Communication						Spanish	SPA 1500, 1510, 2500, 2510							
	ENG 1010/30	English Composition I	3			Hebrew/Greek	CST 2011, 2012, 2111, 2112							
	ENG 1020/40	English Composition II	3		Christian Studies Courses						36 hours			
	COM 1010	Introduction to Communication	3		Christian Studies Core									
	ENG 2110-2190	Introduction to Literature:	3			CST 2200	Evangelism	3						
Biblical Perspective					Youth Ministry Courses									
	CST 1011	Survey of Old Testament	3			CST 2800	Introduction to Youth Ministry	3						
	CST 1012	Survey of New Testament	3			CST 3850	Ministry to Children and Family	3						
Historical & Social Perspective						CST 3875	Youth Ministry Rec., Camp, Ret.	3						
Choose 1:			3			CST 3880	Contemporary Youth Problems	3						
	HIS 1020	Modern Civilization since 1648				CST 3885	Youth Ministry Programming	3						
	HIS 2010	Development of Civilization to 1648				CST 4800	Youth Ministry Theory and Practice	3						
	HIS 2050	American Civilization I			Ministerial Studies									
	HIS 2060	American Civilization II				CST 3001	Introduction to Christian Leadership	3						
Choose 1:			3			CST 3425	Christian Counseling	3						
	ECO 2100	Principles of Microeconomics				CST 4050	Supervised Ministry Internship	3						
	POS 2110	American Government			Theological Studies									
	PSY 1010	Introduction to Psychology				CST 3725	Systematic Theology I	3						
	SOC 1010	Introduction to Sociology				CST 3726	Systematic Theology II	3						
Artistic Expression					Christian Studies Electives							9 hours		
Choose 1:			3		LAR 3000 may fulfill a CST elective									
	ART 1500	Art Fundamentals												
	ART 2010	Art, Culture, & Values												
	DAN 2260	Dance Appreciation												
	MUS 2030	Music Appreciation			General Electives							10 hours		
	MUS 2430	World Music												
	THE 2250	Theatre Appreciation												
Quantitative & Scientific Reasoning														
Choose 1:			4		Required Minor							18 hours		
	BIO 1010/1011	General Biology I			Other Graduation Requirements:									
	BIO 1020/1021	General Biology II			1) A cumulative 2.0 GPA.									
	CHE 1030/1031	General Chemistry I			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.									
	EAS 2010/2011	Physical Geography			3) The minimum acceptable grade in CST 1011 and CST 1012 is a "C".									
	EAS 2020/2021	Geology			Minimum Semester Hours for Degree							120		
	NAS 1010/1011	Physical Science I												
	NAS 1020/1021	Physical Science II												
	PHY 1030/1031	General Physics I												
Choose 1:			3											
	MAT 1060	Liberal Arts Mathematics												
	MAT 1110	College Algebra												
	MAT 1120	Precalculus												
	MAT 2610	Calculus I												

Bachelor of Business Administration, Accounting**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					Bachelor of Business Administration Courses					39 hours
Foundations for College Success						ACC 2010	Financial Accounting	3		
	FCS 1010	College Life & Christian Worldview	1			ACC 2020	Managerial Accounting	3		
Effective Communication						BUS 1010	Introduction to Business	3		
	ENG 1010/30	English Composition I	3			BUS 3200	Business Finance	3		
	ENG 1020/40	English Composition II	3			BUS 3360	Business Communications	3		
	COM 1010	Introduction to Communication	3			BUS 3520	Legal Environment of Business	3		
	ENG 2110-2190	Introduction to Literature:	3			BUS 3580	Business Statistics	3		
Biblical Perspective						BUS 4500	International Business	3		
	CST 1011	Survey of Old Testament	3			ECO 2110	Principles of Macroeconomics	3		
	CST 1012	Survey of New Testament	3			LAR 3000	Ethics in Society & Workplace	3		
Historical & Social Perspective						MGT 3300	Principles of Management	3		
Choose 1:			3			MGT 4600	Strategic Management and Policy	3		
	HIS 1020	Modern Civilization since 1648				MKT 3400	Principles of Marketing	3		
	HIS 2010	Development of Civilization to 1648			Accounting Courses					30 hours
	HIS 2050	American Civilization I				ACC 3030	Cost Accounting & Budgeting	3		
	HIS 2060	American Civilization II				ACC 3050	Income Tax I	3		
Choose 1:			3			ACC 3080	Governmental Accounting	3		
	*ECO 2100	Principles of Microeconomics				ACC 3110	Intermediate Accounting I	3		
	POS 2110	American Government				ACC 3120	Intermediate Accounting II	3		
	PSY 1010	Introduction to Psychology				ACC 3170	Fraud Schemes Examination	3		
	SOC 1010	Introduction to Sociology				ACC 4020	Auditing	3		
Artistic Expression						ACC 4050	Internship	3		
Choose 1:			3			ACC 4540	Forensic Interviews/Interrogations	3		
	ART 1500	Art Fundamentals			Choose 1 BBA Elective (3000+ Level)					3
	ART 2010	Art, Culture, & Values			General Electives					18 hours
	DAN 2260	Dance Appreciation								
	MUS 2030	Music Appreciation								
	MUS 2430	World Music								
	THE 2250	Theatre Appreciation								
Quantitative & Scientific Reasoning										
Choose 1:			4							
	BIO 1010/1011	General Biology I			Other Graduation Requirements: 1) A cumulative 2.0 GPA. 2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better. 3) MAT 1110 and all ACC, BUS, ECO, MGT, MKT, and SPM courses must be passed with a "C" or better. *Required for Accounting major					
	BIO 1020/1021	General Biology II								
	CHE 1030/1031	General Chemistry I								
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I								
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	*MAT 1110	College Algebra			Minimum Semester Hours for Degree					122
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Business Administration, Computer Information Systems							Traditional			
Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Business Administration Courses			39 hours
Foundations for College Success						ACC 2010	Financial Accounting	3		
	FCS 1010	College Life & Christian Worldview	1			ACC 2020	Managerial Accounting	3		
Effective Communication						BUS 1010	Introduction to Business	3		
	ENG 1010/30	English Composition I	3			BUS 3200	Business Finance	3		
	ENG 1020/40	English Composition II	3			BUS 3360	Business Communications	3		
	COM 1010	Introduction to Communication	3			BUS 3520	Legal Environment of Business	3		
	ENG 2110-2190	Introduction to Literature:	3			BUS 3580	Business Statistics	3		
Biblical Perspective						BUS 4500	International Business	3		
	CST 1011	Survey of Old Testament	3			ECO 2110	Principles of Macroeconomics	3		
	CST 1012	Survey of New Testament	3			LAR 3000	Ethics in Society & Workplace	3		
Historical & Social Perspective						MGT 3300	Principles of Management	3		
Choose 1:			3			MGT 4600	Strategic Management and Policy	3		
	HIS 1020	Modern Civilization since 1648				MKT 3400	Principles of Marketing	3		
	HIS 2010	Development of Civilization to 1648			Computer Information Systems Courses					
	HIS 2050	American Civilization I				BUS 3460	E-Commerce	3		
	HIS 2060	American Civilization II				CIS 2020	Principles of Computer Info. Sys.	3		
Choose 1:			3			CIS 2040	Intro to Programming	3		
	*ECO 2100	Microeconomics				CIS 3080	Intro to Application Development	3		
	POS 2110	American Government				CIS 3090	Intro to Database & Operating Sys	3		
	PSY 1010	Introduction to Psychology				CIS 3120	Business Project Management	3		
	SOC 1010	Introduction to Sociology				CIS 3250	IT Infrastructure	3		
Artistic Expression						CIS 3750	Information Security	3		
Choose 1:			3			CIS 4080	Application Development/Program.	3		
	ART 1500	Art Fundamentals				MAT 1120	Precalculus	3		
	ART 2010	Art, Culture, & Values			General Electives					
	DAN 2260	Dance Appreciation								
	THE 2250	Theatre Appreciation								
	MUS 2030	Music Appreciation								
	MUS 2430	World Music								
Quantitative & Scientific Reasoning										
Choose 1:			4							
	BIO 1010/1011	General Biology I			Other Graduation Requirements:					
	BIO 1020/1021	General Biology II			1) A cumulative 2.0 GPA.					
	CHE 1030/1031	General Chemistry I			2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better.					
	EAS 2010/2011	Physical Geography			3) MAT 1110 and all ACC, BUS, ECO, MGT, MKT, and SPM courses must be passed with a "C" or better.					
	EAS 2020/2021	Geology			*Required for Computer Information Systems major					
	NAS 1010/1011	Physical Science I			Minimum Semester Hours for Degree					
	NAS 1020/1021	Physical Science II							122	
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	*MAT 1110	College Algebra								
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Business Administration, General Business**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Business Administration Courses			39 hours
Foundations for College Success						ACC 2010	Financial Accounting	3		
	FCS 1010	College Life & Christian Worldview	1			ACC 2020	Managerial Accounting	3		
Effective Communication						BUS 1010	Introduction to Business	3		
	ENG 1010/30	English Composition I	3			BUS 3200	Business Finance	3		
	ENG 1020/40	English Composition II	3			BUS 3360	Business Communications	3		
	COM 1010	Introduction to Communication	3			BUS 3520	Legal Environment of Business	3		
	ENG 2110-2190	Introduction to Literature:	3			BUS 3580	Business Statistics	3		
Biblical Perspective						BUS 4500	International Business	3		
	CST 1011	Survey of Old Testament	3			ECO 2110	Principles of Macroeconomics	3		
	CST 1012	Survey of New Testament	3			LAR 3000	Ethics in Society & Workplace	3		
Historical & Social Perspective						MGT 3300	Principles of Management	3		
Choose 1:			3			MGT 4600	Strategic Management and Policy	3		
	HIS 1020	Modern Civilization since 1648				MKT 3400	Principles of Marketing	3		
	HIS 2010	Development of Civilization to 1648			General Business Courses					30 hours
	HIS 2050	American Civilization I				ACC 3030	Cost Accounting & Budgeting	3		
	HIS 2060	American Civilization II				BUS 3460	E-Commerce	3		
Choose 1:			3			ECO 3160	Managerial Economics	3		
	*ECO 2100	Principles of Microeconomics				MGT 4190	Applied Management	3		
	POS 2110	American Government				MGT 4310	Human Resource Management	3		
	PSY 1010	Introduction to Psychology				MKT 4470	Marketing Management	3		
	SOC 1010	Introduction to Sociology			Choose 4 BBA Electives (3000+ level)					12
Artistic Expression										
Choose 1:			3							
	ART 1500	Art Fundamentals								
	ART 2010	Art, Culture, & Values								
	DAN 2260	Dance Appreciation			General Electives					18 hours
	MUS 2030	Music Appreciation								
	MUS 2430	World Music								
	THE 2250	Theatre Appreciation								
Quantitative & Scientific Reasoning										
Choose 1:			4							
	BIO 1010/1011	General Biology I			Other Graduation Requirements: 1) A cumulative 2.0 GPA. 2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better. 3) MAT 1110 and all ACC, BUS, ECO, MGT, MKT, and SPM courses must be passed with a "C" or better. *Required for General Business major					
	BIO 1020/1021	General Biology II								
	CHE 1030/1031	General Chemistry I								
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I								
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I								
Choose 1:			3		Minimum Semester Hours for Degree					122
	MAT 1060	Liberal Arts Mathematics								
	*MAT 1110	College Algebra								
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Business Administration, Management**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Business Administration Courses			39 hours
Foundations for College Success						ACC 2010	Financial Accounting	3		
	FCS 1010	College Life & Christian Worldview	1			ACC 2020	Managerial Accounting	3		
Effective Communication						BUS 1010	Introduction to Business	3		
	ENG 1010/30	English Composition I	3			BUS 3200	Business Finance	3		
	ENG 1020/40	English Composition II	3			BUS 3360	Business Communications	3		
	COM 1010	Introduction to Communication	3			BUS 3520	Legal Environment of Business	3		
	ENG 2110-2190	Introduction to Literature:	3			BUS 3580	Business Statistics	3		
Biblical Perspective						BUS 4500	International Business	3		
	CST 1011	Survey of Old Testament	3			ECO 2110	Principles of Macroeconomics	3		
	CST 1012	Survey of New Testament	3			LAR 3000	Ethics in Society & Workplace	3		
Historical & Social Perspective						MGT 3300	Principles of Management	3		
Choose 1:			3			MGT 4600	Strategic Management and Policy	3		
	HIS 1020	Modern Civilization since 1648				MKT 3400	Principles of Marketing	3		
	HIS 2010	Development of Civilization to 1648			Management Major Courses					30 hours
	HIS 2050	American Civilization I				ACC 3030	Cost Accounting & Budgeting	3		
	HIS 2060	American Civilization II				ECO 3160	Managerial Economics	3		
Choose 1:			3			MGT 4000	Healthcare Management	3		
	*ECO 2100	Principles of Microeconomics				MGT 4190	Applied Management	3		
	POS 2110	American Government				MGT 4310	Human Resource Management	3		
	PSY 1010	Introduction to Psychology				MGT 4320	Production & Operations Mgt.	3		
	SOC 1010	Introduction to Sociology				MGT 4380	Small Business Entrepreneurship	3		
Artistic Expression						MGT/MKT 4470	Marketing Management	3		
Choose 1:			3		Choose 2 BBA Electives (3000+ Level)					6
	ART 1500	Art Fundamentals								
	ART 2010	Art, Culture, & Values								
	DAN 2260	Dance Appreciation								
	MUS 2030	Music Appreciation			General Electives					18 hours
	MUS 2430	World Music								
	THE 2250	Theatre Appreciation								
Quantitative & Scientific Reasoning										
Choose 1:			4							
	BIO 1010/1011	General Biology I			Other Graduation Requirements: 1) A cumulative 2.0 GPA. 2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better. 3) MAT 1110 and all ACC, BUS, ECO, MGT, MKT, and SPM courses must be passed with a "C" or better. *Required foundations for Management major					
	BIO 1020/1021	General Biology II								
	CHE 1030/1031	General Chemistry I								
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I								
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	*MAT 1110	College Algebra			Minimum Semester Hours for Degree					122
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Business Administration, Marketing**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Business Administration Courses			39 hours
Foundations for College Success						ACC 2010	Financial Accounting	3		
	FCS 1010	College Life & Christian Worldview	1			ACC 2020	Managerial Accounting	3		
Effective Communication						BUS 1010	Introduction to Business	3		
	ENG 1010/30	English Composition I	3			BUS 3200	Business Finance	3		
	ENG 1020/40	English Composition II	3			BUS 3360	Business Communications	3		
	COM 1010	Introduction to Communication	3			BUS 3520	Legal Environment of Business	3		
	ENG 2110-2190	Introduction to Literature:	3			BUS 3580	Business Statistics	3		
Biblical Perspective						BUS 4500	International Business	3		
	CST 1011	Survey of Old Testament	3			ECO 2110	Principles of Macroeconomics	3		
	CST 1012	Survey of New Testament	3			LAR 3000	Ethics in Society & Workplace	3		
Historical & Social Perspective						MGT 3300	Principles of Management	3		
Choose 1:			3			MGT 4600	Strategic Management and Policy	3		
	HIS 1020	Modern Civilization since 1648				MKT 3400	Principles of Marketing	3		
	HIS 2010	Development of Civilization to 1648			Marketing Courses					30 hours
	HIS 2050	American Civilization I				MKT 3510	Electronic Marketing	3		
	HIS 2060	American Civilization II				MKT/COM 3610	Foundations of Advertising	3		
Choose 1:			3			MKT 3620	The Law/Marketing Internationally	3		
	*ECO 2100	Principles of Microeconomics				MKT/COM 3650	Social Marketing	3		
	POS 2110	American Government				MKT 4430	Healthcare Marketing	3		
	PSY 1010	Introduction to Psychology				MKT 4450	Marketing Research	3		
	SOC 1010	Introduction to Sociology				MKT 4470	Marketing Management	3		
Artistic Expression						MKT/COM 4600	Ad/PR Campaign Strategies	3		
Choose 1:			3		Choose 2 BBA Electives (3000+ level)					6
	ART 1500	Art Fundamentals								
	ART 2010	Art, Culture, & Values								
	DAN 2260	Dance Appreciation								
	MUS 2030	Music Appreciation								
	MUS 2430	World Music								
	THE 2250	Theatre Appreciation								
Quantitative & Scientific Reasoning										
Choose 1:			4							
	BIO 1010/1011	General Biology I								
	BIO 1020/1021	General Biology II								
	CHE 1030/1031	General Chemistry I								
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I								
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	*MAT 1110	College Algebra								
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								
					Other Graduation Requirements:					
					1) A cumulative 2.0 GPA.					
					2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better.					
					3) MAT 1110 and all ACC, BUS, ECO, MGT, MKT, and SPM courses must be passed with a "C" or better.					
					*Required for Marketing major					
					Minimum Semester Hours for Degree					122

Bachelor of Business Administration, Sport Management**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Business Administration Courses			39 hours
Foundations for College Success						ACC 2010	Financial Accounting	3		
	FCS 1010	College Life & Christian Worldview	1			ACC 2020	Managerial Accounting	3		
Effective Communication						BUS 1010	Introduction to Business	3		
	ENG 1010/30	English Composition I	3			BUS 3200	Business Finance	3		
	ENG 1020/40	English Composition II	3			BUS 3360	Business Communications	3		
	COM 1010	Introduction to Communication	3			BUS 3520	Legal Environment of Business	3		
	ENG 2110-2190	Introduction to Literature:	3			BUS 3580	Business Statistics	3		
Biblical Perspective						BUS 4500	International Business	3		
	CST 1011	Survey of Old Testament	3			ECO 2110	Principles of Macroeconomics	3		
	CST 1012	Survey of New Testament	3			LAR 3000	Ethics in Society & Workplace	3		
Historical & Social Perspective						MGT 3300	Principles of Management	3		
Choose 1:			3			MGT 4600	Strategic Management and Policy	3		
	HIS 1020	Modern Civilization since 1648				MKT 3400	Principles of Marketing	3		
	HIS 2010	Development of Civilization to 1648			Sport Management Courses					
	HIS 2050	American Civilization I				SPM 1500	Introduction to Sport Management	3		
	HIS 2060	American Civilization II				SPM 3000	Sport Mgmt. Contemporary Issues	3		
Choose 1:			3			SPM 3030	International Sport	3		
	*ECO 2100	Principles of Microeconomics				SPM/PSY 3120	Sport Psychology	3		
	POS 2110	American Government				SPM 3500	Sport Coaching	3		
	PSY 1010	Introduction to Psychology				SPM 3600	Sport Marketing	3		
	SOC 1010	Introduction to Sociology				SPM 3650	Social Media in Sport	3		
Artistic Expression						SPM 3700	Sport Administration	3		
Choose 1:			3			SPM 3800	Sport Governance	3		
	ART 1500	Art Fundamentals				SPM 4050	Internship	12		
	ART 2010	Art, Culture, & Values				SPM 4100	Leadership in Sport	3		
	DAN 2260	Dance Appreciation				SPM 4700	Event & Facility Management	3		
	MUS 2030	Music Appreciation				SPM 4900	Senior Capstone Course	3		
	MUS 2430	World Music			Other Graduation Requirements:					
	THE 2250	Theatre Appreciation			1) A cumulative 2.0 GPA.					
Quantitative & Scientific Reasoning					2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better.					
Choose 1:			4		3) MAT 1110 and all ACC, BUS, ECO, MGT, MKT, and SPM courses must be passed with a "C" or better.					
	BIO 1010/1011	General Biology I			*Required for Sport Management major					
	BIO 1020/1021	General Biology II			Minimum Semester Hours for Degree					
	CHE 1030/1031	General Chemistry I			122					
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I								
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	*MAT 1110	College Algebra								
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Fine Arts, Musical Theatre**Traditional**

Student's Name:					ID:		Evaluation By:																	
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade															
Foundation Courses					35 hours					Music Courses					37 hours									
Foundations for College Success										Applied Voice					16									
	FCS 1010	College Life & Christian Worldview	1							Applied Secondary: Piano					4									
Effective Communication										MUS 1053					Musical Theatre Lab					1				
	ENG 1010/30	English Composition I	3							MUS 1063					Musical Theatre Lab					1				
	ENG 1020/40	English Composition II	3							MUS 2073					Musical Theatre Lab					1				
	COM 1010	Introduction to Communication	3							MUS 2083					Musical Theatre Lab					1				
	ENG 2110-2190	Introduction to Literature:	3							MUS 1001					Found. Of Theory & Ear Training I					3				
Biblical Perspective										MUS 1002					Found. Of Theory & Ear Training II					3				
	CST 1011	Survey of Old Testament	3							MUS 3410					History of Musical Theatre					3				
	CST 1012	Survey of New Testament	3							MUS 4999					Senior Recital					1				
Historical & Social Perspective										MUA 1200					Shorter Chorus (3 semesters)					3				
Choose 1:			3							MUA 1700					Performance Seminar (4 semesters)					0				
	HIS 1020	Modern Civilization since 1648								Theatre & Dance Courses					48 hours									
	HIS 2010	Development of Civilization to 1648								THE 1010					Theatrical Production I					3				
	HIS 2050	American Civilization I								THE 1150					Theatre Lab I					1				
	HIS 2060	American Civilization II								THE 1160					Theatre Lab II					1				
Choose 1:			3							THE 2150					Theatre Lab III					1				
	ECO 2100	Principles of Microeconomics								THE 2160					Theatre Lab IV					1				
	POS 2110	American Government								THE 1360					Stage Movement I					3				
	PSY 1010	Introduction to Psychology								THE 2010					Acting I					3				
	SOC 1010	Introduction to Sociology								THE 2020					Acting II					3				
Artistic Expression										THE 2050					Voice for the Actor I					3				
Choose 1:			3							THE 3320					Audition Techniques					3				
	ART 1500	Art Fundamentals								THE 3325					Theatrical Makeup					3				
	ART 2010	Art, Culture, & Values								THE 3380					Stage Combat					3				
	DAN 2260	Dance Appreciation								THE 4030					Acting III					3				
	MUS 2030	Music Appreciation								THE 4040					Acting IV					3				
	*MUS 2430	World Music								DAN 1910					Musical Theatre Dance I					2				
	THE 2250	Theatre Appreciation								DAN 2910					Musical Theatre Dance II					2				
Quantitative & Scientific Reasoning										DAN 2300					Ballet Technique I					3				
Choose 1:			4							DAN 3300					Ballet Technique II					3				
	BIO 1010/1011	General Biology I								DAN 4000					Modern Dance I					2				
	BIO 1020/1021	General Biology II								DAN 4010					Modern Dance II					2				
	CHE 1030/1031	General Chemistry I								Other Graduation Requirements:														
	EAS 2010/2011	Physical Geography								1) A cumulative 2.0 GPA.														
	EAS 2020/2021	Geology								2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.														
	NAS 1010/1011	Physical Science I								3) Successful completion of Piano Proficiency														
	NAS 1020/1021	Physical Science II								*Required for Musical Theatre major														
	PHY 1030/1031	General Physics I								Minimum Semester Hours for Degree					120									
Choose 1:			3																					
	MAT 1060	Liberal Arts Mathematics																						
	MAT 1110	College Algebra																						
	MAT 1120	Precalculus																						
	MAT 2610	Calculus I																						

Bachelor of Fine Arts, Theatre**Traditional**

Student's Name:					ID:		Evaluation By:		
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade
Foundation Courses					35 hours		Theatre Major Courses		
Foundations for College Success						ENG 3035	Shakespeare	3	
	FCS 1010	College Life & Christian Worldview	1			THE 1010	Theatrical Production I	3	
Effective Communication						THE 1150	Theatre Lab I	1	
	ENG 1010/30	English Composition I	3			THE 1160	Theatre Lab II	1	
	ENG 1020/40	English Composition II	3			THE 1360	Stage Movement I	3	
	COM 1010	Introduction to Communication	3			THE 2010	Acting I	3	
	ENG 2110-2190	Introduction to Literature:	3			THE 2020	Acting II	3	
Biblical Perspective						THE 2050	Voice for the Actor I	3	
	CST 1011	Survey of Old Testament	3			THE 2150	Theatre Lab III	1	
	CST 1012	Survey of New Testament	3			THE 2160	Theatre Lab IV	1	
Historical & Social Perspective						THE 3020	Theatrical Production II	3	
Choose 1:			3			THE 3050	Voice for the Actor II	3	
	HIS 1020	Modern Civilization since 1648				THE 3310	Acting for the Camera	3	
	HIS 2010	Development of Civilization to 1648				THE 3320	Audition Techniques	3	
	HIS 2050	American Civilization I				THE 3325	Theatrical Makeup	3	
	HIS 2060	American Civilization II				THE 3370	Stage Movement II	3	
Choose 1:			3			THE 3380	Stage Combat	3	
	ECO 2100	Principles of Microeconomics				THE 3390	Period Styles	3	
	POS 2110	American Government				THE 3460	Theatre History I: Classical	3	
	PSY 1010	Introduction to Psychology				THE 3470	Theatre History II: Modern	3	
	SOC 1010	Introduction to Sociology				THE 3600	Scenic Design	3	
Artistic Expression						THE 4010	Directing	3	
Choose 1:			3			THE 4030	Acting III	3	
	ART 1500	Art Fundamentals				THE 4040	Acting IV	3	
	ART 2010	Art, Culture, & Values				THE 4300	Senior Capstone	3	
	DAN 2260	Dance Appreciation				DAN 1910	Musical Theatre Dance I	2	
	MUS 2030	Music Appreciation			Required Minor				
	MUS 2430	World Music			18 hours				
	THE 2250	Theatre Appreciation			Other Graduation Requirements:				
Quantitative & Scientific Reasoning					1) A cumulative 2.0 GPA.				
Choose 1:			4		2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.				
	BIO 1010/1011	General Biology I			Minimum Semester Hours for Degree				
	BIO 1020/1021	General Biology II			122				
	CHE 1030/1031	General Chemistry							
	EAS 2010/2011	Physical Geography							
	EAS 2020/2021	Geology							
	NAS 1010/1011	Physical Science I							
	NAS 1020/1021	Physical Science II							
	PHY 1030/1031	General Physics I							
Choose 1:			3						
	MAT 1060	Liberal Arts Mathematics							
	MAT 1110	College Algebra							
	MAT 1120	Precalculus							
	MAT 2610	Calculus I							

Bachelor of Music, Music & Worship Leadership**Traditional**

Student's Name:					ID:		Evaluation By:												
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade										
Foundation Courses					35 hours					Music & Worship Leadership Major Courses					67 hours				
Foundations for College Success										Applied Music Secondary					4				
FCS 1010 College Life & Christian Worldview					1					Approved Ensembles					8				
Effective Communication										CST 3725 Systematic Theology I					3				
ENG 1010/30 English Composition I					3					CST 3726 Systematic Theology II					3				
ENG 1020/40 English Composition II					3					MUS 1011/1012 Theory/Aural Training I					4				
COM 1010 Introduction to Communication					3					MUS 1021/1022 Theory/Aural Training II					4				
ENG 2110-2190 Introduction to Literature:					3					MUS 2011/2012 Theory/Aural Training III					4				
Biblical Perspective										MUS 2021/2022 Theory/Aural Training IV					4				
CST 1011 Survey of Old Testament					3					MUS 3080 Church Music Education					3				
CST 1012 Survey of New Testament					3					MUS 3110 Church Music in Worship/Renewal					3				
Historical & Social Perspective										MUS 3130 Conducting I					2				
Choose 1:					3					MUS 3140 Choral Techniques					3				
HIS 1020 Modern Civilization since 1648										MUS 3150 Western Music History I					3				
HIS 2010 Development of Civilization to 1648										MUS 3160 Western Music History II					3				
HIS 2050 American Civilization I										MUS 3460 Orchestration and Music Tech.					3				
HIS 2060 American Civilization II										MUS 4120 Church Music Literature					3				
Choose 1:					3					MUS 4201 Church Music Fieldwork I					1				
ECO 2100 Principles of Microeconomics										MUS 4202 Church Music Fieldwork II					1				
POS 2110 American Government										MUS 4600 Contemporary Church Prod.					3				
PSY 1010 Introduction to Psychology										MUS 4610 Church Music Instr. Methods					2				
SOC 1010 Introduction to Sociology										MUA 1700 Performance Seminar (8 semesters)					0				
Artistic Expression										Choose 1 of the following:					3				
Choose 1:					3					MUS 3170 American Music									
ART 1500 Art Fundamentals										MUS 3180 Survey of Jazz									
ART 2010 Art, Culture, & Values										MUS 3990 Special Topics									
DAN 2250 Dance Appreciation										Choose One Primary Instrument:									
MUS 2030 Music Appreciation										Instrumental					21 hours				
*MUS 2430 World Music										Applied Instrument					16				
THE 2250 Theatre Appreciation										MUS 4999 Senior Recital					1				
Quantitative & Scientific Reasoning										MUS 3065 Instrumental Music Methods					3				
Choose 1:					4					MUS 2640 String Pedagogy					1				
BIO 1010/1011 General Biology I										Piano					21 hours				
BIO 1020/1021 General Biology II										Applied Piano					16				
CHE 1030/1031 General Chemistry I										MUS 4999 Senior Recital					1				
EAS 2010/2011 Physical Geography										MUS 1070 Accompanying I					1				
EAS 2020/2021 Geology										MUS 1080 Accompanying II					1				
NAS 1010/1011 Physical Science I										MUS 3270 Piano Pedagogy					2				
NAS 1020/1021 Physical Science II										Voice					21 hours				
PHY 1030/1031 General Physics I										Applied Voice					16				
Choose 1:					3					MUS 4999 Senior Recital					1				
MAT 1060 Liberal Arts Mathematics										MUS 2320 Diction I: Italian/German					1				
MAT 1110 College Algebra										MUS 2330 Diction II: French/Adv. IPA					1				
MAT 1120 Precalculus										MUS 4181 Vocal Pedagogy					2				
MAT 2610 Calculus I										Other Graduation Requirements:									
										1) A cumulative 2.0 GPA.									
										2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.									
										3) Piano majors must pass proficiency in voice; instrumental and voice majors must pass proficiency in piano.									
										*Required for Music & Worship Leadership major									
										Minimum Semester Hours for Degree					123				

Bachelor of Music, Music Education

Traditional

Student's Name:					ID:		Evaluation By:							
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade					
Foundation Courses					35 hours		Music Education Major Courses							
Foundations for College Success							Applied Music Secondary							
	FCS 1010	College Life & Christian Worldview	1			MUS 1011/1012	Theory/Aural Training I	4						
Effective Communication							MUS 1021/1022 Theory/Aural Training II							
	ENG 1010/30	English Composition I	3			MUS 2011/2012	Theory/Aural Training III	4						
	ENG 1020/40	English Composition II	3			MUS 2021/2022	Theory/Aural Training IV	4						
	COM 1010	Introduction to Communication	3			MUS 2500	Foundations of Music Education	3						
	ENG 2110-2190	Introduction to Literature:	3			**MUS 2620	Choral Pedagogy	1						
Biblical Perspective							MUS 2630 Percussion Pedagogy							
	CST 1011	Survey of Old Testament	3			MUS 2640	String Pedagogy	1						
	CST 1012	Survey of New Testament	3			MUS 2650	Brass Pedagogy	1						
Historical & Social Perspective							MUS 2660 Woodwind Pedagogy							
Choose 1:			3			**MUS 3050	Music Methods in Elem. School	3						
	HIS 1020	Modern Civilization since 1648				**MUS 3130	Conducting I	2						
	HIS 2010	Development of Civilization to 1648				MUS 3150	Western Music History I	3						
	HIS 2050	American Civilization I				MUS 3160	Western Music History II	3						
	HIS 2060	American Civilization II				MUS 3460	Orchestration and Music Tech.	3						
Choose 1:			3			MUA 1700	Performance Seminar (7 semesters)	0						
	ECO 2100	Principles of Microeconomics				EDU 2000	TPP Fundamentals	0						
	POS 2110	American Government				EDU 2130	Teaching and Learning	3						
	PSY 1010	Introduction to Psychology				EDU 3100	Exceptional Learners	3						
	SOC 1010	Introduction to Sociology				**EDU 4140	Clinical Practice	12						
Artistic Expression							Choose One Primary Instrument:							
Choose 1:			3				Piano Primary							
	ART 1500	Art Fundamentals					30 hours							
	ART 2010	Art, Culture, & Values				Applied Piano		14						
	DAN 2260	Dance Appreciation				MUS 1070	Accompanying I	1						
	MUS 2030	Music Appreciation				MUS 2320	Diction I: Italian/German	1						
	*MUS 2430	World Music				**MUS 3070	Choral Methods	3						
	THE 2250	Theatre Appreciation				**MUS 3140	Choral Techniques	3						
Quantitative & Scientific Reasoning							MUS 4999 Senior Recital							
Choose 1:			4				Approved Ensembles							
	BIO 1010/1011	General Biology I					Voice Primary							
	BIO 1020/1021	General Biology II					30 hours							
	CHE 1030/1031	General Chemistry I				Applied Voice		14						
	EAS 2010/2011	Physical Geography				MUS 2320	Diction I: Italian/German	1						
	EAS 2020/2021	Geology				MUS 2330	Diction II: Italian/German	1						
	NAS 1010/1011	Physical Science I				**MUS 3070	Choral Methods	3						
	NAS 1020/1021	Physical Science II				**MUS 3140	Choral Techniques	3						
	PHY 1030/1031	General Physics I				MUS 4999	Senior Recital	1						
Choose 1:			3				Instrumental Primary							
	MAT 1060	Liberal Arts Mathematics					30 hours							
	MAT 1110	College Algebra				Applied Primary Instrument		14						
	MAT 1120	Precalculus				MUA 1150	Small Ensembles (1 semester)	0						
	MAT 2610	Calculus I				**MUS 2610	Marching Band Pedagogy	1						
Other Graduation Requirements: 1) A cumulative 2.5 GPA. 2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better. 3) Completion of Piano Proficiency Exam Additional graduation requirements apply to all education majors. Requirements are based on state and national guidelines, and education majors must meet all graduation requirements in existence at the time of their graduation. Current requirements may be found in the Teacher Preparation Program Handbook. *Required for Music Education major **Course must be taken at Shorter University						**MUS 3800	Instrumental Conducting	3						
						MUS 4999	Senior Recital	1						
						MUA 1800/1900	Marching/Symphonic Band	7						
						Chorale/Chorus	Chorale/Chorus	1						
					Minimum Semester Hours for Degree					125				

Bachelor of Music, Piano**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					Piano Major Courses					
35 hours					70 hours					
Foundations for College Success						Applied Piano		16		
	FCS 1010	College Life & Christian Worldview	1			Applied Secondary		4		
Effective Communication						Approved Ensembles		6		
	ENG 1010/30	English Composition I	3			MUS 3999	Junior Recital	1		
	ENG 1020/40	English Composition II	3			MUS 4999	Senior Recital	1		
	COM 1010	Introduction to Communication	3			MUS 1011/1012	Theory/Aural Training I	4		
	ENG 2110-2190	Introduction to Literature:	3			MUS 1021/1022	Theory/Aural Training II	4		
Biblical Perspective						MUS 2011/2012	Theory/Aural Training III	4		
	CST 1011	Survey of Old Testament	3			MUS 2021/2022	Theory/Aural Training IV	4		
	CST 1012	Survey of New Testament	3			MUS 1070	Accompanying	1		
Historical & Social Perspective						MUS 3030	Form and Analysis	2		
Choose 1:			3			MUS 3130	Conducting I	2		
	HIS 1020	Modern Civilization since 1648				MUS 3150	Western Music History I	3		
	HIS 2010	Development of Civilization to 1648				MUS 3160	Western Music History II	3		
	HIS 2050	American Civilization I				MUS 3270	Piano Pedagogy I	2		
	HIS 2060	American Civilization II				MUS 3280	Piano Pedagogy II	2		
Choose 1:			3			MUS 3380	Ensemble Lit. for Pianists	1		
	ECO 2100	Principles of Microeconomics				MUS 3460	Orchestration & Music Tech.	3		
	POS 2110	American Government				MUS 4130	Piano Literature I	2		
	PSY 1010	Introduction to Psychology				MUS 4140	Piano Literature II	2		
	SOC 1010	Introduction to Sociology				MUA 1700	Performance Seminar (8 semesters)	0		
Artistic Expression					Choose 1:			3		
Choose 1:			3			MUS 3170	American Music			
	ART 1500	Art Fundamentals				MUS 3180	Survey of Jazz			
	ART 2010	Art, Culture, & Values				MUS 3990	Special Topics			
	DAN 2260	Dance Appreciation			Related Work		6 hours			
	MUS 2030	Music Appreciation			Choose one of the following pairs:					
	*MUS 2430	World Music				FRE/GER 2300	FRE/GER for Reading Knowledge			
	THE 2250	Theatre Appreciation				FRE 1500/1510	French I/II			
						SPA 1500/1510	Spanish I/II			
Quantitative & Scientific Reasoning					Music Elective Hours					
Choose 1:			4		9 hours					
	BIO 1010/1011	General Biology I								
	BIO 1020/1021	General Biology II								
	CHE 1030/1031	General Chemistry I								
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I								
	NAS 1020/1021	Physical Science II			Other Graduation Requirements:					
	PHY 1030/1031	General Physics I			1) A cumulative 2.0 GPA.					
Choose 1:			3		2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
	MAT 1060	Liberal Arts Mathematics			*Required for Piano major					
	MAT 1110	College Algebra			Minimum Semester Hours for Degree					
	MAT 1120	Precalculus			120					
	MAT 2610	Calculus I								

Bachelor of Music, Piano Pedagogy**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					Music Courses					
35 hours					73 hours					
Foundations for College Success						Applied Piano			16	
	FCS 1010	College Life & Christian Worldview	1			Applied Secondary			4	
Effective Communication						Approved Ensembles			5	
	ENG 1010/30	English Composition I	3			MUS 3999	Junior Recital	1		
	ENG 1020/40	English Composition II	3			MUS 4999	Senior Recital	1		
	COM 1010	Introduction to Communication	3			MUS 1011/1012	Theory/Aural Training I	4		
	ENG 2110-2190	Introduction to Literature:	3			MUS 1021/1022	Theory/Aural Training II	4		
Biblical Perspective						MUS 2011/2012	Theory/Aural Training III	4		
	CST 1011	Survey of Old Testament	3			MUS 2021/2022	Theory/Aural Training IV	4		
	CST 1012	Survey of New Testament	3			MUS 1070	Accompanying	1		
Historical & Social Perspective						MUS 3030	Form and Analysis	2		
Choose 1:			3			MUS 3130	Conducting I	2		
	HIS 1020	Modern Civilization since 1648				MUS 3150	Western Music History I	3		
	HIS 2010	Development of Civilization to 1648				MUS 3160	Western Music History II	3		
	HIS 2050	American Civilization I				MUS 3270	Piano Pedagogy I	2		
	HIS 2060	American Civilization II				MUS 3280	Piano Pedagogy II	2		
Choose 1:			3			MUS 3370	Piano Repertoire for Teachers	2		
	ECO 2100	Principles of Microeconomics				MUS 3380	Ensemble Lit. for Pianists	1		
	POS 2110	American Government				MUS 3460	Orchestration & Music Tech.	3		
	PSY 1010	Introduction to Psychology				MUS 4130	Piano Literature I	2		
	SOC 1010	Introduction to Sociology				MUS 4140	Piano Literature II	2		
Artistic Expression						MUS 4270	Adv. Topics in Piano Pedagogy	2		
Choose 1:			3			MUA 1700	Performance Seminar (8 semesters)	0		
	ART 1500	Art Fundamentals			Choose 1:			3		
	ART 2010	Art, Culture, & Values				MUS 3170	American Music			
	DAN 2260	Dance Appreciation				MUS 3180	Survey of Jazz			
	MUS 2030	Music Appreciation				MUS 3990	Special Topics			
	*MUS 2430	World Music			Education Course					
	THE 2250	Theatre Appreciation				EDU 2130	Exploring Teaching and Learning			
Quantitative & Scientific Reasoning					Related Work					
Choose 1:			4		Choose one of the following pairs:					
	BIO 1010/1011	General Biology I				FRE/GER 2300	FRE/GER for Reading Knowledge			
	BIO 1020/1021	General Biology II				FRE 1500/1510	French I/II			
	CHE 1030/1031	General Chemistry I				SPA 1500/1510	Spanish I/II			
	EAS 2010/2011	Physical Geography			Music Electives					
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I								
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I			Other Graduation Requirements:					
Choose 1:			3		1) A cumulative 2.0 GPA.					
	MAT 1060	Liberal Arts Mathematics			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
	MAT 1110	College Algebra			*Required for Piano Pedagogy major					
	MAT 1120	Precalculus			Minimum Semester Hours for Degree					
	MAT 2610	Calculus I			120					

Bachelor of Music, Voice**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					Music & Theatre Courses					
35 hours					77 hours					
Foundations for College Success						Applied Piano			16	
	FCS 1010	College Life & Christian Worldview	1			Applied Secondary: Piano			4	
Effective Communication						MUS 3999	Junior Recital		1	
	ENG 1010/30	English Composition I	3			MUS 4999	Senior Recital		1	
	ENG 1020/40	English Composition II	3			MUS 1011/1012	Theory/Aural Training I		4	
	COM 1010	Introduction to Communication	3			MUS 1021/1022	Theory/Aural Training II		4	
	ENG 2110-2190	Introduction to Literature:	3			MUS 2011/2012	Theory/Aural Training III		4	
Biblical Perspective						MUS 2021/2022	Theory/Aural Training IV		4	
	CST 1011	Survey of Old Testament	3			MUS 2320	Diction I: Italian/German		1	
	CST 1012	Survey of New Testament	3			MUS 2330	Diction II: French/Adv. IPA		1	
Historical & Social Perspective						MUS 3030	Form and Analysis		2	
Choose 1:			3			MUS 3130	Conducting I		2	
	HIS 1020	Modern Civilization since 1648				MUS 3150	Western Music History I		3	
	HIS 2010	Development of Civilization to 1648				MUS 3160	Western Music History II		3	
	HIS 2050	American Civilization I				MUS 3460	Orchestration & Music Tech.		3	
	HIS 2060	American Civilization II				MUS 4170	Art Song Literature		3	
Choose 1:			3			MUS 4180	Opera Literature		3	
	ECO 2100	Microeconomics				MUS 4181	Vocal Pedagogy		2	
	POS 2110	American Government				MUA 1100/1200	Chorale/Chorus		6	
	PSY 1010	Introduction to Psychology				MUA 1510	Opera Theatre (4 semesters)		4	
	SOC 1010	Introduction to Sociology				MUA 1700	Performance Seminar (8 semesters)		0	
Artistic Expression					Choose 1:				3	
Choose 1:			3			MUS 3170	American Music			
	ART 1500	Art Fundamentals				MUS 3180	Survey of Jazz			
	ART 2010	Art, Culture, & Values				MUS 3990	Special Topics			
	DAN 2260	Dance Appreciation			Choose 1:				3	
	MUS 2030	Music Appreciation				THE 1360	Stage Movement I			
	*MUS 2430	World Music				THE 2010	Acting I			
	THE 2250	Theatre Appreciation				THE 2050	Voice for the Actor			
Quantitative & Scientific Reasoning						THE 3320	Audition Techniques			
Choose 1:			4		Related Work					
	BIO 1010/1011	General Biology I			6 hours					
	BIO 1020/1021	General Biology II			Choose one of the following pairs:					
	CHE 1030/1031	General Chemistry I				FRE/GER 2300	FRE/GER for Reading Knowledge			
	EAS 2010/2011	Physical Geography				FRE 1500/1510	French I/II			
	EAS 2020/2021	Geology				SPA 1500/1510	Spanish I/II			
	NAS 1010/1011	Physical Science I			Music Electives					
	NAS 1020/1021	Physical Science II			2 hours					
	PHY 1030/1031	General Physics I								
Choose 1:			3		Other Graduation Requirements:					
	MAT 1060	Liberal Arts Mathematics			1) A cumulative 2.0 GPA.					
	MAT 1110	College Algebra			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
	MAT 1120	Precalculus			3) Successful completion of Piano Proficiency					
	MAT 2610	Calculus I			*Required for Voice majors					
					Minimum Semester Hours for Degree					
					120					

Bachelor of Science, Biochemistry

Traditional

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Science Math/Science Courses			12 hours
Foundations for College Success						CHE 1030/1031	General Chemistry I	4		
	FCS 1010	College Life & Christian Worldview	1			PHY 1030/1031	General Physics I	4		
Effective Communication						MAT 2610	Calculus I	4		
	ENG 1010/30	English Composition I	3		Biochemistry Courses					22 hours
	ENG 1020/40	English Composition II	3			CHE 1040/1041	General Chemistry II	4		
	COM 1010	Introduction to Communication	3			CHE 3030/3031	Organic Chemistry I	4		
	ENG 2110-2190	Introduction to Literature:	3			CHE 3040/3041	Organic Chemistry II	4		
Biblical Perspective						CHE 4110/4111	Biochemistry I	4		
	CST 1011	Survey of Old Testament	3			CHE 4120	Biochemistry II	3		
	CST 1012	Survey of New Testament	3			CHE 4200	Advanced Biochemistry	3		
Historical & Social Perspective					Science Elective Courses					15-20 hours
Choose 1:			3		Choose 2 of the following:				6-8 hrs	
	HIS 1020	Modern Civilization since 1648				CHE 2010/2011	Quantitative Analysis			
	HIS 2010	Development of Civilization to 1648				CHE 3060/3061	Instrumental & Chem. Analysis			
	HIS 2050	American Civilization I				CHE 3360	Environmental Chemistry			
	HIS 2060	American Civilization II				CHE 3370	Medicinal Chemistry			
Choose 1:			3			CHE 4010/4011	Physical Chemistry I			
	ECO 2100	Principles of Microeconomics				CHE 4030	Inorganic Chemistry			
	POS 2110	American Government				CHE Special Topics upon approval				
	PSY 1010	Introduction to Psychology			Choose 3 of the following:				9-12 hrs	
	SOC 1010	Introduction to Sociology				BIO 3010/3011	Human Anatomy and Physiology I			
Artistic Expression						BIO 3020/3021	Human Anatomy and Physiology II			
Choose 1:			3			BIO 3030/3031	Microbiology			
	ART 1500	Art Fundamentals				BIO 3040/3041	Histology			
	ART 2010	Art, Culture, & Values				BIO 3060/3061	Genetics			
	DAN 2260	Dance Appreciation				BIO 3090/3091	Developmental Biology			
	MUS 2030	Music Appreciation				BIO 3120	Cell Biology			
	MUS 2430	World Music				BIO 3400	Issues in Bioethics			
	THE 2250	Theatre Appreciation				BIO 4100	Molecular Biology			
Quantitative & Scientific Reasoning						BIO 4200	Immunology			
Choose 1:			4			BIO Special Topics upon approval				
	*BIO 1010/1011	General Biology I			Other Major Courses					17 hours
	BIO 1020/1021	General Biology II				MAT 2620	Calculus II	4		
	CHE 1030/1031	General Chemistry I				NAS 2100	Scientific Literacy	3		
	EAS 2010/2011	Physical Geography				NAS 2001	Science Seminar	1		
	EAS 2020/2021	Geology				NAS 2002	Science Seminar	1		
	NAS 1010/1011	Physical Science I				NAS 3001	Science Seminar	1		
	NAS 1020/1021	Physical Science II				NAS 3002	Science Seminar	1		
	PHY 1030/1031	General Physics I				NAS 4001	Science Seminar	1		
Choose 1:			3			NAS 4002	Science Seminar	1		
	MAT 1060	Liberal Arts Mathematics				PHY 1040/1041	General Physics II	4		
	MAT 1110	College Algebra			Required Minor					18 hours
	*MAT 1120	Precalculus			Other Graduation Requirements:					
	MAT 2610	Calculus I			1) A cumulative 2.0 GPA.					
2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.										
3) All majors must have a minimum of 120 hrs to meet degree requirements.										
*Required for Biochemistry major.										
Minimum Semester Hours for Degree								120-124		

Bachelor of Science, Biology**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses 35 hours					Bachelor of Science Math/Science Courses 12 hours					
Foundations for College Success						CHE 1030/1031	General Chemistry I	4		
	FCS 1010	College Life & Christian Worldview	1			PHY 1030/1031	General Physics I	4		
Effective Communication						MAT 2610	Calculus I	4		
	ENG 1010/30	English Composition I	3		Biology Courses 29-32 hours					
	ENG 1020/40	English Composition II	3			BIO 1020/1021	General Biology II	4		
	COM 1010	Introduction to Communication	3			BIO 2040/2041	General Botany	4		
	ENG 2110-2190	Introduction to Literature:	3			BIO 2060/2061	General Zoology	4		
Biblical Perspective						BIO 3010/3011	Human Anatomy and Physiology	4		
	CST 1011	Survey of Old Testament	3			BIO 3060/3061	Genetics	4		
	CST 1012	Survey of New Testament	3			BIO 4140/4141	Ecology	4		
Historical & Social Perspective					Choose 2 BIO Electives (3000+ level):				5-8 hrs	
Choose 1:			3		Statistics Course 3 hours					
	HIS 1020	Modern Civilization since 1648			Choose 1:					
	HIS 2010	Development of Civilization to 1648				BUS 3580	Business Statistics			
	HIS 2050	American Civilization I				MAT 3180	Introduction to Statistics			
	HIS 2060	American Civilization II				PSY 3500	Stats for Psychology & Sociology			
Choose 1:			3		**Chemistry Courses 15-16 hours					
	ECO 2100	Principles of Microeconomics				CHE 1040/1041	General Chemistry II	4		
	POS 2110	American Government				CHE 3030/3031	Organic Chemistry I	4		
	PSY 1010	Introduction to Psychology				CHE 4110/4111	Biochemistry I	4		
	SOC 1010	Introduction to Sociology			Choose 1 CHE Elective (2000+ level):				3-4 hrs	
Artistic Expression					Other Major Courses 13 hours					
Choose 1:			3			NAS 2100	Scientific Literacy	3		
	ART 1500	Art Fundamentals				NAS 2001	Science Seminar	1		
	ART 2010	Art, Culture, & Values				NAS 2002	Science Seminar	1		
	DAN 2260	Dance Appreciation				NAS 3001	Science Seminar	1		
	MUS 2030	Music Appreciation				NAS 3002	Science Seminar	1		
	MUS 2430	World Music				NAS 4001	Science Seminar	1		
	THE 2250	Theatre Appreciation				NAS 4002	Science Seminar	1		
Quantitative & Scientific Reasoning						PHY 1040/1041	General Physics II	4		
Choose 1:			4		Required Minor 18 hours					
	*BIO 1010/1011	General Biology I			Other Graduation Requirements:					
	BIO 1020/1021	General Biology II			1) A cumulative 2.0 GPA.					
	CHE 1030/1031	General Chemistry I			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
	EAS 2010/2011	Physical Geography			*Required for Biology major.					
	EAS 2020/2021	Geology			**Chemistry minors- in addition to your full minor sequence, complete an additional 3-7 hours of CHE electives (2000+ level) as advised to fulfill minimum hours in degree.					
	NAS 1010/1011	Physical Science I			Minimum Semester Hours for Degree 125-129					
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	MAT 1110	College Algebra								
	*MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Science, Chemistry**Traditional**

Student's Name:					ID:		Evaluation By:		
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade
Foundation Courses					35 hours				
Foundations for College Success					BS Math & Science Courses				
	FCS 1010	College Life & Christian Worldview	1			CHE 1030/1031	General Chemistry I	4	
Effective Communication						PHY 1030/1031	General Physics I	4	
	ENG 1010/30	English Composition I	3			MAT 2610	Calculus I	4	
	ENG 1020/40	English Composition II	3		Chemistry Courses				
	COM 1010	Introduction to Communication	3			CHE 1040/1041	General Chemistry II	4	
	ENG 2110-2190	Introduction to Literature:	3			CHE 2010/2011	Quantitative Analysis	4	
Biblical Perspective						CHE 3030/3031	Organic Chemistry I	4	
	CST 1011	Survey of Old Testament	3			CHE 3040/3041	Organic Chemistry II	4	
	CST 1012	Survey of New Testament	3			CHE 4010/4011	Physical Chemistry I	4	
Historical & Social Perspective						CHE 4020/4021	Physical Chemistry II	4	
Choose 1:			3			CHE 4030	Inorganic Chemistry	3	
	HIS 1020	Modern Civilization since 1648				CHE 4110/4111	Biochemistry I	4	
	HIS 2010	Development of Civilization to 1648				CHE 4120	Biochemistry II	3	
	HIS 2050	American Civilization I			***Choose 1 CHE Elective (3000+ level)				
	HIS 2060	American Civilization II			Other Major Courses				
Choose 1:			3			**MAT 2620	Calculus II	4	
	ECO 2100	Principles of Microeconomics				NAS 2100	Scientific Literacy	3	
	POS 2110	American Government				NAS 2001	Science Seminar	1	
	PSY 1010	Introduction to Psychology				NAS 2002	Science Seminar	1	
	SOC 1010	Introduction to Sociology				NAS 3001	Science Seminar	1	
Artistic Expression						NAS 3002	Science Seminar	1	
Choose 1:			3			NAS 4001	Science Seminar	1	
	ART 1500	Art Fundamentals				NAS 4002	Science Seminar	1	
	ART 2010	Art, Culture, & Values				PHY 1040/1041	General Physics II	4	
	DAN 2260	Dance Appreciation			Required Minor				
	MUS 2030	Music Appreciation			18 hours				
	MUS 2430	World Music			Other Graduation Requirements:				
	THE 2250	Theatre Appreciation			1) A cumulative 2.0 GPA.				
Quantitative & Scientific Reasoning					2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.				
Choose 1:			4		3) All majors must have a minimum of 120 hrs to meet degree requirements.				
	*BIO 1010/1011	General Biology I			*Required for Chemistry major				
	BIO 1020/1021	General Biology II			**Math minors- in addition to your full minor sequence, take an additional 3 hours of electives as advised to fulfill minimum hours in degree.				
	CHE 1030/1031	General Chemistry I			*** Students who choose a 3 credit hour CHE elective, take additional electives as advised to fulfill minimum hours in degree.				
	EAS 2010/2011	Physical Geography			Minimum Semester Hours for Degree				
	EAS 2020/2021	Geology			120				
	NAS 1010/1011	Physical Science I							
	NAS 1020/1021	Physical Science II							
	PHY 1030/1031	General Physics I							
Choose 1:			3						
	MAT 1060	Liberal Arts Mathematics							
	MAT 1110	College Algebra							
	*MAT 1120	Precalculus							
	MAT 2610	Calculus I							

Bachelor of Science, Ecology and Field Biology**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours					
Foundations for College Success					Complete the following courses:					
	FCS 1010	College Life & Christian Worldview	1			CHE 1030/1031	General Chemistry I			
Effective Communication						BIO 1020/1021	General Biology II			
	ENG 1010/30	English Composition I	3			MAT 1120	Precalculus			
	ENG 1020/40	English Composition II	3		Ecology and Field Biology Courses					
	COM 1010	Introduction to Communication	3			BIO 2040/2041	General Botany	4		
	ENG 2110-2190	Introduction to Literature:	3			BIO 2060/2061	General Zoology	4		
Biblical Perspective						BIO 3060/3061	Genetics	4		
	CST 1011	Survey of Old Testament	3			BIO 3250	Conservation Biology	3		
	CST 1012	Survey of New Testament	3			BIO 4140/4141	Ecology	4		
Historical & Social Perspective						BIO 4340	Evolutionary Biology	3		
Choose 1:			3		Biology Courses					
	HIS 1020	Modern Civilization since 1648			Choose 12 hours from the following courses:					
	HIS 2010	Development of Civilization to 1648				BIO 3080/3081	Local Flora & Taxonomy			
	HIS 2050	American Civilization I				BIO 3090/3091	Developmental Biology			
	HIS 2060	American Civilization II				BIO 3110/3111	Entomology			
Choose 1:			3			BIO 3120	Cell Biology			
	ECO 2100	Principles of Microeconomics				BIO 3190/3191	Plant Anatomy			
	POS 2110	American Government				BIO 3200/3221	Plant Physiology			
	PSY 1010	Introduction to Psychology				BIO 3220/3221	Ichthyology			
	SOC 1010	Introduction to Sociology				BIO 3450/3451	Freshwater Biology			
Artistic Expression					3		BIO 3990	Special Topics		
Choose 1:			3			BIO 4100	Molecular Biology			
	ART 1500	Art Fundamentals			No more than one of the following courses may be taken:					
	ART 2010	Art, Culture, & Values				BIO 3010/3011	Human Anatomy & Physiology I			
	DAN 2260	Dance Appreciation				BIO 3030/3031	Microbiology			
	MUS 2030	Music Appreciation				BIO 3180/3181	Parasitology			
	MUS 2430	World Music			Chemistry Courses					
	THE 2250	Theatre Appreciation				CHE 1040/1041	General Chemistry II	4		
Quantitative & Scientific Reasoning						CHE 3030/3031	Organic Chemistry I	4		
Choose 1:			4			CHE 4110/4111	Biochemistry I	4		
	*BIO 1010/1011	General Biology I			Statistics Course					
	BIO 1020/1021	General Biology II			Choose 1 of the following:					
	CHE 1030/1031	General Chemistry I				MAT 3180	Introduction to Statistics	3		
	EAS 2010/2011	Physical Geography				PSY 3500	Stats for Psychology & Sociology	3		
	EAS 2020/2021	Geology			Other Major Courses					
	NAS 1010/1011	Physical Science I				NAS 2100	Scientific Literacy	3		
	NAS 1020/1021	Physical Science II				NAS 2001	Science Seminar	1		
	PHY 1030/1031	General Physics I				NAS 2002	Science Seminar	1		
Choose 1:			3			NAS 3001	Science Seminar	1		
	MAT 1060	Liberal Arts Mathematics				NAS 3002	Science Seminar	1		
	*MAT 1110	College Algebra				NAS 4001	Science Seminar	1		
	MAT 1120	Precalculus				NAS 4002	Science Seminar	1		
	MAT 2610	Calculus I			Choose 1 of the following:					
						EAS 2020/2021	Geology			
						EAS 2010/2011	Physical Geography			
						PHY 1030/1031	General Physics			
Required Minor					18 hours					
Other Graduation Requirements:										
1) A cumulative 2.0 GPA.										
2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.										
*Required for Ecology and Field Biology major.										
Minimum Semester Hours for Degree					126					

Bachelor of Science, Elementary Education, P-5 Certification**Traditional**

Student's Name:				ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses				35 hours		Professional Education Courses				30 hours
Foundations for College Success						EDU 2000	TPP Fundamentals	0		
	FCS 1010	College Life & Christian Worldview	1			EDU 2110	Crit./Cont. Issues in Education	3		
Effective Communication						EDU 2120	Sociocultural Perspect. on Diversity	3		
	ENG 1010/30	English Composition I	3			EDU 2130	Exploring Teaching and Learning	3		
	ENG 1020/40	English Composition II	3			EDU 2950	Teacher Technology	3		
	COM 1010	Introduction to Communication	3			EDU 3100	Exceptional Learners: EE	3		
	ENG 2110-2190	Introduction to Literature:	3			*EDU 3250	Measurement and Evaluation: EE	3		
Biblical Perspective							*EDU 4110	Clinical Practice: EE	12	
	CST 1011	Survey of Old Testament	3		Elementary Education Courses				32 hours	
	CST 1012	Survey of New Testament	3			EDU 3300	Principles for Diverse Learners	3		
Historical & Social Perspective							EDU 3550	Early Literacy: EE	3	
Choose 1:			3			*EDU 3580	Mathematics Methods: EE	3		
	HIS 1020	Modern Civilization since 1648				EDU 3700	Classroom Management	2		
	HIS 2010	Development of Civilization to 1648				EDU 3755	Creative Arts & Health: EE	3		
	HIS 2050	American Civilization I				*EDU 3800	Social Science Education: EE	3		
	HIS 2060	American Civilization II				*EDU 3820	Science Education: EE	3		
Choose 1:			3			EDU 4010	Children's Literature	3		
	ECO 2100	Principles of Microeconomics				EDU 4015	Reading & Language Arts	3		
	POS 2110	American Government				*EDU 4020	Diagnostic/Corrective Reading	3		
	PSY 1010	Introduction to Psychology				EDU 4025	Math Diagnostic for EE	3		
	SOC 1010	Introduction to Sociology			Additional Courses				20 hours	
Artistic Expression						Choose 1:		4		
Choose 1:			3			EAS 2010	Physical Geography			
	ART 1500	Art Fundamentals				NAS 1020	Physical Science II			
	ART 2010	Art, Culture, & Values			Take the following courses:					
	DAN 2260	Dance Appreciation				HIS 2050	American Civilization I	3		
	MUS 2030	Music Appreciation				HIS 3140	Georgia History and Literature	3		
	MUS 2430	World Music				MAT 1150	EE/MGE: Arithmetic & Algebra	3		
	THE 2250	Theatre Appreciation				MAT 1160	EE/MGE: Msmt. & Analysis	3		
Quantitative & Scientific Reasoning							NAS 1010	Physical Science I	4	
Choose 1:			4		General Electives				3 hours	
	BIO 1010/1011	General Biology I			Other Graduation Requirements:					
	BIO 1020/1021	General Biology II			1) A cumulative 2.0 GPA.					
	CHE 1030/1031	General Chemistry I			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
	EAS 2010/2011	Physical Geography			Additional graduation requirements apply to all education majors. Requirements are based on state and national guidelines, and education majors must meet all graduation requirements in existence at the time of their graduation. Current requirements may be found in the Teacher Preparation Program Handbook.					
	EAS 2020/2021	Geology			*Course must be taken at Shorter University.					
	NAS 1010/1011	Physical Science I			Minimum Semester Hours for Degree					
	NAS 1020/1021	Physical Science II			120					
	PHY 1030/1031	General Physics I								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	MAT 1110	College Algebra								
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Science, Elementary Education/Special Education, P-5 Certification Traditional

Student's Name:				ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses				35 hours		Professional Education Courses				30 hours
Foundations for College Success							EDU 2000	TPP Fundamentals	0	
	FCS 1010	College Life & Christian Worldview	1			EDU 2110	Crit./Cont. Issues in Education	3		
Effective Communication							EDU 2120	Sociocultural Perspect. on Diversity	3	
	ENG 1010/30	English Composition I	3			EDU 2130	Exploring Teaching and Learning	3		
	ENG 1020/40	English Composition II	3			EDU 2950	Teacher Technology	3		
	COM 1010	Introduction to Communication	3			EDU 3100	Exceptional Learners: EE	3		
	ENG 2110-2190	Introduction to Literature:	3			**EDU 3250	Measurement and Evaluation	3		
Biblical Perspective							**EDU 4150	Clinical Practice: EE/SPED	12	
	CST 1011	Survey of Old Testament	3		Elementary Education Courses				32 hours	
	CST 1012	Survey of New Testament	3			EDU 3300	Principles for Diverse Learners	3		
Historical & Social Perspective							EDU 3550	Early Literacy: EE	3	
Choose 1:			3			**EDU 3580	Mathematics Methods: EE	3		
	HIS 1020	Modern Civilization since 1648				EDU 3700	Classroom Management	2		
	HIS 2010	Development of Civilization to 1648				EDU 3755	Creative Arts & Health: EE	3		
	HIS 2050	American Civilization I				**EDU 3800	Social Science Education: EE	3		
	HIS 2060	American Civilization II				**EDU 3820	Science Education: EE	3		
Choose 1:			3			EDU 4010	Children's Literature	3		
	ECO 2100	Principles of Microeconomics				EDU 4015	Reading & Language Arts	3		
	POS 2110	American Government				**EDU 4020	Diagnostic/Corrective Reading	3		
	PSY 1010	Introduction to Psychology				EDU 4025	Math Diagnostic for EE	3		
	SOC 1010	Introduction to Sociology			Special Education Courses				9 hours	
Artistic Expression							**EDU 3000	Ethics, Policies, & Procedures	3	
Choose 1:			3			**EDU 3360	Curriculum Methods I	3		
	ART 1500	Art Fundamentals				**EDU 4090	Curriculum Methods II	3		
	ART 2010	Art, Culture, & Values			Additional Foundations				20 hours	
	DAN 2260	Dance Appreciation			Choose 1:			4		
	MUS 2030	Music Appreciation				EAS 2010	Physical Geography			
	MUS 2430	World Music				NAS 1020	Physical Science II			
	THE 2250	Theatre Appreciation			Take the following courses:					
Quantitative & Scientific Reasoning							HIS 2050	American Civilization I	3	
Choose 1:			4			HIS 3140	Georgia History and Literature	3		
	BIO 1010/1011	General Biology I				MAT 1150	EE/MGE: Arithmetic & Algebra	3		
	BIO 1020/1021	General Biology II				MAT 1160	EE/MGE: Msmt. & Analysis	3		
	CHE 1030/1031	General Chemistry I				NAS 1010	Physical Science I	4		
	EAS 2010/2011	Physical Geography			Other Graduation Requirements:					
	EAS 2020/2021	Geology			1) A cumulative 2.0 GPA.					
	*NAS 1010/1011	Physical Science I			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
	NAS 1020/1021	Physical Science II			Additional graduation requirements apply to all education majors. Requirements are based on state and national guidelines, and education majors must meet all graduation requirements in existence at the time of their graduation. Current requirements may be found in the Teacher Preparation Program Handbook. All HIS courses count in Content GPA.					
	PHY 1030/1031	General Physics I			*Required for Elementary Education/Special Education major					
Choose 1:			3		**Course must be taken at Shorter University.					
	MAT 1060	Liberal Arts Mathematics			Minimum Semester Hours for Degree				126	
	MAT 1110	College Algebra								
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Science, History**Traditional**

Student's Name:					ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade		
Foundation Courses					35 hours		Bachelor of Science Math/Science Courses			10-11 hrs	
Foundations for College Success					Complete 10-11 hours from the following courses not used in foundations.					One course must be a lab science. One course must be a math.	
	FCS 1010	College Life & Christian Worldview	1			BIO 1010/1011	General Biology I				
Effective Communication						BIO 1020/1021	General Biology II				
	ENG 1010/30	English Composition I	3			BIO 2040/2041	General Botany				
	ENG 1020/40	English Composition II	3			BIO 2060/2061	General Zoology				
	COM 1010	Introduction to Communication	3			CHE 1030/1031	General Chemistry I				
	ENG 2110-2190	Introduction to Literature:	3			CHE 1040/1041	General Chemistry II				
Biblical Perspective						EAS 2010/2011	Physical Geography				
	CST 1011	Survey of Old Testament	3			EAS 2020/2021	Geology				
	CST 1012	Survey of New Testament	3			EAS 3060	Environmental Geology				
Historical & Social Perspective						NAS 1010/1011	Physical Science I				
Choose 1:			3			NAS 1020/1021	Physical Science II				
	*HIS 1020	Modern Civilization since 1648				PHY 1030/1031	Physics I				
	HIS 2010	Development of Civilization to 1648				MAT 1060	Liberal Arts Mathematics				
	HIS 2050	American Civilization I				MAT 1110	College Algebra				
	HIS 2060	American Civilization II				MAT 1120	Precalculus				
Choose 1:			3			MAT 2610	Calculus I				
	ECO 2100	Principles of Microeconomics				MAT 2620	Calculus II				
	*POS 2110	American Government				MAT 3180	Statistics				
	PSY 1010	Introduction to Psychology				BUS 3580	Business Statistics				
	SOC 1010	Introduction to Sociology				PSY 3500	Stats for Psychology & Sociology				
Artistic Expression					3		PSY 3500	Statistics			
Choose 1:			3		History Courses						
	ART 1500	Art Fundamentals			12 hours						
	ART 2010	Art, Culture, & Values				HIS 2010	Development of Civilization to 1648	3			
	DAN 2260	Dance Appreciation				HIS 2050	American Civilization I	3			
	MUS 2030	Music Appreciation				HIS 2060	American Civilization II	3			
	MUS 2430	World Music				HIS 2310	Introduction to Historical Methods	3			
	THE 2250	Theatre Appreciation				HIS 4750	Exit Exam	0			
Quantitative & Scientific Reasoning					History Electives as Advised (3000+ level courses)					33 hours	
Choose 1:			4		Students may complete up to 6 hours of POS 3000+ level courses.						
	BIO 1010/1011	General Biology I									
	BIO 1020/1021	General Biology II									
	CHE 1030/1031	General Chemistry I									
	EAS 2010/2011	Physical Geography									
	EAS 2020/2021	Geology									
	NAS 1010/1011	Physical Science I									
	NAS 1020/1021	Physical Science II									
	PHY 1030/1031	General Physics I									
Choose 1:			3								
	MAT 1060	Liberal Arts Mathematics			General Electives						
	MAT 1110	College Algebra			11-12 hrs						
	MAT 1120	Precalculus									
	MAT 2610	Calculus I									
					Required Minor					18 hours	
					Other Graduation Requirements:						
					1) A cumulative 2.0 GPA.						
					2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.						
					* Required courses for History major.						
					Minimum Semester Hours for Degree					120	

Bachelor of Science, Human Services

Traditional

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Science Math/Science Requirement			
Foundations for College Success							Complete 10-11 hours from the following courses not used in foundations. One course must be a lab science. One course must be a math.			
	FCS 1010	College Life & Christian Worldview	1			BIO 1010/1011	General Biology I			
Effective Communication						BIO 1020/1021	General Biology II			
	ENG 1010/30	English Composition I	3			BIO 2040/2041	General Botany			
	ENG 1020/40	English Composition II	3			BIO 2060/2061	General Zoology			
	COM 1010	Introduction to Communication	3			CHE 1030/1031	General Chemistry I			
	ENG 2110-2190	Introduction to Literature:	3			CHE 1040/1041	General Chemistry II			
Biblical Perspective						EAS 2010/2011	Physical Geography			
	CST 1011	Survey of Old Testament	3			EAS 2020/2021	Geology			
	CST 1012	Survey of New Testament	3			EAS 3060	Environmental Geology			
Historical & Social Perspective						EAS 3060	Environmental Geology			
Choose 1:			3			NAS 1010/1011	Physical Science I			
	HIS 1020	Modern Civilization since 1648				NAS 1020/1021	Physical Science II			
	HIS 2010	Development of Civilization to 1648				PHY 1030/1031	Physics I			
	HIS 2050	American Civilization I				MAT 1060	Liberal Arts Mathematics			
	HIS 2060	American Civilization II				MAT 1110	College Algebra			
Choose 1:			3			MAT 1120	Precalculus			
	ECO 2100	Principles of Microeconomics				MAT 2610	Calculus I			
	POS 2110	American Government				MAT 2620	Calculus II			
	PSY 1010	Introduction to Psychology				MAT 3180	Statistics			
	SOC 1010	Introduction to Sociology				BUS 3580	Business Statistics			
Artistic Expression						PSY 3500	Stats for Psychology & Sociology			
Choose 1:			3		Human Services Courses					
	ART 1500	Art Fundamentals				ENG 3150	Academic Writing in Soc. Sciences	3		
	ART 2010	Art, Culture, & Values				HUS 3000	Introduction to Human Services	3		
	DAN 2260	Dance Appreciation				HUS/PSY 3050	Theory & Practice of Counseling	3		
	MUS 2030	Music Appreciation				HUS/PSY 3110	Abnormal Psychology	3		
	MUS 2430	World Music				HUS/PSY 3310	Lifespan Development	3		
	THE 2250	Theatre Appreciation				HUS/PSY/SOC 3410	Cultural Diversity	3		
Quantitative & Scientific Reasoning						HUS 3450	Human Services Theory	3		
Choose 1:			4			HUS 3600	Introduction to Research Methods	3		
	BIO 1010/1011	General Biology I				HUS/PSY 4180	Addictive Behaviors	3		
	BIO 1020/1021	General Biology II				HUS 4220	Case Management	3		
	CHE 1030/1031	General Chemistry I				HUS 4510	Practicum I	3		
	EAS 2010/2011	Physical Geography				HUS 4520	Practicum II	3		
	EAS 2020/2021	Geology				HUS 4040	Applied Human Services Project	3		
	NAS 1010/1011	Physical Science I				LAR 3000	Ethics in Society & Workplace	3		
	NAS 1020/1021	Physical Science II				PSY 3060	Social Psychology	3		
	PHY 1030/1031	General Physics I			General Electives					
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	MAT 1110	College Algebra								
	MAT 1120	Precalculus								
	MAT 2610	Calculus I			Required Minor					
							18 hours			
							Other Graduation Requirements:			
							1) A cumulative 2.0 GPA.			
							2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.			
							Minimum Semester Hours for Degree			
							120			

Bachelor of Science, Interdisciplinary Studies

Traditional

Student's Name:					ID:		Evaluation By:		
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade
Foundation Courses					Bachelor of Science Math/Science Courses				
35 hours					10-11 hrs				
Foundations for College Success					Complete 10-11 hours from the following courses not used in foundations. One course must be a lab science. One course must be a math.				
	FCS 1010	College Life & Christian Worldview	1			BIO 1010/1011	General Biology I		
Effective Communication						BIO 1020/1021	General Biology II		
	ENG 1010/30	English Composition I	3			BIO 2040/2041	General Botany		
	ENG 1020/40	English Composition II	3			BIO 2060/2061	General Zoology		
	COM 1010	Introduction to Communication	3			CHE 1030/1031	General Chemistry I		
	ENG 2110-2190	Introduction to Literature:	3			CHE 1040/1041	General Chemistry II		
Biblical Perspective						EAS 2010/2011	Physical Geography		
	CST 1011	Survey of Old Testament	3			EAS 2020/2021	Geology		
	CST 1012	Survey of New Testament	3			EAS 3060	Environmental Geology		
Historical & Social Perspective						NAS 1010/1011	Physical Science I		
Choose 1:			3			NAS 1020/1021	Physical Science II		
	HIS 1020	Modern Civilization since 1648				PHY 1030/1031	Physics I		
	HIS 2010	Development of Civilization to 1648				MAT 1060	Liberal Arts Mathematics		
	HIS 2050	American Civilization I				MAT 1110	College Algebra		
	HIS 2060	American Civilization II				MAT 1120	Precalculus		
Choose 1:			3			MAT 2610	Calculus I		
	ECO 2100	Principles of Microeconomics				MAT 2620	Calculus II		
	POS 2110	American Government				MAT 3180	Statistics		
	PSY 1010	Introduction to Psychology				BUS 3580	Business Statistics		
	SOC 1010	Introduction to Sociology				PSY 3500	Stats for Psychology & Sociology		
Artistic Expression					Interdisciplinary Studies Courses				
Choose 1:			3		Major course work consists of three areas. Two of the three areas must be from major field in which the Bachelor of Science degree is offered.				
	ART 1500	Art Fundamentals			First Area 18 hours				
	ART 2010	Art, Culture, & Values							
	DAN 2260	Dance Appreciation							
	THE 2250	Theatre Appreciation							
	MUS 2030	Music Appreciation							
	MUS 2430	World Music							
Quantitative & Scientific Reasoning									
Choose 1:			4		Second Area 12 hours				
	BIO 1010/1011	General Biology I							
	BIO 1020/1021	General Biology II							
	CHE 1030/1031	General Chemistry I							
	EAS 2010/2011	Physical Geography							
	EAS 2020/2021	Geology							
	NAS 1010/1011	Physical Science I							
	NAS 1020/1021	Physical Science II			Third Area 12 hours				
	PHY 1030/1031	General Physics I							
Choose 1:			3						
	MAT 1060	Liberal Arts Mathematics							
	MAT 1110	College Algebra							
	MAT 1120	Precalculus							
	MAT 2610	Calculus I			LAR 4900 Capstone 1 hour				
Other Graduation Requirements:						LAR 4900	Capstone	1	
					General Electives 31-32 hrs				
1) A cumulative 2.0 GPA.									
2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better.									
3) At least 42 semester hours in 3000+ level courses, with 24 hours in the major sequence.									
Minimum Semester Hours for Degree									
120									

Bachelor of Science, Mathematics**Traditional**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours		Bachelor of Science Math/Science Courses			11 hours
Foundations for College Success						MAT 1120	Precalculus	3		
	FCS 1010	College Life & Christian Worldview	1			PHY 1030	General Physics I	4		
Effective Communication						PHY 1040	General Physics II	4		
	ENG 1010/30	English Composition I	3		Mathematics Courses					42 hours
	ENG 1020/40	English Composition II	3			CIS 2040	Intro. To Programming	3		
	COM 1010	Introduction to Communication	3			MAT 2120	Intro. To Discrete Mathematics	3		
	ENG 2110-2190	Introduction to Literature:	3			MAT 2610	Calculus I	4		
Biblical Perspective						MAT 2620	Calculus II	4		
	CST 1011	Survey of Old Testament	3			MAT 3020	Euclidean Geometry	3		
	CST 1012	Survey of New Testament	3			MAT 3180	Introduction to Statistics	3		
Historical & Social Perspective						MAT 3380	Calculus III	4		
Choose 1:			3			MAT 3450	Problem Solving with Computers	3		
	HIS 1020	Modern Civilization since 1648				MAT 4010	Linear Algebra	3		
	HIS 2010	Development of Civilization to 1648				MAT 4020	Modern Algebra	3		
	HIS 2050	American Civilization I				MAT 4030	Differential Equations	3		
	HIS 2060	American Civilization II				MAT 4050	History of Mathematics	3		
Choose 1:			3			MAT 4200	Real Analysis	3		
	ECO 2100	Principles of Microeconomics			General Electives					15 hours
	POS 2110	American Government								
	PSY 1010	Introduction to Psychology								
	SOC 1010	Introduction to Sociology								
Artistic Expression										
Choose 1:			3							
	ART 1500	Art Fundamentals			Required Minor					18 hours
	ART 2010	Art, Culture, & Values			Other Graduation Requirements:					
	DAN 2260	Dance Appreciation			1) A cumulative 2.0 GPA.					
	THE 2250	Theatre Appreciation			2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.					
	MUS 2030	Music Appreciation			* Required course for Mathematics major.					
	MUS 2430	World Music			Minimum Semester Hours for Degree					121
Quantitative & Scientific Reasoning										
Choose 1:			4							
	BIO 1010/1011	General Biology I								
	BIO 1020/1021	General Biology II								
	CHE 1030/1031	General Chemistry								
	EAS 2010/2011	Physical Geography								
	EAS 2020/2021	Geology								
	NAS 1010/1011	Physical Science I								
	NAS 1020/1021	Physical Science II								
	PHY 1030/1031	General Physics I								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	*MAT 1110	College Algebra								
	MAT 1120	Precalculus								
	MAT 2610	Calculus I								

Bachelor of Science, Middle Grades Education, 4-8 Certification

Traditional

Student's Name:					ID:		Evaluation By:		
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade
Foundation Courses					35 hours				
Foundations for College Success					Professional Education Courses				
					29 hours				
	FCS 1010	College Life & Christian Worldview	1			EDU 2000	TPP Fundamentals	0	
						EDU 2110	Crit./Cont. Issues in Education	3	
						EDU 2120	Sociocultural Perspect. on Diversity	3	
	ENG 1010/30	English Composition I	3			EDU 2130	Exploring Teaching and Learning	3	
	ENG 1020/40	English Composition II	3			EDU 2950	Teacher Technology	3	
	COM 1010	Introduction to Communication	3			EDU 3100	Exceptional Learners: SE/MGE	3	
	ENG 2110-2190	Introduction to Literature:	3			*EDU 3260	Measurement & Eval.: SE/MGE	2	
						*EDU 4120	Clinical Practice: SE/MGE	12	
					Middle Grade Education Courses				
	CST 1011	Survey of Old Testament	3			EDU 3400	Teaching the Adolescent	3	
	CST 1012	Survey of New Testament	3			EDU 3410	STEM/Project Instruction for MGE	3	
						EDU 3420	Reading/Humanities for Adolescent	3	
						EDU 3705	Classroom Management: MGE/SE	1	
					Complete the 2 courses below that align with your concentration areas:				6
						*EDU 4030	English, Lit., Language Arts: MGE		
						*EDU 4035	Mathematics Education: MGE		
						*EDU 4045	Social Studies Education: MGE		
						*EDU 4085	Science Education: MGE		
					Concentration Areas (Choose two areas)				
					Language Arts				
					15 hours				
						ENG 3100	Young Adult Literature	3	
						ENG 3095	Creative Writing: Non-Fiction	3	
						ENG 3080	Digital Composition	3	
						Choose two 3000+ level Literature courses:			6
					*Science				
					16 hours				
						CHE 1030	General Chemistry I	4	
						EAS 2010	Physical Geography	4	
						EAS 2020	Physical Geology	4	
						NAS 1010	Physical Science I	4	
					Social Science				
					16 hours				
						HIS 2010	Dev. Of Civilization to 1648	3	
						HIS 2050	American Civilization I	3	
						HIS 3140	Georgia History	3	
						EAS 2010	Physical Geography	4	
						Choose one 3000+ level Social Science course:			3
					Mathematics				
					16 hours				
						MAT 1120	Precalculus	3	
						MAT 1160	Measurement and Analysis	3	
						MAT 2080	Mathematics for Middle Grades	3	
						MAT 3180	Statistics	3	
						MAT 2610	Calculus I	4	
					General Electives				
					8-9 hrs				
Other Graduation Requirements:									
1) A cumulative 2.0 GPA.									
2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.									
Additional graduation requirements apply to all education majors. Requirements are based on state and national guidelines, and education majors must meet all graduation requirements in existence at the time of their graduation. Current requirements may be found in the Teacher Preparation Program Handbook. All HIS courses count in Content GPA.									
* BIO 1010 or BIO 1020 required in the foundations for Science concentration									
**Course must be taken at Shorter University.									
Minimum Semester Hours for Degree					120				

Bachelor of Science, Psychology

Traditional

Student's Name:					ID:			Evaluation By:		
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					35 hours			Bachelor of Science Math/Science Requirement		
Foundations for College Success					Complete 10-11 hours from the following courses not used in foundations.			10-11 hrs		
	FCS 1010	College Life & Christian Worldview	1		One course must be a lab science. One course must be a math.					
Effective Communication						BIO 1010/1011	General Biology I			
	ENG 1010/30	English Composition I	3			BIO 1020/1021	General Biology II			
	ENG 1020/40	English Composition II	3			BIO 2040/2041	General Botany			
	COM 1010	Introduction to Communication	3			BIO 2060/2061	General Zoology			
	ENG 2110-2190	Introduction to Literature:	3			CHE 1030/1031	General Chemistry I			
Biblical Perspective						CHE 1040/1041	General Chemistry II			
	CST 1011	Survey of Old Testament	3			EAS 2010/2011	Physical Geography			
	CST 1012	Survey of New Testament	3			EAS 2020/2021	Geology			
Historical & Social Perspective						EAS 3060	Environmental Geology			
Choose 1:			3			NAS 1010/1011	Physical Science I			
	HIS 1020	Modern Civilization since 1648				NAS 1020/1021	Physical Science II			
	HIS 2010	Development of Civilization to 1648				PHY 1030/1031	Physics I			
	HIS 2050	American Civilization I				MAT 1060	Liberal Arts Mathematics			
	HIS 2060	American Civilization II				MAT 1110	College Algebra			
Choose 1:			3			MAT 1120	Precalculus			
	ECO 2100	Microeconomics				MAT 2610	Calculus I			
	POS 2110	American Government				MAT 2620	Calculus II			
	*PSY 1010	Introduction to Psychology				MAT 3180	Statistics			
	SOC 1010	Introduction to Sociology				BUS 3580	Business Statistics			
Artistic Expression						PSY 3500	Stats for Psychology & Sociology			
Choose 1:			3		Psychology Courses			33 hours		
	ART 1500	Art Fundamentals				PSY 3060	Social Psychology	3		
	ART 2010	Art, Culture, & Values				PSY/HUS 3100	Abnormal Psychology	3		
	DAN 2260	Dance Appreciation				PSY/HUS 3310	Lifespan Development	3		
	MUS 2030	Music Appreciation				PSY 3500	Stats for Psychology & Sociology	3		
	MUS 2430	World Music				PSY 3811	Research Methods I	3		
	THE 2250	Theatre Appreciation				PSY 3812	Research Methods II	3		
Quantitative & Scientific Reasoning						PSY 4080	History of Psychology	3		
Choose 1:			4		Choose 4 from the following:			12		
	BIO 1010/1011	General Biology I				PSY/HUS 3050	Theory and Practice of Counseling			
	BIO 1020/1021	General Biology II				PSY 4170	Cognitive Psychology			
	CHE 1030/1031	General Chemistry				PSY 4171	Physiological Psychology			
	EAS 2010/2011	Physical Geography				PSY 4172	Learning & Behavior Modification			
	EAS 2020/2021	Geology				PSY 4310	Personality Theories			
	NAS 1010/1011	Physical Science I			Psychology Electives (Choose 5 of the following):			15 hours		
	NAS 1020/1021	Physical Science II				PSY 3080	Health Psychology			
	PHY 1030/1031	General Physics I				PSY 3090	Marriage & the Family			
Choose 1:			3			PSY/SPM 3120	Sport Psychology			
	MAT 1060	Liberal Arts Mathematics				PSY 3160	Gender Studies			
	MAT 1110	College Algebra				PSY 3170	Group Processes			
	MAT 1120	Precalculus				PSY/HUS/SOC 3410	Cultural Diversity			
	MAT 2610	Calculus I				PSY 3610	Psychology of Religion			
Required Minor					18 hours					
Other Graduation Requirements:						PSY 3990	Special Topics			
1) A cumulative 2.0 GPA.						PSY 4050	Internship			
2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better						PSY 4070	Sensation and Perception			
*Required for Psychology major						PSY/HUS 4180	Addictive Behaviors			
Minimum Semester Hours for Degree					120			General Electives		
								8-9 hours		

Bachelor of Science, Youth Ministry**Traditional**

Student's Name:					ID:		Evaluation By:		
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade
Foundation Courses					35 hours		Bachelor of Science Math/Science Requirement		
Foundations for College Success					Complete 10-11 hours from the following courses not used in foundations.				
	FCS 1010	College Life & Christian Worldview	1		One course must be a lab science. One course must be a math.				
Effective Communication						BIO 1010/1011	General Biology I		
	ENG 1010/30	English Composition I	3			BIO 1020/1021	General Biology II		
	ENG 1020/40	English Composition II	3			BIO 2040/2041	General Botany		
	COM 1010	Introduction to Communication	3			BIO 2060/2061	General Zoology		
	ENG 2110-2190	Introduction to Literature:	3			CHE 1030/1031	General Chemistry I		
Biblical Perspective						CHE 1040/1041	General Chemistry II		
	CST 1011	Survey of Old Testament	3			EAS 2010/2011	Physical Geography		
	CST 1012	Survey of New Testament	3			EAS 2020/2021	Geology		
Historical & Social Perspective						EAS 3060	Environmental Geology		
Choose 1:			3			NAS 1010/1011	Physical Science I		
	HIS 1020	Modern Civilization since 1648				NAS 1020/1021	Physical Science II		
	HIS 2010	Development of Civilization to 1648				PHY 1030/1031	Physics I		
	HIS 2050	American Civilization I				MAT 1060	Liberal Arts Math		
	HIS 2060	American Civilization II				MAT 1110	College Algebra		
Choose 1:			3			MAT 1120	Precalculus		
	ECO 2100	Principles of Microeconomics				MAT 2610	Calculus I		
	POS 2110	American Government				MAT 2620	Calculus II		
	PSY 1010	Introduction to Psychology				MAT 3180	Statistics		
	SOC 1010	Introduction to Sociology				BUS 3580	Business Statistics		
Artistic Expression						PSY 3500	Stats for Psychology & Sociology		
Choose 1:			3		Christian Studies Courses				
	ART 1500	Art Fundamentals			36 hours				
	ART 2010	Art, Culture, & Values			Christian Studies Core				
	DAN 2260	Dance Appreciation				CST 2200	Evangelism	3	
	MUS 2030	Music Appreciation			Youth Ministry Courses				
	MUS 2430	World Music				CST 2800	Introduction to Youth Ministry	3	
	THE 2250	Theatre Appreciation				CST 3850	Ministry to Children and Family	3	
Quantitative & Scientific Reasoning						CST 3875	Youth Ministry Rec., Camp, Ret.	3	
Choose 1:			4			CST 3880	Contemporary Youth Problems	3	
	BIO 1010/1011	General Biology I				CST 3885	Youth Ministry Programming	3	
	BIO 1020/1021	General Biology II				CST 4800	Youth Ministry Theory and Practice	3	
	CHE 1030/1031	General Chemistry I			Ministerial Studies				
	EAS 2010/2011	Physical Geography				CST 3001	Introduction to Christian Leadership	3	
	EAS 2020/2021	Geology				CST 3425	Christian Counseling	3	
	NAS 1010/1011	Physical Science I				CST 4050	Supervised Ministry Internship	3	
	NAS 1020/1021	Physical Science II			Theological Studies				
	PHY 1030/1031	General Physics I				CST 3725	Systematic Theology I	3	
Choose 1:			3			CST 3726	Systematic Theology II	3	
	MAT 1060	Liberal Arts Mathematics			Christian Studies Electives				
	MAT 1110	College Algebra			9 hours				
	MAT 1120	Precalculus			LAR 3000 may fulfill a CST elective				
	MAT 2610	Calculus I							
					General Electives				
					11-12 hrs				
					Required Minor				
					18 hours				
					Other Graduation Requirements:				
					1) A cumulative 2.0 GPA.				
					2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.				
					3) The minimum acceptable grade in CST 1011 and CST 1012 is a "C".				
					Minimum Semester Hours for Degree				
					120				

Bachelor of Science in Nursing**Traditional**

Student's Name:					ID:		Evaluation By:		
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade
Foundation Courses					Bachelor of Science in Nursing Courses				
35 hours					25 hours				
Foundations for College Success						BIO 3010/3011	Anatomy & Physiology I	4	
	FCS 1010	College Life & Christian Worldview	1			BIO 3020/3021	Anatomy & Physiology II	4	
Effective Communication						BIO 3030/3031	Microbiology	4	
	ENG 1010/30	English Composition I	3			CHE 1020/1021	Pre-Nursing Chemistry	4	
	ENG 1020/40	English Composition II	3			PSY/HUS 3310	Lifespan Development	3	
	COM 1010	Introduction to Communication	3			SOC 1010	Introduction to Sociology	3	
	ENG 2110-2190	Introduction to Literature:	3		Choose 1:			3	
Biblical Perspective						MAT 3180	Statistics		
	CST 1011	Survey of Old Testament	3			BUS 3580	Business Statistics		
	CST 1012	Survey of New Testament	3			PSY 3500	Stats for Psychology & Sociology		
Historical & Social Perspective					Nursing Courses				
Choose 1:					61 hours				
	HIS 1020	Modern Civilization since 1648	3			NUR 3110	Foundations of Care	6	
	HIS 2010	Development of Civilization to 1648				NUR 3120	Health Assessments	3	
	HIS 2050	American Civilization I				NUR 3150	Pathophysiology: Pharm. I	3	
	HIS 2060	American Civilization II				NUR 3155	Pathophysiology: Pharm. II	3	
Choose 1:			3			NUR 3220	Vulnerable Populations	5	
	ECO 2100	Principles of Microeconomics				NUR 3230	Community/Global Health	5	
	POS 2110	American Government				NUR 3400	Pediatrics	3	
	*PSY 1010	Introduction to Psychology				NUR 4110	Adult Health I	8	
	SOC 1010	Introduction to Sociology				NUR 4120	Research/EBP	3	
Artistic Expression						NUR 4130	Leadership Professional Issues	3	
Choose 1:			3			NUR 4200	Women's Health & Nursing..	3	
	ART 1500	Art Fundamentals				NUR 4210	Adult Health II	4	
	ART 2010	Art, Culture, & Values				NUR 4220	Senior Practicum	6	
	DAN 2260	Dance Appreciation				NUR 4230	Quality of Care Capstone	3	
	MUS 2030	Music Appreciation				NUR 4310	Adult Health III: Critical Concepts	3	
	MUS 2430	World Music			<p>Enrollment in entry level nursing courses will be permitted only if the student:</p> <p>a. Completes all prerequisite courses;</p> <p>b. Earns a grades of C (2.0) or above in all required Natural Science, English, and Mathematics courses</p> <p>For further information on admission requirements, please refer to the Special Programs- Nursing section of the academic catalog or the School of Nursing website.</p> <p>Other Graduation Requirements:</p> <p>1) A cumulative 2.0 GPA.</p> <p>2) The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.</p> <p>*Required for Nursing major</p>				
	THE 2250	Theatre Appreciation							
Quantitative & Scientific Reasoning									
Choose 1:			4						
	*BIO 1010/1011	General Biology I							
	BIO 1020/1021	General Biology II							
	CHE 1030/1031	General Chemistry							
	EAS 2010/2011	Physical Geography							
	EAS 2020/2021	Geology							
	NAS 1010/1011	Physical Science I							
	NAS 1020/1021	Physical Science II							
	PHY 1030/1031	General Physics I							
Choose 1:			3						
	MAT 1060	Liberal Arts Mathematics							
	*MAT 1110	College Algebra							
	MAT 1120	Precalculus							
	MAT 2610	Calculus I							
Minimum Semester Hours for Degree								121	

Traditional Minor Sequence Sheets
--

Traditional Minors: listed in alphabetical order by College/School. In order to obtain a minor, the student must complete all required courses with a minimum grade of "C". All minors must contain at least six credit hours of courses at the 3000 level or higher.

Academic Area: Business

Robert H. Ledbetter College of Business

Computer Information Systems				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CIS 2020	Principles of Computer Information Systems	3	
	CIS 2040	Introduction to Programming	3	
	CIS 2120	Business Process Management	3	
	CIS 3080	Introduction to Application Development	3	
	CIS 3090	Introduction to Database & Operating Systems	3	
	CIS 3250	IT Infrastructure	3	

General Business				18 hours
Semester	Course Code	Course Title	Hours	Grade
	ACC 2010	Principles of Financial Accounting	3	
	ACC 2020	Principles of Managerial Accounting	3	
	BUS 3200	Business Finance	3	
	BUS 3360	Business Communication	3	
	MGT 3300	Principles of Management	3	
	MKT 3400	Principles of Marketing	3	

Healthcare Management				18 hours
Semester	Course Code	Course Title	Hours	Grade
	ACC 3080	Governmental Accounting	3	
	ECO 3400	Health Economics	3	
	MGT 4000	Healthcare Management	3	
	MGT 4190	Applied Management	3	
	MGT 4310	Human Resources Management	3	
	MKT 4430	Healthcare Marketing	3	

Management				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	ECO 3160	Managerial Economics	3		
	*MGT 3300	Principles of Management	3		
	MGT 4190	Applied Management	3		
	MGT 4310	Human Resources Management	3		
	MGT 4320	Production and Operations Management	3		
	MGT 4470	Marketing Management	3		

*BBA majors must substitute a 3000+ MGT courses as approved by your academic advisor.

Managerial Accounting				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	*ACC 2010	Principles of Financial Accounting	3		
	*ACC 2020	Principles of Managerial Accounting	3		
	ACC 3030	Cost Accounting & Budgeting	3		
	ACC 3110	Intermediate Accounting I	3		
	MGT 4190	Applied Management	3		
	MGT 4320	Productions & Operations Management	3		

*BBA majors must substitute two 3000+ MGT/ACC courses as approved by your academic advisor.

Managerial Economics				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	*ECO 2100	Principles of Microeconomics	3		
	*ECO 2110	Principles of Macroeconomics	3		
	ECO 3100	Intermediate Economics	3		
	ECO 3160	Managerial Economics	3		
	MGT 4190	Applied Management	3		
	MGT 4320	Production and Operations Management	3		

*BBA majors must substitute for a 3000+ MGT/ECO courses as approved by your academic advisor.

Marketing				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	*MKT 3400	Principles of Marketing	3		
	MKT 3510	Electronic Marketing	3		
	MKT 3610	Foundations of Advertising	3		
	MKT/COM 3620	The Law and Marketing Internationally	3		
	MKT/COM 3650	Social Marketing	3		
	MKT 4470	Marketing Management	3		

*BBA majors must substitute a 3000+ MKT course as approved by your academic advisor.

Sport Management				18 hours
Semester	Course Code	Course Title	Hours	Grade
	SPM 1500	Introduction to Sport Management	3	
	SPM 3000	Contemporary Issues in Sport Management	3	
	SPM 3700	Sport Administration	3	
	SPM 4100	Leadership in Sport	3	
	SPM 4700	Event & Facility Management	3	
SPM Elective (3000+ level):			3	

Academic Area: Education
School of Education

Education				18 hours
Semester	Course Code	Course Title	Hours	Grade
	EDU 2110	Contemporary Issues in Education	3	
	EDU 2120	Diversity in Education	3	
	EDU 2130	Teaching and Learning	3	
Choose 1:			3	
	*EDU 2950	Teacher Technology		
	EDU 3100	Exceptional Learners		
**Complete 6 hours (3000+ level) from one of the following disciplines: HIS, ENG, MAT, BIO, CHE, EAS, NAS:			6	
*Music and Theatre majors may substitute MUS 4620 for EDU 2950.				
**These courses cannot be counted toward both the major and minor.				

Special Education				18 hours
Semester	Course Code	Course Title	Hours	Grade
	EDU 2110	Contemporary Issues in Education	3	
	EDU 2120	Diversity in Education	3	
	EDU 2130	Teaching and Learning	3	
	EDU 2950	Teacher Technology	3	
	EDU 3000	Ethics, Policies, and Procedures	3	
	EDU 3100	Exceptional Learners	3	

Academic Area: Fine and Performing Arts**School of Fine and Performing Arts**

Art				18 hours
Semester	Course Code	Course Title	Hours	Grade
*Choose one from the following:			3	
	ART 1500	Art Fundamentals: Design		
	ART 2010	Art, Culture, and Values		
Choose 15 hours from the following (at least 6 hours at the 3000+ level):			15	
	ART 2250	Digital Art I		
	ART 3250	Digital Art II		
	ART 2520	Digital Photography I		
	ART 3520	Digital Photography II		
	ART 2115	Drawing I		
	ART 3115	Drawing II		
	ART 3420	Graphic Design I		
	ART 3421	Graphic Design II		
	ART 2110	Painting I		
	ART 3110	Painting II		
*Either course may also be used towards the Artistic Expression requirements in Foundations.				

Dance				18 hours
Semester	Course Code	Course Title	Hours	Grade
	DAN 1510	Dance Performance	2	
	DAN 2002	Dance History	3	
	DAN 2300	Ballet Technique I	3	
	DAN 3300	Ballet Technique II	3	
	DAN 3500	Dance Composition	3	
	DAN 4000	Modern Dance I	2	
	DAN 4010	Modern Dance II	2	

Graphic Design				18 hours
Semester	Course Code	Course Title	Hours	Grade
	*ART 1500	Art Fundamentals: Design	3	
	ART 2250	Digital Art I	3	
	ART 3250	Digital Art II	3	
	ART 3420	Graphic Design I	3	
	ART 3421	Graphic Design II	3	
	COM 2150	Desktop Publishing	3	
Choose one 3-hour course as advised:			3	
*ART 1500 must be taken in order to fulfill the Art Minor requirements. This course, however, may also be used towards the Artistic Expression requirements in Foundations.				

Music				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
Applied Music or Class Instruction (Keyboard Lab; Class Voice; Applied Secondary as recommended by faculty)			4		
	MUS 1001	Foundations of Theory/Ear Training	3		
	Ensemble	Chorale, Chorus, or Band	2		
	Recitals	2 semesters	0		
Choose 9 hours (3000+ level):			9		
	MUS 3150	Western Music History I			
	MUS 3160	Western Music History II			
	MUS 3170	American Music			
	MUS 3180	Survey of Jazz			
	MUS 3490	History of Musical Theatre I			
	MUS 3500	History of Musical Theatre II			
	MUS 4130	Piano Literature I			
	MUS 4140	Piano Literature II			
	MUS 4170	Art Song Literature			
	MUS 4180	Opera Literature			
	Electives as advised by faculty				

Musical Theatre				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
Applied Voice Secondary or Class Voice (Placement in Voice Studio/Class determined by audition)			2		
	MUS 1001	Foundations of Theory/Ear Training	3		
	MUS 1053	Musical Theatre Lab	1		
	THE 2010	Acting I	3		
	MUS 3410	History of Musical Theatre	3		
6 hours of DAN/MUS/THE electives as advised by faculty (at least 3 hours at the 3000+ level):			6		

Theatre				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	THE 1010	Theatre Production I	3		
	THE 2010	Acting I	3		
	THE 3460	Theatre History I	3		
Choose 9 hours of electives (3000+ level):			9		

Academic Area: Humanities and Social Sciences**College of Humanities and Social Sciences**

Advertising/Public Relations				18 hours
Semester	Course Code	Course Title	Hours	Grade
	*COM 2000	Survey of Mass Media	3	
	COM 3020	Public Relations Principles	3	
	**COM/MKT 3610	Foundations of Advertising	3	
	COM 4300	Public Relations Cases	3	
	*COM 4429	Persuasion	3	
	COM/MKT 4600	Adv/PR Campaign Strategy	3	
*Communication majors: substitute COM 2000 and COM 4429 with COM 3650 and COM 4350.				

Biblical Languages				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CST 2011	Introductory Hebrew I	3	
	CST 2012	Introductory Hebrew II	3	
	CST 2111	Introductory Koine Greek I	3	
	CST 2112	Introductory Koine Greek II	3	
	CST 4911	Hebrew Exegesis	3	
	CST 4912	Greek Exegesis	3	
*CST 1011/1012 are required foundational courses and required for this minor.				

Character & Leadership				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CST 3001	Introduction to Christian Leadership	3	
	LAR 3000	Ethics in Society & Workplace	3	
Choose 12 hours from the following courses:			12	
	BIO 3400	Bioethics		
	BUS/ENG 3360	Business Communications		
	COM 3450	Organizational Communication		
	COM 3840	Organizational Leadership		
	COM 4429	Persuasion		
	COM 4350	Conflict Management		
	CRJ 4100	Conflict Resolution and Mediation		
	CST 4125	Conflict Management in Ministry		
	**FCS 3000	Peer Mentor Seminar		
	HON 2000	Honors Colloquia		
	HON 3000	Honors Colloquia		
	CRJ/ENG/HIS/POS/PSY 3000+ level courses			
*CST 1011/1012 are required foundational courses and required for this minor. **FCS 3000 requires advisor approval, selection, and an interview process for enrollment. See the SES Office for more information.				
Students must pass an exit interview administered by the Chair of Christian Studies and an additional faculty member from among the courses that the student selects for the minor.				

Christian Apologetics/Philosophy				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CST 2900	Intro. To Philosophy/Worldview	3	
	CST 3030	World Religions	3	
	CST 3625	Philosophy of Religion	3	
	CST 3725	Systematic Theology I	3	
	CST 3726	Systematic Theology II	3	
	CST 4400	Christian Apologetics	3	
*CST 1011/1012 are required foundational courses and required for this minor.				

Christian Leadership				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CST 2200	Evangelism	3	
	CST 3001	Introduction to Christian Leadership	3	
	CST 4125	Conflict Management in Ministry	3	
	LAR 3000	Ethics in Society & Workplace	3	
Choose 6 hours of CST electives:			6	
*CST 1011/1012 are required foundational courses and required for this minor.				

Christian Missions				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CST 2200	Evangelism	3	
	CST 3030	World Religions	3	
	CST 3550	History/Practice of Christian Missions	3	
	CST 4200	Mission Area Study	3	
Choose 6 hours of CST electives:			6	
*CST 1011/1012 are required foundational courses and required for this minor.				

Christian Studies				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CST 2200	Evangelism	3	
Choose 15 hours of CST electives (at least 6 hours at the 3000+ level):			15	
*CST 1011/1012 are required foundational courses and required for this minor.				

Christian Worship				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CST 2200	Evangelism	3	
	CST 3300	Christian Worship	3	
	MUS 3080	Church Music Education	3	
	MUS 3110	Church Music in Worship	3	
	MUS 4240	Music Ministry Administration	2	
	MUS 4600	Contemporary Church Production	2	
Choose 2 hours from the following courses:			2	
	MUA 1100	Chorale		
	MUA 1200	Chorus		
	MUS 1001/2004/3004/4004 Voice Secondary			
	MUS 1006/2006/3006/4006 Piano Secondary			
	MUS 1023/2023/3023/4023 Organ Secondary			
*CST 1011/1012 are required foundational courses and required for this minor.				

Criminal Justice				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CRJ 2070	Introduction to Criminal Justice	3	
Choose 15 hours of CRJ 3000+ electives:			15	

Digital Production				18 hours
Semester	Course Code	Course Title	Hours	Grade
	*COM 2000	Survey of Mass Media	3	
	COM 2004	Fundamentals of Digital Production	3	
	COM 3001	Producing and Pre-Production	3	
	*COM 3050	Media Law	3	
	COM 3002	Production	4	
	COM 3004	Post-Production	4	
*Communication majors: substitute COM 2000 with COM 2001 and COM 3050 with either COM 4003 or 4005.				

English				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
Choose 9 hours from the following courses:			9		
	ENG 3110	British Literature I			
	ENG 3115	British Literature II			
	ENG 3030	Shakespeare I			
	ENG 3040	Shakespeare II			
	ENG 3060	World Literature I			
	ENG 3070	World Literature II			
	ENG 3190	American Literature I			
	ENG 3200	American Literature II			
9 hours of ENG electives as advised (2150 or higher):			9		

French				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	FRE 1510	French II	3		
	FRE 2500	French III	3		
	FRE 2510	French IV	3		
	FRE 3030	Advanced Conversation and Composition	3		
6 hours of FRE electives as advised (3000+ level):			6		

History				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
Choose 1 of the following courses:			3		
	HIS 2010	World Civilization I			
	HIS 2050	American Civilization I			
Choose 15 hours of HIS electives (at least 6 hours at the 3000+ level):			15		

Human Services				18 hours
Semester	Course Code	Course Title	Hours	Grade
	HUS 3000	Introduction to Human Services	3	
Choose 15 hours from the following courses:			15	
	HUS/PSY 3050	Theory and Practice of Counseling		
	HUS/PSY 3110	Abnormal Psychology		
	HUS/PSY 3310	Lifespan Development		
	HUS/PSY/SOC 3410	Cultural Diversity		
	HUS 3450	Human Services Theory		
	HUS/PSY 4180	Addictive Behavior		
	HUS 4220	Case Management		
	LAR 3000	Ethics in Society & Workplace		

International Studies				18 hours
Semester	Course Code	Course Title	Hours	Grade
	POS 3260	International Relations	3	
Choose 15 hours from the following courses:			15	
	BUS 4500	International Business		
	COM 3350	Intercultural Communication		
	CRJ/HIS/POS 3990	Social Science Special Topics		
	CRJ 4240	International Criminal Justice & Human Rights		
	CRJ 4300	International Terrorism		
	CST 3300	World Religions		
	ENG 3060	World Literature I		
	ENG 3070	World Literature II		
	HIS 3260	Latin American Studies		
	HIS 3330	The Atlantic World		
	HIS/POS 3350	Politics of Developing States		
	HIS 3390	Russia & Eastern Europe		
	HIS 3400	China & East Asia		
	HIS 3410	The Muslim World		
	HIS/POS 4230	Europe in the World		
	HIS/POS 4010	Revolutions that Changed the World		
	HIS 4270	Modern Europe		
	HIS/POS 4280	U.S. Foreign Policy		
	HON 2000/3000	Honors Colloquia I/II		
	POS 3250	Geography and World Politics		
	POS 3270	Comparative Politics		
	POS 4290	International Organizations & Law		

*Studying Abroad Option: The International Studies minor does not require studying abroad; however, students who do minor in International Studies can receive credit up to 6 hours toward the minor if they choose the studying abroad option. General education and language courses taken abroad do not count toward fulfillment of the minor, although students may receive general education credit for such courses.

Liberal Arts				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	ENG 3000+ level course		3		
	Choose one 3000+ level course from one of the following disciplines: ART, COM, CRJ, CST, FRE, HIS, POS, PSY, SPA, or HON:		3		
	Choose 12 hours (outside the Foundations courses) from the following disciplines that offer a Bachelor of Arts degree: CST, COM, CRJ, END, EDU, HIS, HON, MUS, POS, PSY, SPA, THE:		12		

Organizational Communication & Leadership				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	COM 3150	Small Group/Team Building	3		
	COM 3450	Organizational Communication	3		
	*COM 3500	Communication Theory	3		
	COM 3840	Organizational Leadership	3		
	COM 4350	Conflict Management	3		
	*COM 4429	Persuasion	3		
*Communication Majors: substitute COM 3500 and COM 4429 with COM 2100 and COM 3750.					

Political Science				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	POS 2110	American Government	3		
	Choose 15 hours of POS electives (at least 6 hours at the 3000+ level):		15		
*If POS 2110 is counted toward Foundations requirements, complete an additional 3 hours of POS elective to fulfil 18 hour minor requirement.					

Pre-Law				18 hours
Semester	Course Code	Course Title	Hours	Grade
	POS 2110	American Government	3	
Choose 15 hours from the following courses:			15	
	POS 3400	Judicial Process		
	POS 3710	The United States Congress		
	POS 4400	Constitutional Law I: Powers of the National Gov.		
	POS 4410	Constitutional Law II: Civil Rights & Liberties		
	POS 4290	International Organizations & Law		
	CRJ 3410	Criminal Law		
	CRJ 3430	Procedural Law		
	CRJ 3550	Judicial Systems		
	BUS 3520	Legal Environment of Business		
	SPM 3520	Legal Aspects of Sport		

Professional Writing				18 hours
Semester	Course Code	Course Title	Hours	Grade
	ENG 3080	Modern Writing	3	
	ENG 3350	Editing and Publishing	3	
Choose 12 hours from the following courses:			12	
	COM 3200	Scriptwriting		
	COM 3420	Public Relations Writing		
	ENG 3272	Introduction to Creative Writing		
	ENG 3095	Creative Writing (Poetry, Fiction, CNF)		
	ENG 4095	Creative Writing (Poetry, Fiction, CNF)		
	ENG 3360	Business Communication		
	ENG 4990	Special Topics in Writing		
*Students may substitute one 3 credit hour writing-intensive course (3000+ level) from their major to fulfill minor requirements.				

Psychology				18 hours
Semester	Course Code	Course Title	Hours	Grade
Choose 6 PSY 3000+ level courses except PSY 3811 and PSY 3812:			18	
*Student and/or their major advisors are strongly encouraged to consult with the minor contact as there may be areas of concentration that may be related to the student's particular area of interest.				

Spanish				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	SPA 1510	Spanish II	3		
	SPA 2500	Spanish III	3		
	SPA 2510	Spanish IV	3		
	SPA 3010	Advanced Grammar and Composition	3		
	SPA 3015	Advanced Conversation	3		
3 hours of SPA as advised:			3		
*Students who have exempted and do not have credit for SPA 1510 and/or SPA 2500 must make up the hours with 3000+ level SPA Electives to meet the 18 hours in the minor. For additional information regarding exemptions/credit, please see the <i>Placement Credit</i> section of the catalog.					

Academic Area: Natural Sciences and Mathematics
College of Natural Sciences and Mathematics

Biology				18 hours	
Semester	Course Code	Course Title	Hours	Grade	
	BIO 2040	General Botany	4		
	BIO 2060	General Zoology	4		
Choose 10 hours of BIO electives (3000+ level):			10		

Chemistry				19-20 hours	
Semester	Course Code	Course Title	Hours	Grade	
	CHE 2010	Quantitative Analysis	4		
	CHE 3030	Organic Chemistry I	4		
	CHE 3040	Organic Chemistry II	4		
	CHE 4110	Biochemistry I	4		
Choose 3-4 hours from the following courses:			3-4		
	CHE 3060	Instrumental Methods & Chemical Analysis			
	CHE 3360	Environmental Chemistry			
	CHE 3370	Medicinal Chemistry			
	CHE 4030	Inorganic Chemistry			
	CHE 4010	Physical Chemistry I			
	CHE 4020	Physical Chemistry II			
	CHE 4120	Biochemistry II			

Mathematics			18 hours	
Semester	Course Code	Course Title	Hours	Grade
	MAT 2120	Intro. To Discrete Mathematics	3	
	MAT 2610	Calculus I	4	
Choose 11 hours from the following courses:			11	
	MAT 2620	Calculus II		
	MAT 3020	Euclidean Geometry		
	MAT 3180	Introduction to Statistics		
	MAT 3380	Calculus III		
	MAT 4010	Linear Algebra		
	MAT 4020	Modern Algebra		
	MAT 4030	Differential Equations		
	MAT 4050	History of Mathematics		
	MAT 4200	Real Analysis		



ONLINE PROGRAMS

SECTION 3: ONLINE

Application of These Provisions

The provisions of this portion of the catalog apply to online students. These are students who have been accepted into and enrolled in the online program. Online students may be degree- or non-degree seeking. Online students will be enrolled in classes that are taught in an online format and/or a format specifically designed for working adults. The provisions of the Shorter University Catalog for traditional students apply to students who are not classified as online students even if they are enrolled in an online class.

Academic Affairs

The Executive Vice President and Provost of the University is the chief academic officer of the University. Under his direction, a number of offices work to facilitate student learning and complement the work of the faculty in classrooms, laboratories, practice rooms, and the library. These professionals work closely with the faculty and staff of the University to provide students with every opportunity to accomplish their educational goals.

OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST

The Provost and his staff manage the academic life of the University. He works closely with Deans, Department Chairs, and faculty committees to ensure the very highest quality of course offerings and instructors. His office is responsible for academic ceremonies, such as Convocation, Awards Day, and Commencement.

REGISTRAR

The Registrar's Office is located in ST-102 and maintains academic records for current and former students of Shorter University. For more information, please visit www.shorter.edu/registrar.

INSTITUTIONAL EFFECTIVENESS & RESEARCH

The Office of Institutional Effectiveness and Research collects and analyzes data, reporting the results for both internal and external consumers. The office manages the Shorter University webpage and many of the surveys given at various times throughout the year, in addition to overseeing the assessment and quality improvement process for the University.

LIBRARY FACILITIES AND SERVICES

The Shorter University library is maintained to support Shorter University's educational mission. The library provides the university with a means to meet its various informational needs for lifelong learning and living by being a pedagogical unit and an intellectual asset of the university. The library provides access to a sufficient range of resources and services in support of the school's curriculum and augments the student's classroom experiences with independent learning. By providing these resources and services, the library develops the student's understanding of how recorded knowledge is organized and structured so that they become self-directed, information literate, lifelong learners in the liberal arts tradition. Access to the collection and to information is facilitated by the online catalog and electronic indexes to online books, periodicals, and newspapers. The library belongs to OCLC (formerly Online Computer Library Center), Georgia's Private Academic Libraries (GPALS), and Georgia Library Learning Online (GALILEO), which provide access to remote databases offering electronic articles, proceedings, and books as well as interlibrary loan sources. The library's online catalog provides students, faculty, and staff immediate information on the availability of resources. Qualified library staff assist students in their use of the online catalog, electronic resources, and locating resources within the library.

HONOR SOCIETIES

Groups which recognize excellence and foster achievement, whether in general academics or in a professional field, include:

- Pi Gamma Mu, Georgia Epsilon Chapter, the international social science honorary society, has superior students in the areas of social sciences and business as its elected membership.
- Theta Alpha Kappa, Alpha Beta Omega Chapter, is the honor society for religious studies and theology. To be eligible, students must have completed at least 12 hours in religion with a minimum 3.5 GPA in those courses, at least a cumulative GPA, and rank in the upper 35% of the class.
- Sigma Beta Delta, Shorter University Chapter, is the honor society for business, management, and administration. Members are business students who rank in the top 20% of the junior or senior class.

Pi Gamma Mu, Theta Alpha Kappa, and Sigma Beta Delta are members of the Association of College Honor Societies.

HONOR CODE ACTIONS AND APPEALS FOR ONLINE STUDENTS

Because breaches of academic integrity vary in degree and seriousness, actions taken against violations, in some cases, will be left to the discretion and judgment of the individual faculty member. If requested, the Academic Dean will serve as a mediator in any case.

Student Affairs

The Office of Student Affairs provides opportunities and programs for the development of Christian and personal values, effective interpersonal relationships, community and social responsibility, and positive health and wellness habits among students. They offer personal and career counseling to individuals and groups. In cooperation with the faculty, they help students gain the skills to make the most of their university experience and to plan for a future career. All University regulations and policies concerning student life can be found online in the Student Handbook, *The Pinnacle*.

PRINCIPLES OF CONDUCT

Shorter University encourages positive values of human development, individual freedom with responsibility, and of development of skills in community living in accordance with its commitment to the teachings of the Christian faith. The University affirms and expects behavior consistent with the following values:

- PRINCIPLE I: Honesty in all personal relationships, academic responsibilities, and use of the property of others.
- PRINCIPLE II: Concern for the safety and welfare of others.
- PRINCIPLE III: Recognition of the worth of each individual, including persons who are different in cultural background, attitude, and origin.
- PRINCIPLE IV: Personal responsibility for the care of one's body and for the development of self-discipline and constructive self-image.
- PRINCIPLE V: Obedience to local, state, and federal laws.
- PRINCIPLE VI: Respect and acceptance of community standards of conduct.

A complete description of the Principles of Conduct and the judicial process is given in the Student Handbook. Each student should be aware of and responsible for the rules and regulations, as well as the policies stated in the student handbook.

COUNSELING SERVICES

Short-term individual counseling services are offered by a Licensed Professional Counselor (LPC) to assist enrolled students in overcoming personal and academic difficulties. Counseling appointments are confidential and available throughout the business week (9:00 a.m. - 4:00 p.m.; Monday-Thursday and 9:00 a.m. - 3:00 p.m. Friday). Shorter University Counseling Services is not a substitute for psychiatric or medical intervention, though these may be recommended as adjuncts to, or in lieu of, counseling. Referrals to community professionals will be made for long-term counseling issues.

CAREER DEVELOPMENT SERVICES

This office provides material and online resources for Shorter students and alumni. Job postings, as well as personal interest assessments and job search aides, are posted on the Career Center page of the Shorter University website.

DISABILITY SERVICES

Shorter University strives to provide access to programs and services to all qualified students with disabilities and is committed to adhering to the guidelines of the Vocational Rehabilitation Act of 1973 (PL 93-112 Section 504) and the Americans with Disabilities Act (ADA) of 1990. The Student Support Services office is responsible for the coordination of services to students with disabilities. The student is responsible to identify himself/herself voluntarily as disabled to the Director of Student Support Services in order to receive services. Upon presentation of acceptable documentation, the Director will then address the needs of each student on an individual basis. Documentation of disability is kept confidential. Students are encouraged to become self-advocates.

ACCOMMODATIONS GRIEVANCE PROCEDURE

If a student with a disability feels that he or she has not received the accommodation(s) he or she is entitled to, the following information may be helpful:

- The ADA requires that accommodations be developed in a give-and-take dialogue process between the institution and the person with a disability. The student might need to meet with the Director of Student Support Services to discuss and explore appropriate, reasonable accommodations more completely. Students may need to meet with their professors, as well.
- Universities are not required to provide the requested or preferred accommodation. They are required to provide reasonable, appropriate, and

effective accommodations for disabilities which have been adequately documented and for which the accommodation has been requested. The question, therefore, should be asked, “Is the accommodation that has been offered reasonable and effective?”

If reasonable accommodations are not implemented in an effective or timely manner the student should contact the Director of Student Support Services. The Director works with students with disabilities and University personnel to resolve disagreements regarding recommended accommodations. If no resolution is obtained, students who believe they have been discriminated against on the basis of disability may choose to file a written grievance with the Disability Services Committee. Once the Director of Student Support Services receives such a written request, the Director will call a meeting of the Disability Services Committee for such a review and determination. The Director will inform the student in writing of the Committee’s decision within 48 hours of the Committee’s meeting.

If the student believes he or she is entitled to accommodations not approved by the Director of Student Support Services, the student may request in writing to the Vice President for Student Affairs for the Disability Services Committee to review his or her documentation and the request for accommodation for reconsideration. Once the Vice President for Student Affairs receives such a written request, a meeting of the Disability Services Committee will be called for such a review and determination. The Vice President for Student Affairs will inform the student in writing of the Committee’s decision within 48 hours of the Committee’s meeting. A student may, at any time, choose to file a formal complaint with the Office for Civil Rights (OCR) instead of or in addition to requesting a review by the Director of Student Support Services and/or the Disability Services Committee. The contact information for OCR:

OCR Atlanta Office
 U.S. Department of Education
 61 Forsyth St., SW, Suite 19T70
 Atlanta, GA 30303-6350
 Voice: 404-562-6350 TDD: 404-331-7236
 Fax: 404-562-6455
 Email: OCR_Atlanta@ed.gov
<http://www.ed.gov/offices/OCR/index.html>

STUDENT HEALTH SERVICES

The purpose of the Student Health Services is not only to provide quality first-aid care for students but also to teach awareness of health habits which may help maintain wellness. Student Health Services works with individual students in long- and short-term health plans and to educate students as consumers of health services. There is no cost for routine treatment; however, there is a nominal fee for lab screenings and to see the campus physician. The cost of prescription medicine, special treatment, or tests ordered by the physician is the responsibility of the student. Student Health Services will make appointments with physicians, specialists, or make other referrals as needed. If long-term health care plans are needed, the student’s doctor or specialist will provide that education for the student and Student Health Services will support the student to maintain the highest level of self-care.

INSURANCE INFORMATION

The University recommends that each student have personal health insurance coverage.

Student Athletic Insurance

Athletic insurance for both domestic and international athletes is mandatory and offered through the Athletic Department. All athletes must sign up for it in the Athletic Department in the Winthrop-King Centre prior to playing their college sport. More information on the athletic insurance can be found at:

<http://goshorterhawks.com/information/sportsMedicine/index>.

Select “Athletic Department” from the header selections, then scroll down to sports medicine, and click the link at the bottom: New Athlete or Returning Athlete Physical Packet.

Domestic Student Insurance

Shorter University does not supply a domestic health insurance policy for students. Students may be covered by a parent’s insurance, a personal policy, or insurances such as Medicaid and Peachcare. For students seeking insurance coverage, we recommend either a private personal policy or checking the Affordable Care Act (ACA). The Affordable Care Act (ACA) and what it means for most college students:

https://www.shorter.edu/wp-content/uploads/affordable_healthcare_act_flyer.pdf

http://www.acha.org/Topics/Affordable_Care_Act/ACA_Updates.cfm

Shorter University is not liable for accidents or injuries occurring anywhere on the University campus. Shorter University will only be financially responsible for the payment of medical bills/expenses that result from injuries occurring during supervised athletic trips, practices, or games. However, the University will pay the balance of these bills only after each bill has been filed with and processed by the primary and/or secondary insurance company of the student-athlete. Shorter will make payment on the balance of these bills only after receiving notification that the primary/secondary insurance company has paid their maximum eligible amount, or that insurance has denied the payment of the bills. The exact procedure for handling these medical bills is outlined on the Medical Expense Payment Procedure page of the Shorter insurance letter found under Shorter University Sports Medicine at www.shorter.edu. Neither the Business Office nor Student Health Services file insurance claims; that is the responsibility of the student and the healthcare provider.

CAMPUS SAFETY

The primary responsibility of Campus Safety is to provide a safe and secure environment so that the university community can achieve its purposes. Campus Safety patrols and monitors the campus 24 hours a day, seven days a week when classes are in session. The office supervises emergency procedures, traffic flow, and crowd control. The gatehouse officers monitor vehicles entering the campus. The office is also responsible for enforcing regulations, registering vehicles, and the distribution of decals. Campus Safety provides an annual uniform crime report and works closely with local law enforcement officials.

Admissions

GENERAL ADMISSIONS POLICIES

Shorter University strives to enroll a diverse student body so that the best possible learning environment will be provided. The University does not obligate itself to admit all students who meet admission requirements. In determining admissions, consideration is given to the compatibility of the student's purpose and interests with the basic philosophy of the University as a Christian liberal arts institution, as well as to the student's ability to benefit from a university education at Shorter.

The Admissions Office makes admissions decisions in accordance with the guidelines set by the Admissions Committee at the beginning of each academic year. Each candidate's application is

reviewed by a member of the Admissions staff before the final decision is made. Final admissions decisions are made by the Director of Enrollment Services, or if required by policy guidelines, by the Admissions Committee.

Admissions decisions are based on a combination of the following, depending on the candidate's prospective classification (freshman, transfer, etc.): the candidate's academic course curriculum; academic grade-point average; the compatibility of the student's purpose, interests, and character with institutional values; and SAT or ACT scores. Other information which may be considered in individual cases includes class rank, the personal written statement as recorded in the application, the recommendation of a guidance counselor or other appropriate official, TOEFL scores (international students only), the results of a personal interview if required, and the recommendation of the Shorter Admissions staff.

Files are reviewed as soon as all required credentials are collected. After the application is evaluated, a letter is sent notifying the applicant of his/her status.

If the applicant is accepted, an "Intent to Enroll/Deposit" can be viewed in the student's application portal. Student can accept their admission through is sent, along with other applicable forms pertaining to the application portal, creating a digital signature for their Intent to Enroll. Once admission is accepted a student is assign an academic advisor. A student's academic advisor will provide an advising plan, along with other applicable forms pertaining to financial aid, scholarships, and the like. If the student is denied admission, he or she may appeal this decision through the Provost's Office.

TYPES OF ADMISSION

Regular Admission

When an applicant meets all guidelines as set by the Admissions Committee, he or she is admitted unconditionally. The Admissions Committee reserves the option to offer other types of admission based on the merits of the individual applicant.

Conditional Admission

Conditional admission is offered to students who do not meet regular admission standards, but who in the opinion of the Committee demonstrate the potential for academic success at Shorter. This is a full admission to the University with the requirement that an academic condition be satisfied; typically, the student is limited to 12 academic credit hours during the first semester and must earn no less than a 2.0

grade-point average. The Admissions Committee reserves the right to adjust the conditions for the individual applicant in question.

Provisional Admission

A student may be admitted on a provisional basis if all credentials have not been received. Students are admitted with the provision that the required documents are received and approved by the Office of Admissions no later than the Friday of the add/drop period of the student's beginning semester. Failure to provide the necessary documentation will result in the loss of tuition and fees and dismissal from course(s) the provisionally admitted student is attending. Provisional students are not fully admitted, and may not receive institutional, federal, or state funded financial aid until the required documents are received and approved.

DEGREE-SEEKING APPLICANTS: DEFINITIONS

Traditional Freshman

An applicant who has had no previous college course work, other than courses completed through joint enrollment in a university or college while still in high school, and who completed high school less than five years before applying to Shorter.

Non-Traditional Freshman

An applicant, like the above, with no previous college courses, but who is older than the traditional freshman, typically 23 years old or more, and who completed high school five or more years before application to Shorter. Some of the academic requirements for admission may be waived at the discretion of the Admissions Committee.

Home-Schooled Freshman

An applicant who has received all or part of his or her secondary schooling at home and who therefore has not received a traditional college preparatory high school diploma. Each applicant will be reviewed individually according to the materials submitted. A personal interview with the Admissions Committee may be required before a decision is reached.

Traditional Transfer

An applicant who has been enrolled at another institution after high school graduation and wishes to seek a degree at Shorter.

Non-Traditional Transfer

An applicant who has been enrolled at another institution, but who is older than the typical transfer; at least five years have elapsed since the

nontraditional transfer's last university or college enrollment. Some of the academic requirements for admission may be waived at the discretion of the Admissions Committee. An interview may be required.

Advanced Freshman

A transfer student who has earned less than 24 transferable college credit hours or equivalent.

International Student

An applicant who is not a citizen or permanent resident of the United States. The United States government makes special requirements in addition to Shorter's admissions requirements.

Readmission Student

A student wishing to return to Shorter, who has been absent for one full semester, excluding summer must apply for readmission through the Office of Admissions. Students who withdrew or were academically, socially, or judicially suspended or administratively withdrawn from the previous semester must also apply for readmission.

ADMISSION OF DEGREE-SEEKING STUDENTS WITHOUT PREVIOUS COLLEGE WORK

Traditional Freshman

The applicant must:

- Complete the online application at <http://apply.shorter.edu>
- Submit the \$25 application fee.
- Provide an official high school transcript or official GED scores, embossed or stamped and signed as official by the high school guidance office.
- Provide an official SAT or ACT score report, either sent from the College Board or ACT at the prospective student's request or included on the official high school transcript.

Additional information which may be required at the discretion of the Admissions Committee:

- A written personal statement which reflects compatibility between the student's goals and the mission and goals of the University.
- An essay written by the student discussing topics as determined by the Admissions Committee.
- A recommendation from the high school guidance counselor or principal or another appropriate official approved by the Admissions Committee.
- Interviews with officials as deemed necessary by the Director of Enrollment Services.

An academic grade-point average is computed as follows: A's receive 4 points, B's receive 3 points, C's receive 2 points, and D's receive 1 point, with 0 points given for F's. Advanced Placement courses will only be given one extra quality point per unit when evaluating academic GPA. If quality points have already been factored into the student's grade, the additional point will not be added. Applicants must have a minimum high school GPA of 2.25 to be admitted under unconditional acceptance as a traditional freshman.

Admissions staff will process the application and get back to you with an application confirmation email which will inform you of all the admissions requirements.

High School Transcript Requirements

A minimum of 16 academic units, distributed as follows:

- English: 4 units
- Mathematics: 4 units
- History/Social Science: 3 units
- Science: 3 units
- Foreign Language: 2 units

Non-Traditional Freshmen

The applicant must:

- Complete the online application at <http://apply.shorter.edu>
- Submit the \$25 application fee.
- Provide an official high school transcript or official GED scores, embossed or stamped and signed as official by the high school guidance office.

The SAT/ACT requirement is waived for nontraditional freshmen, but students not submitting acceptable scores will be required to participate in a personal phone interview with Admissions personnel.

The computation of academic GPA and the procedure for evaluating applications is the same as described above under Traditional Freshmen, except for SAT/ACT scores.

International Freshmen

The credentials, which are required from an International Student include:

- A completed online application which is available at <http://apply.shorter.edu>.
- A \$25 application fee.
- Official translated transcripts from secondary school

- Official translated documentation of graduation from secondary school, showing class rank
- Official SAT or ACT scores
- Official scores from approved English proficiency test. An English proficiency test is required of all international students whose native language is not English. Students living in a foreign country, who attended English speaking secondary schools, are NOT exempt from this requirement. If the native language is not English, ONE of the following kinds of evidence of English ability must be provided to Shorter University:
 - An official Test of English as a Foreign Language (TOEFL) score report showing a paper score of no less than 500 or a computer-based score of not less than 173.
 - Official reports showing a Michigan Test Battery score of 80 or better.
 - Certification of Level 109 completion from ELS Language Centers.
 - A transcript from a United States high school or equivalent.
 - In unusual cases, a written essay to be reviewed by the English faculty, or satisfactory SAT or ACT scores.
- Official bank statement or letter from a sponsor as evidence that the prospective international student, or families or sponsors are financially able to support the student while attending Shorter. This may be in the form of a letter from the sponsor's bank, a statement from the sponsor's employer, a report from a commercial rating concerning the sponsor's business, or an account of investments owned by the sponsor.
- A Cambridge English Scale score of at least 160 for undergraduates or 170 for graduates (Cambridge English Exams: First, Advanced or Proficiency).
- iTEP- International Test of English of at least 3.0-3.4 for undergraduates or 3.5-3.9 for graduates.

If an international student is already in the United States on any visa other than a tourist/business visa (B-1/B-2), the above steps may not be necessary: for example, if the student is on a nonimmigrant dependent visa. However, if the student holds a nonimmigrant dependent visa as a child of a person with another nonimmigrant visa, he or she must petition for a change of visa status to F-1 Student before reaching age 21.

Sometimes it is necessary to secure evaluation and interpretation of a prospective student's academic credentials from an outside agency. If engaging such a service is necessary to determine a student's eligibility to enter Shorter University, the student will be asked to pay for this service.

Home-Schooled Students

A home-schooled student is an applicant who has received all or part of his or her secondary schooling at home and who therefore has not received a traditional college preparatory high school diploma. A home-schooled applicant must submit the following portfolio:

- The completed online application at <http://apply.shorter.edu/>.
- The \$25 application fee.
- Transcripts, listing all classes taken as high school courses, including numeric grades if possible.
- Reading list, including all required reading for classes such as literature classes and a list of books used (titles and publishers) of all books used for high-school level courses.
- An official SAT or ACT score report.
- A resumé listing all extra-curricular, volunteer, and work experience.
- A written personal statement reflecting compatibility between the student's goals and the mission and goals of the University.

Each home-schooled applicant will be reviewed individually according to the materials submitted. A personal interview with online admissions personnel and/or the Admissions Committee may be required before a decision is reached.

ADMISSION OF DEGREE-SEEKING STUDENTS WITH PREVIOUS COLLEGE WORK

Traditional Transfers

The applicant must:

- Complete the online application at <http://apply.shorter.edu/>.
- Submit the \$25 application fee.
- Provide an official high school transcript or GED transcript, embossed or stamped and signed as official by the high school guidance office, UNLESS the applicant has earned 24 or more transferable college credit hours.
- Provide an official university or college transcript from EACH institution previously attended, embossed or stamped and signed by the appropriate official. **Failure to inform Shorter University of all**

institutions previously attended, regardless of status upon leaving those institutions, may result in denial of application, or dismissal from Shorter University.

- Provide an official SAT or ACT score report, either sent from the College Board or ACT at the prospective student's request or included on the official high school transcript, UNLESS the applicant has earned 24 or more transferable college credit hours or completed high school or GED requirements five or more years prior to application.

Additional information which may be required at the discretion of the Admissions Committee:

- A written personal statement which reflects compatibility between the student's goals and the mission and goals of the University.
- An essay written by the student discussing topics as determined by the Admissions Committee.
- A recommendation from the appropriate administrator at the last university or college attended.

For information regarding the acceptance of transfer credit, see the Traditional Academic Policies section. For unconditional acceptance as a transfer student, the applicant must have a college grade-point average, based on grades from transferable courses, of not less than 2.0 on a 4.0 scale through at least one year (24 or more transferable credit hours) of full-time enrollment at a regionally accredited postsecondary institution.

After receiving and processing the application staff will check for a \$25 application fee, official transcripts from all colleges attended, official high school transcript (if required; see Advanced Freshman below), recommendation, and SAT or ACT scores (if required). The Registrar will evaluate all college transcripts for transferable credit and will calculate the applicant's college grade-point average from these transcripts. After the application is evaluated, a letter will be sent notifying the applicant of his or her status. If the applicant is accepted, an "Intent to Enroll/Deposit" can be viewed in the student's application portal. Students can accept their admission through the application portal creating a digital signature for their Intent to Enroll.

Advanced Freshmen

If an applicant with previous college work has earned less than 24 credit hours of transferable college credit, he or she is considered an advanced freshman and must also furnish SAT/ACT scores and a high school transcript. The applicant does not need to provide SAT/ACT scores if they completed high school requirements five or more years prior to application. Evaluation of the high school transcript is described under Traditional Freshmen, above.

Non-Traditional Transfers

The applicant must:

- Complete the online application at <http://apply.shorter.edu/>.
- Submit a \$25 Application fee.
- Provide an official college transcript from EACH institution previously attended, embossed or stamped and signed as official. As with Non-Traditional Freshmen, Non-Traditional Transfers may not be able to satisfy all the academic requirements for admission. Each case will be handled on its own merits. Aside from this point, the admissions procedure, including evaluation of college transcripts by the Registrar, is described under Traditional Transfers.

International Transfers

If the international student is transferring from another United States postsecondary institution, the requirements for ordinary transfers apply. If the student also holds an F-1 Student visa, the student is ineligible to attend the online program as the F-1 Student visa requires students to attend an on-ground program. If he or she holds another United States nonimmigrant visa and is transferring from another United States postsecondary institution and wishes to enroll in the online program, a petition to change visa status may or may not be necessary. The Foreign Student Advisor will review such situations. International students attending from outside of the United States will be subject to all previously mentioned admissions requirements, including financial verification, but visa status does not apply.

In the case of an international student without a United States visa who wishes to transfer credit, the requirements for an international freshman apply. Shorter University independently evaluates foreign credentials for credit towards a degree. However, international students also have the option of obtaining credit by contacting contact World Education Services via e-mail at info@wes.org or via phone at (212) 966-6311. After a course by course evaluation has been submitted the Registrar

will determine which credits can be used towards a degree at Shorter. Once Shorter has received an official copy of that formal evaluation, the Registrar's Office will determine transfer course equivalencies.

Readmission Students

Students who have been absent from classes at Shorter University for one or more semesters, excluding summer should contact the Office of Admissions to determine whether they need to be readmitted to their chosen program. Students who have not taken a class at Shorter for more than one academic year have broken their enrollment and will need to complete the admissions process again.

Students who were academically or socially suspended must also apply for readmission.

The applicant must:

- Complete the application at (no fee is required).
- Provide official transcripts from ALL colleges attended since leaving Shorter, embossed or stamped and signed by the appropriate official.
- Additional documentation may be requested for admissions at the discretion of Admissions personnel.

Students cannot be readmitted if terms of suspension have not been met, whether that suspension was at Shorter or at another institution. If a student who was on academic probation or suspension when he or she left Shorter is readmitted, this readmission will be on academic probation regardless of performance at the interim institution. Even though courses from other institutions may count towards graduation requirements, they may not be used for purposes of removal from probation or suspension. All readmitted students must meet the graduation and major sequence requirements in effect for the academic year in which he or she is readmitted. Students may petition the Registrar for an exception. The cumulative college GPA, as computed by the Registrar determines readmission status:

- If the college GPA is 2.0 or higher, the student will be readmitted unconditionally.
- If the college GPA is below 2.0 Admissions staff may request additional documentation to be submitted to the Director of Enrollment Services in appeal for provisional admission.
- If the college GPA is less than 1.40, the student will not be readmitted unless the Admissions Committee finds that there are circumstances which warrant an exception and acceptance on probation.

Internal Transfers

Students who are transferring to an online degree from a traditional degree at Shorter University or vice versa will be required to complete the Change of Program process with their Academic Advisor or Enrollment Specialist.

Acceptance of Credit

For information regarding the acceptance of transfer and alternate credit, see the Acceptance of Transfer Credit policy in the Traditional Academic Policies section.

Joint-Enrollment Credit

Shorter University may accept joint-enrolled credit from accredited institutions. A transcript must be submitted from the higher education institution where the joint- enrollment credits were earned. For information regarding the acceptance of the credit, see the Acceptance of Transfer Credit policy in the Traditional Academic Policies section.

SPECIAL ADMISSION REQUIREMENTS

Some degrees may have other requirements for admissions. These requirements (if any) will be detailed in the Major Sequence Sheet for the degree in the Online section of this catalog.

NON-DEGREE SEEKING STUDENTS: DEFINITIONS AND REQUIREMENTS

All are required to complete an **application** and submit the \$25 application fee. Tuition and fees apply as detailed in this catalog. Students wishing to take individual courses at Shorter University but who are not seeking a degree must also submit the following dependent on their student category:

Transient Students

Students who are currently enrolled in another postsecondary institution who wish to take online courses are considered to be transient students. Transient students are limited to taking a total of 24 credit hours at Shorter. Transient students wishing to enroll must submit a Statement for Good Standing from the Registrar or other appropriate academic official at their current postsecondary institution.

Special/Non-Degree Student (For Credit)

A person who wishes to take courses for credit, but who does not plan to seek a degree must provide an official transcript from all institutions he or she attended.

Auditor

A person who wishes to take courses on a non-credit basis is an auditor. He or she must receive permission from the faculty member teaching the course he or she wishes to take.

Dual Enrollment

High school students entering their junior or senior year may be admitted as joint or dual enrollees. The Admissions Committee will also consider sophomores. Students should have at least a 3.0 GPA, with a 21 ACT (composite), 1060 SAT (ERW & Math) or 1100 PSAT, or a letter of approval from the applicant's high school guidance counselor or administrator sent to the Office of Admissions verifying the particular courses in which the student plans to enroll for each term. The ACT/SAT test score requirement will be waived for high school students that have at least 24 hours of transferable college credit. Additionally, students must complete a Dual-Enrollment Registration form to register for courses. Applicants that are not in this classification should contact the Office of Admissions for specific admission requirements. Dual enrollment students may not exceed 29 credit hours per student per academic year.

GRADUATE ADMISSIONS**General Admissions Policy and Procedures**

Shorter University strives to enroll a diverse student body so that the best possible learning environment will be provided. The University does not obligate itself to admit all students who meet admission requirements. In determining admissions, consideration is given to the compatibility of the student's purpose and interests with the basic philosophy of the University as a Christian liberal arts institution, as well as to the student's ability to benefit from a university education at Shorter. The Graduate Council makes admissions decisions for all potential graduate students in accordance with the guidelines set by the Graduate Council at the beginning of each academic year. Members of the Graduate Council are chosen annually, and members are listed on the Provost Office webpage under the "Committees, Councils and Taskforces" link. Each candidate application is reviewed and voted on by the entire council, with decisions requiring a majority vote from the council. In the case there is an absence of council members, the tiebreaking vote is made by the Chair of the Graduate Council.

Admissions decisions are based on a combination of the following, depending on the candidate's prospective classification (international, transfer, etc.): the candidate's academic course curriculum; undergraduate grade-point average; the compatibility of the student's purpose, interests, and character with institutional values; demonstration of the ability to perform graduate work in areas specific to intended degree; business performance and objectives; recommendations; and possible GMAT scores. Other information which may be considered in individual cases include TOEFL or other language proficiency exam scores (international students only), institutional recommendations or records, etc.

Files are sent to the Graduate Council for review as soon as all required credentials are collected. After the application is evaluated, a letter will be sent notifying the applicant of his or her status.

If the applicant is accepted, an "Intent to Enroll/Deposit," can be viewed in the student's application portal. Students can accept their admission through the application portal creating a digital signature for their Intent to Enroll. The student's academic advisor will provide all applicable forms pertaining to graduate prerequisite requirements, financial aid, etc. If the student is denied admission, he or she may appeal this decision through the Provost's Office.

Categories for Graduate Admission

Regular Admission

When an applicant meets all guidelines as set, he or she is admitted unconditionally. The Graduate Council reserves the option to offer other types of admission based on the merits of the individual applicant.

Conditional Admission

Offered to students who do not meet regular admission standards, but who in the opinion of the Council demonstrate the potential for academic success at Shorter. This is a full admission to the University with the requirement that an academic condition be satisfied; typically, the student is limited to 15 academic credit hours during the first semester and must earn no less than a 3.0 grade-point average. The Graduate Council reserves the right to adjust the conditions for the individual applicant in question.

Provisional Admission

A student may be admitted on a provisional basis if all credentials have not been received. Students are admitted with the provision that the required documents are received and approved by the Office

of Admissions by the Friday of the add/drop period of the student's beginning term. Failure to provide the necessary documentation may result in the loss of fees and dismissal from course(s) the provisionally admitted student is attending. Provisional students are not fully admitted, and may not receive institutional, federal, or state funded financial aid until the required documents are received and approved.

Readmission to Graduate Program

This policy applies to all students, whether voluntarily withdrawn from the program or withdrawn by the school for any reason for a period exceeding one semester.

To be readmitted to a program, the student's account must be in good standing. Students must contact Business Office to ensure no holds are present on their account. Any required payments must be received before initiating the readmission process.

- Students seeking re-entry must talk with an Enrollment Specialist to work out the specifics for readmission.
- An application to re-enter any program may require the approval of Graduate Council. In determining whether or not to readmit a withdrawn student, several aspects will be considered: academic performance, class participation, general attitude, exhibited behavior when previously enrolled, and any extenuating circumstances.
- The Admissions Office will complete the necessary paperwork for readmitting the student and arrange for the placement of the re-entered student.

SPECIAL ADMISSION REQUIREMENTS

Some degrees may have other requirements for admissions. These requirements (if any) will be detailed in the Major Sequence Sheet for the degree (see the Online Sequence Sheet sections below).

MILITARY SERVICE MEMBERS

The following would qualify as Military Students: Current service members who have completed basic training, veterans who have received an honorable/general discharge, Department of Defense employees, and spouses of Military students. Pursuant to Article I, Section IV, Paragraph I of the Constitution of the State of Georgia only the union of man and women shall be recognized as marriage.

Tuition: Online Courses

Tuition rates for online classes for all Military Students pursuing an associate's, bachelor's, or master's level programs are discounted by 20%. Note that service members cannot receive the discount while simultaneously receiving other military benefits.

Residency Requirements

Shorter University limits academic residency to no less than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

Transfer and Alternate Credit

For information regarding the acceptance of transfer and alternate credit, see the Acceptance of Transfer Credit policy located in the Traditional Academic Policies section.

Military Credit Evaluations

Shorter University evaluates credits for prior military experience based on the recommendations of the American Council of Education (ACE) guidebook, Guide to the Evaluation of Educational Experiences in the Armed Services. Military students who want their military work and experience evaluated for possible credit should submit military transcripts, certificates of completion, diplomas, or documentation from their branch of the service. Active-service members should submit Form DD295. Non-active service members should submit form DD214. You can order your military transcript from your branch of the military below:

Army AARTS Transcript

Requests may be mailed, faxed, or submitted online.
Phone: 1-866-297-4427 (TOLL-FREE)
Fax: 1-913-684-2011

Navy/Marine Corps SMART Transcript

Requests may be mailed or faxed.
Phone: 1-877-253-7122 (TOLL-FREE)
Fax: 1-850-452-1281

Air Force CCAF Transcript

Requests accepted by mail only.
Phone: 1-334-953-2794
E-Mail: registrar.ccaf@maxwell.af.mil
Web: www.maxwell.af.mil/au/ccaf/

Coast Guard USCG Transcript

Requests accepted by mail only.
Phone: 1-405-954-0072
Web: www.uscg.mil

Prior Learning and Experience

In addition to credit for military training, Shorter University gives credit for other forms of prior learning. These forms of credit include the following:

- College-level examination program (CLEP)
- Credit for Military Training [See above]

Military Deployment Policy

Students who cannot attend school due to military service should:

- Contact the instructor to see if they are able to continue and to complete their coursework while deployed.
- Contact their advisor to discuss how a deployment may impact their education and to provide information on their options.
- An academic plan will be put into place for the student prior to deployment.

Students who are deployed may request an administrative withdrawal that will note the reason of the withdrawal as military. Military personnel that need to repeat a course due to deployment will not be charged for the repeated course.

Students who withdrawal for deployment reasons will be guaranteed readmission under the following conditions:

- The student must give written or verbal notice of such service to his or her academic advisor, military liaison, or the registrar. This notice may come from the student or from an appropriate officer of the U.S. Armed Forces or from a U.S. Department of Defense official. Notice is not required if precluded by military necessity. The requirement to give notice may be fulfilled at the time that the student seeks readmission by submitting an attestation that the student performed the service.
- The student must give written or verbal notice of their intent to return to Shorter University to his or her academic advisor, military liaison, or the Registrar within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury.

- The cumulative length of the absence and of all previous absences from Shorter University for military service may not exceed five years. The student's cumulative length of absences period does not include any period of service that is specified in 34 CFR 668.18 (e).
- The student cannot have received a dishonorable or bad conduct discharge or have been sentenced in a court-martial.

Students who meet these conditions will be re-admitted on the following terms:

- Students will receive student account credit toward the course from which they withdrew, allowing them to retake those classes without charge. If that class is no longer offered, the student will receive a credit toward any course considered most similar to the original course by the institution.
- The student is eligible to re-enroll in the same program in which he or she was enrolled at the time of the withdrawal. If that program is no longer offered, the student may enroll in whatever program is most similar to the original program, or any other program offered at time of readmission, granted program requirements have been met.
- If re-admitted to the same program, the student's tuition and fees for the first academic year in which the student returns will be the same as those that would have been charged during the year that the student left the school.
- Any re-enrollment fees or deposit requirements will be waived.

Military Support Office

The Military Liaison Office at Shorter University serves as the point of contact for service members, veterans, and family members seeking information about academic counseling, financial aid counseling, and student support services. The military liaison may be reached at military@shorter.edu. See below for contact information for our VA Coordinators.

Military and Veteran Benefits Counselor

Shorter's benefits counselor provides student guidance on any military and veteran benefits for military students and ensures benefits are processed swiftly and smoothly. The benefits counselor can be reached at military@shorter.edu.

VA Coordinators

Marcia Slade – Traditional and Online Programs – megade@shorter.edu; 706-233-7338 or
Teresa Cushing – tcushing@shorter.edu; 706-233-7228.

VA Benefit Programs

Shorter University has been approved by the State of Georgia as a training facility for veterans applying for VA Educational Benefits.

The following VA Benefit programs are in place at Shorter University:

- Montgomery GI Bill/Chapter 30: (active duty or veteran status) must have served in the United States Armed Forces and participated in the GI Bill program. In most instances, veterans must also have been honorably discharged.
- Montgomery GI Bill/Chapter 1606: (selected guard and reserves) must have completed all initial entry training (IET) and are now assigned to a Reserve and/or a Georgia National Guard Unit.
- VA Vocational Rehabilitation/Chapter 31: (service-connected disabled veterans) must make application with local VA caseworker to have rehabilitation plan developed indicating a Shorter University degree plan.
- REAP/Chapter 1607: (reservists who were activated for at least 90 days after September 11, 2001).
- Post 9/11 GI Bill/Chapter 33: must have active duty service on or after September 11, 2001. Benefit is based on service credits.
- Survivors and Dependents' Educational Assistance Program/ Chapter 35 (dependents and spouses of 100% disabled or deceased Veterans).

Specific information on each chapter can be found on the Veteran's website: www.gibill.va.gov.

Getting Started

After applying for admission to the university, students should complete the Veterans Enrollment Data Sheet. The following documents should be included with the Veterans Enrollment Data Sheet when making application for VA benefits:

- NOBE (Notice of Basic Eligibility) for the Select Reserves and Georgia National Guards
- DD Form 214
- Kicker/Buy Up documentation
- College Fund documentation
- Veterans Enrollment Data Sheet

University Charges

Students are responsible for paying all university bills. Shorter University and the VA do not have an agreement to process tuition/fee waivers; therefore, failure of the VA to pay students in a timely manner does not eliminate or delay a student's financial responsibility to Shorter University. It normally

takes the Atlanta VA processing center 6-8 weeks to process new educational claims, so please plan accordingly. The University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA Chapter 31 or 33.

Veterans' Benefits

The University is on the approved list of the Georgia State Approving Agency for the training of veterans, disabled veterans, and the children and widows of deceased/disabled veterans who are eligible for benefits under the G.I. Bill.

Students using Chapter 33 (Post 9/11) benefits under the G.I. Bill are required to pay (by the Final Payment Deadline) any tuition and fees not covered by the VA. The VA does not pay tuition and fees to Shorter University for students using Chapter 30, Chapter 1606, or Chapter 35 benefits. These students are responsible for payment of their tuition and fees by the payment deadline since they are paid benefits directly through Veterans Affairs.

Students using VA Chapter 33 or VA Chapter 31 education benefits will be allowed to attend and participate in their course of education provided they have submitted to their Veteran Certifying Official a current Certificate of Eligibility or Statement of Benefits "eBenefits" (for Chapter 33) or a current VA Form 28-1905 (for Chapter 31). If the VA delays in submitting funds to Shorter University for these students, these students will have full access to their classes, libraries, and other institutional facilities. They will not be required to borrow funds and will not have penalties or late fees imposed because of the VA's delay.

Shorter University and the VA do not have an agreement to process tuition/fee waivers; therefore, failure of the VA to pay students in a timely manner does not eliminate or delay a student's financial responsibility to Shorter University. Each VA beneficiary should make financial preparation for at least one semester because benefit checks are sometimes delayed.

Eligible veterans and the children and widows of veterans must make application for the benefit to their regional Veterans Affairs. The Military and Veteran Services Office can assist with the application process.

Veterans who wish to use VA Chapter 31 Vocational Rehabilitation benefits must contact the VA Regional Office to be assigned a counselor to help with the application process. All other benefits can be applied for online at www.vets.gov. Students in training under Chapter 31 are responsible for making sure their counselor has provided a current VA Form 28-1905 for their benefit, and should check with the University Business Office regarding the handling of their account for fees, supplies, etc.

Students attending on the G.I. Bill are certified for VA benefits only for those courses required in their particular program of study. Courses taken for audit are not payable by the VA. Such students must maintain Shorter University standards for academic performance. Those students who are academically dismissed from school will have their benefits interrupted. Upon readmission and re-certification for benefits at Shorter University, the VA will decide if further benefits may be paid for continuation of the program in which the academic deficiency occurred.

Current VA standards require that students attend class and that benefits be terminated when the student has stopped attending or has been suspended for academic or disciplinary reasons. Since VA regulations are subject to periodic change, it is the student's responsibility to keep up to date on requirements for VA benefits while in attendance at Shorter University.

Any veteran or dependent wishing to use the G.I. Bill benefits must contact their VA Certifying Official. The offices of the VA Certifying Officials are located in the Financial Aid Office in the Sheffield-Thompson administration building.

Students using VA education benefits must submit their letter of eligibility to their Veteran Certifying Official no later than the first day of the course of education. Students who do not have the full Chapter 33 benefit (less than 100%), or who enroll in classes not required for their degree program, or who have other financial obligations to Shorter University, are still responsible for their portion by the payment deadline. Failure to pay non-VA covered charges are subject to deletion of classes and late fees.

Veteran Students' Responsibilities

Veteran students at Shorter University have ongoing responsibilities to the VA. The Shorter University VA Coordinator closely monitors each student's enrollment status and academic program. The student's entitlement is based upon the number of credit hours for which they are enrolled. Current pay rates can be viewed at: www.gibill.va.gov.

Veteran students must notify the VA Coordinator of any of the following:

- a. change of degree program
- b. change of address
- c. out more than three semesters
- d. when a veteran does not want a semester certified

Chapter 30, 1606, and 1607 Monthly Verification

All students who are receiving Chapter 30, Chapter 1606, and Chapter 1607 benefits must verify their monthly enrollment on the last day of each month or after. The benefit (monetary award) will not be released by the VA until this is done. Enrollment verification can be accomplished by using the VA toll-free telephone number 1.877.823.2378 or the WAVE feature found on the VA website www.gibill.va.gov.

Academic Policies**REGISTRATION**

All persons who plan to attend any course on a regular basis must complete formal registration. Online students will be registered for their classes by their Enrollment Specialist.

Academic Advising

Each online student is assigned an Enrollment Specialist based on his or her program of study. Enrollment Specialists are trained professionals who provide students with important information and assistance relative to their academic success in their educational program. They are responsible for registering online students after conferring with the online student via their Shorter e-mail account. The Enrollment Specialist will assist students in arranging their schedule each semester; however, students are responsible to become familiar with and fulfill all requirements for their degree.

Length of Courses/Program

Each online class lasts for 8 weeks. There are six 8-week sessions/subterms a year. Two of these 8-week sessions/subterms run during the fall semester, two during the spring semester, and two in the summer. Typically, a student takes 1-2 three credit hour classes during each 8-week session.

Schedule Load (Full and Part Time Status)

Students are classified as full or part time each semester based on federal, state, and institutional regulations. The following table provides guidance on how that's done at Shorter University at the institutional level.

Division	Part time	Full time
Undergraduate	Less than 12 credit hours	12 or more credit hours
Graduate	Less than nine credit hours	Nine or more credit hours

Maximum Course Load***Undergraduate Programs***

A normal course load for an undergraduate student is two three-credit hour courses per online session, or four three-credit hour courses per semester. Undergraduate students may not take more than five three-credit hour courses per semester without the approval of the Provost.

Graduate Programs

A normal course load for a graduate student is two three-credit hour courses per online session. A graduate student may not take more than a normal course load. Any exceptions to this policy must be approved by the Provost.

Drop/Add

Registration changes may be made during the drop/add period in consultation with an Enrollment Specialist.

Automatic Drop from Online Courses

If a student fails to both log into their online course and post within the Mandatory Introduction Forum in the first 9 class days from the start of the session, he or she will be automatically dropped from the course. Simply logging into a course will still constitute as an automatic drop for the course if an introduction post within the actual online course platform is not completed within the first 9 class days from the start of the session.

Students who do login and complete an introduction post within the first 9 days from the start of the session, but who then stop participating in their online class will NOT be automatically dropped from the class. To drop or withdraw from the class, the student must follow the procedures described in the Drop/Add and Withdrawal from Courses portions of this section.

Withdrawal from Courses

A student may withdraw from individual courses after the drop/add period and until the last day specified in the academic calendar for withdrawals

published by the Office of the Registrar. To withdraw from an online course the student must send an e-mail to his or her Enrollment Specialist from his or her Shorter e-mail account requesting. The withdrawal will be effective from the date of the e-mail request.

Class Cancellation

Shorter University reserves the right to cancel a class if it deems by the first day of class that there are not a sufficient number of enrolled students to make the class viable.

Changing a Major

If a student desires to change his or her major, he or she should contact his or her Enrollment Specialist.

Withdrawal from the University

An online student leaving the University must formally withdraw by sending an e-mail to his or her Enrollment Specialist from his or her Shorter e-mail account requesting to withdraw. The withdrawal will be effective from the date of the e-mail request. Clearances must be obtained from the Financial Aid Office, the Business Office, and the Library. No refund of fees will be calculated until the withdrawal process is complete.

Requests for withdrawal from the University after registration but before the beginning of a session must be made in writing to the student's Enrollment Specialist and sent from the student's Shorter email account. The University reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standard of scholarship, or whose continued attendance would be detrimental to the student's health or the health of others, or whose behavior is out of harmony with the Christian philosophy of the University. For regulations regarding nonacademic or disciplinary suspension, see the Shorter University Student Handbook.

GRADES CREDIT & QUALITY POINTS

Shorter University defines the term "credit hour" as the amount of credit awarded for one hour of classroom instruction and a minimum of two hours of out-of-class student work per week for one semester of approximately fifteen weeks or the equivalent amount of work over a different amount of time. This definition applies to any academic activities for which credit is awarded, including laboratory work, internships, practical, studio work, independent studies, and tutorials, as well as courses offered in accelerated and/or nontraditional formats.

A student's standing in any course may be determined according to the following grades:

A	4 points/semester hour
B	3 points/semester hour
C	2 points/semester hour
D	1 point /semester hour
F	0 points/semester hour
FA	Failure for non-attendance
FD	Failure for academic dishonesty
I	Incomplete
P	Pass
S	Satisfactory
U	Unsatisfactory
W	Withdrawn
WA	Withdrawn administratively
WF	Withdrawn failing
WP	Withdrawn, passing
WIP	Work in progress
NG	No grade reported
AU	Audit
LAB	Laboratory

Except in cases of clerical error, a faculty member may not change a grade which has been forwarded to the Registrar's Office. Grades may only be changed as the result of an appeals process as described below.

GRADE POINT AVERAGE

A student's academic grade-point average (GPA) is obtained by dividing the number of quality points earned by the number of credit hours scheduled (except grades of "W", "WA", "WP", "P", "S" or "U"). For more information about transfer GPA, see Acceptance of Transfer Credit in the Traditional Academic Policies section.

NON-CREDIT GRADES (W, WP, WA, I, AU)

Students may withdraw from a course and receive a "W" during the first two weeks of a session. After the first two weeks of the session, students wishing to withdrawal may do so, but will receive a grade of "WP" or "WF", assigned by the professor based on the grade in the course at that time. The withdrawal period will end one week before classes end. Withdrawals are not accepted after the withdrawal period. All students remaining on the course roster should receive the letter grade they earned in the course at final grade entry. A grade of "WA" will be assigned in cases in which a university administrator initiates a student withdrawal due to, but not limited to, disciplinary or academic issues. An incomplete grade of "I" can be assigned by the instructor only when a deficiency exists in a relatively small portion of the course. A student with a grade of "I" should

work closely with their instructor to complete the deficiency. Doing so enables the instructor to submit a grade change form on SCHOLAR before the deadline on the academic calendar. A grade of “I” remaining after the deadline will default to a failure grade of “F”. After the incomplete deadline and “I” grades are changed, academic standing will be re-calculated for students with previous “I” grades. See the Undergraduate Academic Progress section later in this catalog for academic standing details.

Semester When “I” Grade Was Assigned	Midpoint of Subsequent Semester When Remaining “I” Grade Will Default to “F”
Summer	Fall
Fall	Spring
Spring	Summer

The grade of “AU” denotes a course taken as an audit. Auditors receive no credit; they participate in the course at the option of the instructor.

OFFICIAL TRANSCRIPT AND ENROLLMENT VERIFICATION REQUESTS

Shorter University has authorized Credentials eScrip-Safe for transcript ordering and credit card payment through a secured internet transaction. A \$3.00 processing fee will be charged per recipient in addition to Shorter’s transcript fee. Visit <http://www.shorter.edu/registrar/> for more information.

Transcripts and enrollment verification letters may also be requested in writing with the signature of the student. **E-mail, fax, and telephone requests will not be honored.** Request forms are available at the Registrar’s Office location in Sheffield Thompson and on SCHOLAR.

All transcript requests must be prepaid with a fee of \$5.00 for regular service or \$10.00 for immediate service, when available. Official transcripts will not be issued for those who are delinquent in their financial obligations to the University. In addition, official transcript requests will not be processed for students with transcript holds on their records from any Shorter University department.

GUIDELINES FOR CHANGING/APPEALING COURSE FINAL GRADES

Grade Changes/Appeals

Based on individual student circumstances, a professor may change a grade within the six-month period following the end of the course. Between six months and one year, both the professor and the

department head must approve the grade change. After one year, the Provost must also approve the grade change. A grade change after one year must be due to clerical error.

Appealing a Final Course Grade

- A. The first level of appeal for a student who is dissatisfied with a grade received is to the professor assigning the grade. The student should make contact with the professor to explain the basis of dissatisfaction and the professor should explain the basis for the grade. This meeting should be face to face; however, the professor may allow other forms of communication (via telephone or email, for example). The student must request this interview in writing to the professor within 10 days of the posting of the final grade. Once the faculty member has received the request, the interview (or other communication) must be scheduled within normal working hours (8 a.m. - 5 p.m.), Monday through Friday within 10 days of the student’s request (unless the request does not fall within a major term; see paragraph D below). Failure by the faculty member to respond to the student's request within the established time will be considered a violation of the University policy. Failure of the student to appear at the scheduled interview ends the appeals procedure. If the student has not been contacted by the professor within 30 days of mailing the appeal, the student should file the appeal directly with the department chairperson.
- B. If the student wishing to appeal a final course grade is still dissatisfied after an interview (or other agreed upon communication) with the professor, the student should then submit a written statement to the chair of the department within 10 days of the interview. This should contain the reasons for dissatisfaction and the specific changes the student regards as fair and desirable. The burden of proof lies with the student in such a case to show that an error of malfeasance has occurred. Within 10 days of receiving the written appeal, the department chair will notify in writing both the professor and the student of the chair’s decision (as noted in Paragraph D, this deadline is extended when the appeal is not lodged during a major semester). When, in the opinion of the chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action.
- C. When, in the opinion of the department chair, a student’s appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred,

the chair shall appoint within 10 days a committee of three faculty members whom the chair considers most nearly competent in the subject matter. This committee will meet and issue a decision in writing to the department chair, professor, and student within 10 days of the request. Both the professor and student should be asked to bind themselves in advance to accept the committee's decision. Neither may be required, however, to bind themselves.

- D. If the student files the initial request at a time other than during a major term (fall or spring semesters) and if the professor or department chair are not available during that time, all of the foregoing deadlines begin to run with the first day of class in the next major term.
- E. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Faculty Appeals Committee. The student should be advised by the department chair that the Faculty Appeals Committee will not alter a grade under these circumstances, but if the student can show compelling evidence that the procedures outlined above have been violated, the Committee may recommend that a reexamination or other appropriate assignment be given to the student, that the appropriate academic dean investigate the entire matter or other appropriate action be taken.
- F. All results from these proceedings of the Faculty Appeals Committee should be reported to the appropriate academic dean and Provost as information.

REGULATIONS REGARDING SPECIAL STUDY COURSES

Special Study includes Independent Study and Internship or Field Work. Department Chairs, Deans, and the Provost must approve Special Study Courses.

Independent Study

Independent Studies are catalog courses taken independently. Three further regulations govern Independent Studies:

- 1. A student may take no more than two Independent Studies at one time.
- 2. A student may take a maximum of four Independent Studies in a degree program.
- 3. A student earning a grade of "D" or "F" in a regular classroom course may not repeat it as an Independent Study.
- 4. There must be a compelling reason for allowing a student to take an Independent Study: the course was not offered in its regular rotation; the course was cancelled due to low enrollment and will

not be offered again in its regular rotation before the student graduates.

- 5. Only catalog courses can be offered as Independent Studies.
- 6. The course in question must be part of the degree requirements for the student's major or minor.

Internship

Internships at Shorter are semester long, supervised work experiences related to a student's major or vocational area for which the student earns academic credit. The internship experience may be paid or unpaid, on or off campus. An internship combines supervised work experiences with academic activities. It allows a student to augment classroom learning by working in a social, business, political, cultural or community organization. By completing suitable academic work under the direction of a faculty member, students may earn course credit for internships.

The following are the regulations governing internships:

- 1. Students must register for internships during the semester in which the internship begins. If an internship extends beyond the semester registered, the hours will be sub-divided according to the percentage of the internship scheduled for each semester. A grade for both semesters will be submitted at the conclusion of the second semester after the full internship is completed.
- 2. Faculty supervision includes advisement on choice of internship, contact with the work supervisor, and assignment of a written report.
- 3. Students must work in a career field off campus unless special permission is given by the Provost.
- 4. Students must have a minimum overall GPA of 2.75 and permission of the department chair to participate in an internship. If the GPA is below 2.75 overall, the students must obtain the permission of the department chair or dean.
- 5. Students must have earned at least 60 hours (junior status) to participate in an internship.
- 6. Students must work a minimum of 112 hours on site.
- 7. All students requesting an internship must submit an internship form and an internship description to the Registrar's office no later than the last day of Add/Drop. Any requests received after Add/Drop closes will be deferred to the following semester.
- 8. The maximum number of credit hours that a student may take for an internship is 6, unless

their degree specifically requires more. Any exceptions must be approved by the Provost.

ONLINE CLASS ATTENDANCE

Online courses are typically delivered asynchronously, meaning that there are no fixed times when students need to be online. While there is no standard attendance policy for online classes, students are expected to log-in to class several times each week to check for updates and to communicate with the professor and/or with other students. There will also typically be deadlines for the completion of assignments, and there may be requirements that the student participate each week in online chats or forum discussions. In some cases, there may be a requirement for the student to log-in at a particular time during the week to participate in a group chat or discussion. As with any course, a student cannot skip several weeks of online classes and expect to succeed. Students should consult each class syllabus for specific requirements.

If a student fails to both log into their online course and post within the Mandatory Introduction Forum in the first 9 class days from the start of the session, he or she will be automatically dropped from the course. Simply logging into a course will still constitute as an automatic drop for the course if an introduction post within the actual online course platform is not completed within the first 9 class days from the start of the session.

Students who do login and complete an introduction post within the first 9 days from the start of the session, but who then stop participating in their online class will NOT be automatically dropped from the class. To drop or withdraw from the class, the student must follow the procedures described in the Drop/Add and Withdrawal from Courses portions of this section.

REQUIREMENTS OUTSIDE OF COURSES

Assessment Testing and Surveying

Shorter University's commitment to its mission and goals requires conducting regular evaluations of progress in achieving those goals. Testing and surveying of students at matriculation, during studies, and after completion of studies is an essential part of this evaluation program. In addition, students may expect to be asked to cooperate in various surveys, interviews, focus groups, and other data-collection efforts conducted by the Office of Institutional Effectiveness and Research.

Since the goals of Shorter University are directed to the education of the whole person, their achievement can be measured only by evidence concerning the whole person. To protect confidentiality of data, the Office of Institutional Research never releases personal information about individuals and, wherever possible, avoids attaching names to personal data during analysis.

INTERRUPTION OF ONLINE COURSES

Shorter University Online Programs and all online instructional activities are conducted through Canvas, a trusted open-source learning management system (LMS) platform contracted for use by Shorter University. Shorter University provides all support services for Canvas, including ongoing maintenance and administration of online instructional activities.

In the event of an unplanned interruption to service due to failure on the part of Shorter University or its contracted LMS, all faculty will work with students to ensure that students are not held liable for any periods where Canvas is inaccessible ("Site Downtime"). Any periods of Site Downtime will be verified by personnel from Shorter University's Office of Information Technology, who will confirm the outage to the faculty.

In the event of an extended service interruption lasting at least 14 days, rendering it impossible to complete initiated coursework, Shorter University will offer students enrolled in in-progress courses the option to:

- Accept a grade of "Incomplete," with the option to resume coursework when the online platform is reestablished, OR
- Receive a refund of tuition and fees paid for the courses that cannot be completed in accordance with all accreditation policies and applicable federal regulations.

Inability to access Shorter University's online platforms due to service failures not stemming from circumstances within the control of Shorter University or its contracted partners, including but not limited to the interruption of the student's Internet access, failure of the student's computer hardware or software, or life circumstances that render the student incapable of completing coursework, shall not fall under the scope of this policy.

UNDERGRADUATE PROGRAM POLICIES**Foundations**

The Foundation courses are the general education core that unifies the curriculum and supports the mission of Shorter University as a Christian liberal arts institution. Every Shorter University graduate should have established the habit of continuous learning within the context of knowledge and values that defines contemporary civilization.

The following categories of courses are required in order for students to complete their work for an Associate or Bachelor's degree at Shorter University through the Online Programs:

Traditional Foundation Categories	Credit Hours
Foundations of College Success	1
Effective Communication	
• English Courses	12
• Communication Studies Course	
Biblical Perspective	6
• Christian Studies Courses	
Historical and Social Perspective	6
• History Course	
• Social/Behavioral Science Course	
Artistic Expression	3
Quantitative & Scientific Reasoning	7
• Mathematics Course	
• Natural Science Course	
Total Foundation Hours	35

General Education Student Learning Outcomes, as they align with these categories, are assessed over a five-year period. The assessment process is overseen by the General Education Assessment Committee (GEAC). The following are the General Education Student Learning Outcomes:

Introduction to Adult & Online Learning

Students will be able to apply the tools learned in FCS to help make informed decisions for academic and personal success.

Effective Communication

Students will develop their abilities in collegiate research, writing, public speaking, and literary and rhetorical analysis in order to analyze and create effective, strategic texts. Student proficiency in reading and expression encourages academic, spiritual, and professional growth to impact culture in conscientious, biblically truthful ways.

Biblical Perspective

Students will establish an understanding of biblical worldview through the application of biblical content to all areas of life that informs spiritual growth, Christian leadership, and service to others. The biblical admonition to love God with all of one's heart, soul, and mind supports the institution's emphasis on academic excellence.

Historical & Social Perspective

Students will apply historical and social perspectives to provide the contextual framework necessary for understanding the societies that make up our world. Therefore, these perspectives supply foundational components to advancing academic excellence, Christian leadership, and global service within the context of a biblical worldview.

Artistic Expression

Students will develop their creative capacity, sensitivity, and appreciation for artistic expression through art, dance, music, or theatre within the context of a biblical worldview.

Quantitative & Scientific Reasoning

Students will demonstrate the ability to understand mathematical and scientific problems, apply the correct strategies and methods to solve them, and to communicate these solutions with academic excellence and in accordance with the University's mission.

Student Class Standing

Shorter officially recognizes four classes: freshman, sophomore, junior, senior. A student's classification is based upon earned hours toward degree.

Freshman	less than 27 earned hours
Sophomore	27 – 59 earned hours
Junior	60 – 89 earned hours
Senior	90 + earned hours

Dean's List

Any full-time, degree-seeking student who earns a minimum GPA of 3.5 on 12 credit hours or more (without any grades of "Incomplete") for a semester will be placed on the Dean's List for that semester.

Academic Standing & Financial Aid Satisfactory Academic Progress (SAP)

It is important to note that academic standing is separate from financial aid SAP. Academic standing pertains to whether or not a student is eligible to enroll in courses. SAP pertains to whether or not a student is eligible to receive financial aid. These use different criteria and require independent appeals for

suspended students. See the financial aid section for more information on SAP.

Academic Good Standing

Good standing is defined as being eligible to continue as a student at Shorter University the following academic term.

Academic Standing Regulations

Academic Warning, Suspension, and Probation regulations apply to any student enrolled in a part time status or higher. **Even though courses accepted from other institutions may count toward graduation requirements, they may not be used for purposes of removal from Warning, Suspension, or Probation.**

Academic Warning

All students will be placed on Academic Warning at the end of any 16-week semester in which the student's Cumulative GPA is below the minimum GPA to avoid Academic Warning (see table). The minimum GPA the student must meet is based on the student's number of Attempted Hours at Shorter (also referred to as Attempted Local Hours). A student on Academic Warning may be prohibited from participating in any extracurricular activity or representing Shorter University.

Academic Suspension

A student on Academic Warning who does not successfully bring their GPA above the minimum GPA to avoid Academic Warning the immediately following 16-week semester will be placed on Academic Suspension. The minimum GPA the student must meet is based on the student's number of Attempted Hours at Shorter (also referred to as Attempted Local Hours).

Attempted Hours at Shorter	Minimum Cumulative GPA to Avoid Warning
0 – 26.99 hrs.	1.60
27 – 59.99 hrs.	1.80
60 – 89.99 hrs.	2.00
90 or more hrs.	2.00

First-time Suspension: Students suspended at the end of a Fall semester will be eligible to apply for readmission for the following Fall semester. Students suspended at the end of a Spring semester will be eligible to apply for readmission for the following Spring semester. An academic suspension hold (AS) will be applied in order to prevent

registration. It will be removed at the appropriate time if a readmission application is submitted from the student to the Admissions Office and fully approved.

Second-time Suspension: Only through written appeal to the Provost can permission to return to the university be granted. This appeal must be received 30 days prior to the registration date of the semester the student wishes to enter. A minimum of one calendar year must elapse before a student on second suspension may be readmitted. No student will be readmitted after his or her third suspension. A readmitted student will have two semesters, or one semester and a summer term, to reestablish the required 2.0 cumulative GPA. The student must be enrolled full-time during these periods.

A student who does not fully complete 12 semester hours for each of these semesters and obtain a 2.0 cumulative GPA after the second semester, will be subject to suspension.

Academic Probation

Students placed on Academic Suspension with significant extenuating circumstances may submit an Academic Appeal to the Appeals Committee for review. Students whose appeals are granted and are then allowed to re-enroll the following semester will be moved to Academic Probation.

Academic Dismissal

Academic dismissal may result from repeated failure to make academic progress and/or meet the academic requirements set forth in the catalog. Students will be subject to dismissal if they:

1. Incur a third academic suspension; or
2. Are unable to successfully complete a foundations course or general education course with an acceptable grade within three attempts.*

*A grade of "WF" is considered an attempt.

Disciplinary Suspension

Students may also be suspended from the university for disciplinary reasons. When a student receives a disciplinary suspension, he or she is automatically withdrawn from all courses, and will be assigned grades of "WA" for all courses at the time of withdrawal. For other rules regarding disciplinary suspension, see the Shorter University Student Handbook. NOTE: Academic Renewal GPA is used to determine academic status for students admitted under Academic Renewal.

Course Repeats

A student will have a maximum of two repeats after the first attempt of a course to increase a grade from a “D” or an “F.” Therefore, a student may attempt a course for a total of three times before accepting the highest grade in the amount of course attempts. If the student is unsuccessful in the third attempt of a required major course, he or she may be required to change his or her major to one that does not require that major course. If the same course is repeated after January 1, 2013, the highest grade will be used in the calculation of the student’s GPA. Exceptions may be made, with permission from the Registrar, for a student to retake a course resulting in a final grade of “C.” Repeating a course may affect a student’s financial aid or athletic eligibility.

Transfer Credit Policy

Shorter University (SU) accepts undergraduate transfer credit from other institutions of higher education based on the following policies. These are effective for students entering SU beginning with the 2016-17 academic year which begins on 5/2/2016 and previously enrolled students who submit transfer or transient work for evaluation after 5/2/2016:

- Official final transcripts from ALL institutions attended must be received at SU before a transfer credit evaluation can begin through the Registrar’s Office. Failure to submit official transcripts from ALL institutions attended prior to enrollment at SU may lead to academic dismissal. For status updates pertaining to transfer credit evaluations, prospective students should contact Admissions; currently enrolled students should contact the Registrar’s Office.
- Current students planning to take coursework at another institution during any term must receive prior permission from the SU Registrar’s Office in order for it count as SU credit.
- Transfer credit evaluations performed by the SU Registrar’s Office are performed at no cost.
- Courses in which the student earned a grade of “C” or above may be accepted for transfer credit.
- Accepted transfer credit quality points will not be used for calculating the cumulative academic GPA.
- Accepted transfer credits will be counted as earned hours towards a degree.
- Shorter University may accept a maximum of 60 earned credit hours from two-year schools for credit and no more than 90 earned credit hours will be accepted from four-year schools.

- Technical school three-digit course codes of 190 and above and four-digit course codes of 1100 and above will be accepted for transfer credit unless otherwise stated in an articulation agreement. Technical school course codes below 190 or 1100 are not eligible for transfer credit unless otherwise stated in an articulation agreement.
- A maximum of 30 credit hours of alternate credit (AP, IB, CLEP, DSST, etc.) may be accepted for credit at SU. For information regarding which alternate credit organizations are eligible to receive credit and minimum scores, please contact the Registrar’s Office. Credit by examination for AP, CLEP, and IB can be viewed at www.shorter.edu by clicking Academics | Registrar | Alternate Credit.
- Each quarter credit hour counts as 2/3 of a semester credit hour. For example, 5.00 quarter hours equals 3.33 credits of semester credit.
- Remedial course work is deemed unacceptable for transfer credit.
- English as a second language, practicum, internships, clinical experiences, and orientation courses may transfer in for credit towards major or elective credit depending on specific details on each course.
- Courses transferred in may be matched with equivalent SU courses or may be given elective credit if no SU course match can be found as long as the above policies are followed.
- Articulation agreements can be viewed at www.shorter.edu by clicking Academics | Registrar | Articulation Agreements.
- Previously evaluated courses by school can be viewed at www.shorter.edu by clicking Academics | Registrar | Transfer Credit.
- International students may utilize World Education Services at www.wes.org or Josef Silny and Associates at www.jsilny.com for transfer evaluations for credit towards a degree. SU does independently evaluate foreign credentials, however.
- Institutional and governmental regulations followed by other SU administrative and academic departments to calculate a GPA may differ from the cumulative academic GPA calculated by the Registrar’s Office.

Inclusion of Previously Enrolled SU Students

Students currently enrolled or those who readmit on 05/02/2016 or later whose transfer work was evaluated according to the prior transfer credit acceptance policies may petition the Registrar’s Office in writing to registrar@shorter.edu to have

their transfer work reevaluated under the current policy. Students should take special note that once a petition has been submitted and the reevaluation has been completed, the student is ineligible to return to the prior credit acceptance policies and no reversal of the evaluation may take place.

Online Course Exemptions

Students transferring in 12 or more hours of institutional credit may exempt FCS 1010: Introduction to College Life and Christian Worldview. Students transferring in 12 hours or more of Business courses (ACC, BUS, ECO MGT, or MKT), at the 3000+ level in degrees that required BUS 1010, may exempt BUS 1010: Introduction to Business, but may have to make up the hours with electives.

Transient Credit

Students may take a limited number of courses at another institution as a transient student, usually during the summer. Transiency does not break a student's affiliation with Shorter University or establish permanent admission to the host institution. To apply to take a course at another institution as a transient student, a student may obtain an application from the Registrar's Office. The Enrollment Specialist should be consulted when selecting classes to take as a transient student. Once the completed application is received in the Registrar's Office, a transient letter is sent from the registrar to the chosen host institution granting permission to study specific courses and indicating the Shorter University equivalent courses. Transient letters will only be granted to students who are in good academic and financial standing with the University. Any student who completes transient work must request a transcript from the host institution be sent to Shorter University upon completion of the course(s). Any student who does not provide a transcript for transient work will have a hold placed on his or her account prohibiting registration until the transcript is received.

For information regarding how transient credit is accepted, see the Acceptance of Transfer Credit policy in the Traditional Academic Policies section. Courses previously taken at Shorter that were not successfully completed may not be taken at another institution as a transient student.

GRADUATE PROGRAM POLICIES

Academic Standing & Financial Aid Satisfactory Academic Progress (SAP)

It is important to note that academic standing is separate from financial aid SAP. Academic standing

pertains to whether or not a student is eligible to enroll in courses. SAP pertains to whether or not a student is eligible to receive financial aid. These use different criteria and require independent appeals for suspended students. See the financial aid section for more information SAP.

Satisfactory Academic Progress

Graduate students are expected to earn a GPA of at least 3.0 (on a 4.0 scale) in the graduate program. While graduate students may occasionally earn a grade of C or below, this may not occur more than two times during the pursuit of a graduate program at Shorter University. The following probation and suspension procedures will apply to all Shorter University graduate students.

Academic Status Letter

When a graduate student receives a grade of "C" or below, he or she will receive a letter of notification from the Registrar's Office. Advisors will receive copies of all letters issued and will be required to contact students to discuss any ramifications of the notification letter as well as the cause of the low grade.

Academic Warning

If a student's cumulative graduate GPA drops below 3.0 and/or a student earns two final course grades of "C" or below, that student will be placed on Academic Warning. Academic Warning status will be evaluated by the Registrar's Office at the end of each subterm. Student will have 2 consecutive subterms after the initial Academic Warning status to raise their GPA to 3.0 or above. Students will not be allowed to graduate while on Warning. Academic Warning status may be removed by passing approved graduate courses with grades sufficient to raise the student's cumulative graduate GPA to a minimum 3.0. Graduate students may petition the Registrar for permission to repeat a maximum of two graduate courses for credit if necessary, to raise their GPA to 3.0 in order to graduate. Only courses in which the student previously earned a grade of "C" or below may be retaken for credit.

Academic Suspension

Any graduate student who earns three final course grades of "C" or below in his/her graduate courses and/or who is on Academic Warning and does not raise his/her GPA to a 3.0 or above within the 2 consecutive subterms after the initial Academic Warning status will be dismissed from further graduate study at Shorter University and will not be eligible for readmission as a graduate student. The student may appeal this suspension by submitting a

letter to the Registrar describing the circumstances which resulted in the suspension and stating a valid basis for the appeal. Students whose appeals are granted and are then allowed to re-enroll will be moved to Academic Probation.

Transfer Credit for Graduate Program

On a case-by-case basis, Shorter University may accept courses for transfer credit within the graduate program. For courses to be acceptable for transfer credit, the course content must be deemed equivalent and compatible with the appropriate graduate curriculum, the student must have earned a “B” or better in the course, and the course must be from a regionally accredited institution of higher education. The appropriate Program Director will evaluate the course content for all courses offered for transfer credit. Each graduate program may specify its own special transfer credit requirements but in general no more than six credit hours will be accepted for transfer credit. Any exception must be approved by the Provost. The majority of credit must be earned at Shorter, even when an exception is granted.

Online Course Exemption

Students accepted into the MBA program who have an earned undergraduate degree in a business-related field may be exempt from BUS 5001. Any exceptions must be approved by the Dean of the College of Business.

GRADUATION REQUIREMENTS

Associate Degrees Graduation Requirements

General

While the distribution of credit hours varies for the different associate degrees, most have the following constituent elements:

- a foundations **core**, and
- a field of concentration.

The list of candidates for graduation, after approval by the faculty, shall be recommended to the President and Board of Trustees for the conferring of degrees.

By vote of the faculty on December 2, 1993, no student will be allowed to march with a class or participate in any way in the graduation ceremony until all requirements are met. All financial obligations to the University must be cleared before graduation. This includes library fines, all other fines and fees collected by the Business Office, and the graduation fee.

Credit Hour and Grade Standards

For any associate degree, a candidate must have earned a minimum of 60 credit hours. Some degrees require hours above the minimum.

In order to graduate, a student must have a minimum cumulative 2.0 GPA. Some degree programs require a GPA above the minimum. All candidates must file an application for graduation and audit with the Registrar by the deadline indicated on the Academic Calendar and meet with their academic advisor to check progress toward completion. It is the students’ responsibility to see that all general and special requirements for their respective degrees have been met.

Minimum Residence Requirement

A minimum of 25 percent of the credit hours required for any degree must be earned from Shorter University. Any courses taken elsewhere – while a student at Shorter University – must be approved in advance by the Registrar to guarantee transfer and proper application to the student’s program of study. A grade of “C” or higher is required for transient course credit.

Proficiency in Written Communication

Educational Goal III of the University states that curriculum and the educational environment “ensures that students reach the levels of skill in written and oral communication...necessary to take full advantage of university coursework and that they continue to exercise and enlarge these skills.” Effective written communication at Shorter University will be measured by students successfully completing ENG 1010 and ENG 1020 with a “C” or better.

Baccalaureate Degrees Graduation Requirements

General

While the distribution of credit hours varies for the different baccalaureate degrees, most have the following constituent elements:

- a foundations core,
- a major field,
- a group of related or supportive courses, and
- electives.

The list of candidates for graduation, after approval by the faculty, shall be recommended to the President and Board of Trustees for the conferring of degrees. By vote of the faculty on December 2, 1993, no student will be allowed to march with a class or participate in any way in the graduation ceremony until all requirements are met. All

financial obligations to the University must be cleared before graduation. This includes library fines, all other fines and fees collected by the Business Office, and the graduation fee.

Credit Hour and Grade Standards

For any baccalaureate degree, a candidate must have earned a minimum of 120 credit hours. Some degrees require hours above the minimum.

In order to graduate, a student must have a minimum cumulative 2.0 GPA. Some degree programs require a GPA above the minimum. All candidates must file an application for graduation with the Registrar by the deadline indicated on the Academic Calendar and consult with their academic advisor to check progress toward completion. It is the student's responsibility to see that all general and special requirements for their respective degrees have been met.

The minimum acceptable grade in a course required of or applied to the major or minor is C. No courses numbered 1000-1999 which meet general education requirements may be counted toward the major or the minor. Transfer students must take at least 12 credit hours at 3000 level or above in the major at Shorter, and at least 6 hours in the minor, if the student has a minor.

Completion Requirements

Minimum Residence Requirement

A minimum of 25 percent of the credit hours required for any degree must be earned from Shorter University. At least 12 upper level hours (3000-4000 level) in the major and, if a minor is chosen, at least 6 upper level hours in the minor must be taken in residence. Any courses taken elsewhere – while a student at Shorter University – must be approved in advance by the Registrar to guarantee transfer and proper application to the student's program of study. A grade of "C" or higher is required for transient course credit.

Proficiency in Written Communication

Educational Goal III of the University states that curriculum and the educational environment "ensures that students reach the levels of skill in written and oral communication...necessary to take full advantage of university coursework and that they continue to exercise and enlarge these skills." Effective written communication at Shorter University will be measured by students successfully completing ENG 1010 and ENG 1020 with a "C" or better.

The Major

In contrast to the breadth of study provided by the general education requirements, the major provides a degree of mastery in a particular field of study. Total major sequence requirements are designed by the departments offering the majors, and requirements, which vary by degree and discipline, are listed in the Catalog under Online Degrees and Major Sequence Sheets.

Additional Credentials

Minors

A minor consists of at least 18 semester hours in a discipline, with specific requirements set by the department or school offering the minor.

Courses taken in the Major AND Minor

Students may minor in any area outside of their major, provided that the University offers the minor and that the student meets the prerequisites for and completes the requirements for the minor. Students majoring in one specific area may not also minor in the same area. However, students majoring in one area may minor in other categories within the overall academic discipline of the area; for example, a student majoring in Sport Management may minor General Business but may not minor in Sport Management, or a student majoring in Christian Studies may minor in Human Services but may not minor in Christian Studies.

The credits awarded toward the major (but not the Major Courses area in the B.S. in Interdisciplinary Studies) can also be used to fulfill the minor, but students must meet the minimum total credit hours for a degree. Where an overlap in specific course requirements occurs in the major and minor, approved substitutions can be taken. Students should consult the requirements for specific minors and any notes concerning the overlap of specific majors and minors in the academic catalog.

Second Degrees and Majors

Occasionally, a student who already has a Bachelor's degree will choose to pursue a second Bachelor's degree. A second degree carries a different letter designation. If the student has a Bachelor's degree from a regionally accredited institution and seeks a second Bachelor's degree from Shorter University, they must complete all courses within the major field and any necessary prerequisites for the program or the major courses. A minimum of 30 semester hours and 60 quality points must be earned at Shorter University beyond the first degree and the Minimum Residency requirement must also be met. Students may use courses

completed during their first degree towards their second degree so long as the minimum semester hours at Shorter (30) and Minimum Residency requirement are still met. Students admitting to pursue a second Bachelor's degree are exempt from the Foundations courses with the exception of the Examined Life requirement (CST 1011 and CST 1012) and any Foundations courses that are required by the program (Ex: MAT 1110 for BBA degrees). They must also have obtained a C or better in ENG 1010 and 1020 (or their equivalents as evaluated by the Registrar or Dean of the College of Humanities and Social Sciences). Students admitting to pursue a second Bachelor's degree are also exempt from any required minors and general electives that are required outside of the major field courses since they have already completed a degree in a secondary area of study. Students who completed their first Bachelor's degree at another regionally accredited institution and seek a second Bachelor's degree from Shorter University will be treated as transfer students.

A student pursuing two Bachelor's degrees from Shorter University at the same time must earn a minimum of 30 semester hours and 60 quality points in the second degree beyond the requirements for the first degree, with any additional Foundations and all major field requirements satisfied. Students completing two Bachelor's degrees at the same time are exempt from any required minors but must still complete all other courses and any prerequisites or requirements for each program.

A second major within the same degree does not require a minimum number of additional hours. A student pursuing more than one major within the same degree must complete only the necessary courses to complete the additional major (including any prerequisites or program related requirements). Double majors are exempt from any required minors.

GRADUATION WITH HONORS

Candidates for a bachelor's degree who during their university course maintain high academic standing, and who have not at any time been suspended, may receive recognition on their diplomas in one of the

three degrees of honors: (1) *cum laude*; (2) *magna cum laude*; (3) *summa cum laude*. Students who have a local cumulative GPA of 3.5 – 3.749 will receive their diplomas *cum laude*; students who have a local cumulative GPA of 3.75 – 3.874 will receive their diplomas *magna cum laude*; students who have a local cumulative GPA of 3.875 – 4.0 will receive their diplomas *summa cum laude*.

MASTER'S DEGREE GRADUATION REQUIREMENTS

To graduate with a Master's degree from Shorter University the student must have:

- Completed all program requirements including 30 hours with a minimum GPA of 3.0.
- Completed all program requirements within 5 years of originally being admitted to the graduate program. To exceed this limit the student must submit a written petition to the graduate faculty.
- Completed and submitted a graduation application form to the Registrar by the deadline indicated in the Academic Calendar.
- It is the students' responsibility to see that all general and special requirements for their respective degrees have been met.
- The approval by the Shorter University faculty and Board of Trustees of Shorter University.
- Paid all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter University.

POSTHUMOUS DEGREES

In the event of a student's death during his or her final term of study, a member of the student's family will be invited to accept the diploma during commencement exercises. In order to receive a posthumous degree, the student must have been in the final semester of study – or within 15 credit hours of graduation – and expected to graduate.

SPECIAL DEGREE REQUIREMENTS

All specific requirements for each degree and major are listed on its page in the Degree Descriptions section.

Online Financial Information

ONLINE PROGRAMS TUITION AND FEES	
UNDERGRADUATE DEGREE PROGRAM COSTS	
Undergraduate Tuition	\$360 per credit hour
Technology Fee	\$25 per course
Typical First Year Tuition and Fees (Based on taking a full course load of 30 credit hours of courses during the year)	\$11,150
GRADUATE DEGREE PROGRAM COSTS	
Online Graduate Tuition	\$515 per credit hour
Technology Fee	\$25 per course
Typical First Year Tuition and Fees (Based on taking a full course load of 30 credit hours of courses.)	\$15,800

OTHER FEES**Graduation Application Fee**

This application fee is posted to the student account at the time of his or her application for graduation and is due whether or not the student graduates or participates in Commencement Exercises. Fees for caps and gowns are in addition to the graduation application fee. For application deadlines, see the academic calendar.

Graduation Application Fee \$125

TUITION DEPOSIT

Students are required to pay a tuition deposit when they confirm their intent to enroll at Shorter University. This fee is refundable if by the first day of classes the student notifies the Admissions Office of their decision not to attend Shorter University; otherwise, the deposit is non-refundable. All notices must be sent to online@shorter.edu.

Undergraduate Students..... \$100
Graduate Students..... \$200

PAYMENT

Online students are responsible for paying their student account. Half of the amount is due the first day of class and the other half is due by the last day of drop/add for the first 8-week online session. See the academic calendar for more information.

REFUND POLICY

All charges for tuition and fees for a class are refundable if the student withdraws from the class during the first week; otherwise, the tuition and fees are non-refundable. See the Online Academic Policies section for additional information regarding withdrawal.

GENERAL FINANCIAL STIPULATIONS

Students must have settled all financial obligations to the University in order to receive grade reports, have a transcript issued, or to be granted a diploma. Because of the uncertainty of economic conditions, the University reserves the right to vary charges at any time, including during any session, without prior notice.

The registration of a student signifies the assumption of definitive obligations between that student and the University. It is an agreement on the student's part and, in the case of minors, on the part of his parents to fulfill the terms of the contract for the semester and indicates acceptance of financial and general regulations of the current catalog. Accounts for the semester are payable as specified in the schedule of payments option above. The University may assess interest on unpaid balances.

Shorter University cannot assume responsibility for loss or damage of personal property on the campus. The institution's annual campus security report can be accessed at www.shorter.edu.

FINANCIAL OBLIGATIONS

Students receive a payment schedule at registration and are expected to meet their financial obligations according to the published schedule.

Students are responsible for maintaining accounts in good standing. Cash-paying students must complete payment for courses at least one week prior to class. Students who do not meet this requirement may be denied entry into courses and/or withdrawn from the program.

OTHER

- Application fees are not refundable.
- Grade and tuition charges will be assigned based on the number of class sessions a student attends in a course. Students are eligible for tuition refund under the conditions as listed under the drop policy.
- Students who begin class as provisional students pending the completion of their admission file subsequently may be denied admission. Any tuition paid for a course previously completed by the student is not refundable. Provisionally admitted students are not eligible for any form of financial aid until they are fully accepted, at which time financial aid becomes retroactive.
- In compliance with federal regulations, funds for students receiving financial aid will be returned to the appropriate financial aid sources upon official withdrawal from the program.

WARNING: If a student withdraws from the entire program before earning 12 semester hours of credit, the student will not be eligible for state grants. Any federal money for which the student qualifies will be returned to the financial aid source on a prorated scale. The student will be personally responsible for several hundred dollars of costs which otherwise would have been paid by these grants. This is true for each segment of 12 hours during the program.

BOOKSTORE PURCHASES

If a student has a credit balance on his or her account, Shorter University will allow **textbooks and course materials (paper, pens, scantrons, bookbags, laptops, and tablets)** purchased at the Shorter University Bookstore to be charged to the Shorter Student Account for a 4-week time frame. The time frame is as follows: Two weeks before classes start, the week of drop/add, and the week following drop/add. After that time frame, no more bookstore charges can be charged to the student account. Choosing this method for purchasing books, authorizes Shorter University to deduct all bookstore charges from any funds posted on the student account, including Title IV financial aid. In the event the student does not receive enough funds to cover the balance due, he or she is responsible to pay these charges in full or a hold will be placed on the account. No student is required to use this service.

Online Financial Aid Information

Shorter University has a long-standing tradition of assisting students in financing their college education. Financial aid is available from a variety of sources, including: the university, its own funds and endowments; the state of Georgia; and the Federal Government.

The best source of information regarding financial assistance for educational expenses while enrolled in college is the financial aid office. This office seeks to enable all qualified persons to attend Shorter University by putting together the best financial aid package possible for each student applicant. Guidelines must be observed in order to make the financial aid program equitable and to provide financial assistance for as many students as possible. Please refer to our extensive website at www.shorter.edu.

GENERAL REGULATIONS**Students must apply for financial aid each year.**

The financial aid office will coordinate which documents are required for application and renewal each year. These processes are electronic. For need-based programs, proper need analysis must be used to determine eligibility for those programs by completing the FAFSA at www.fafsa.ed.gov each year. Shorter's ID # for the FAFSA is 001591. Shorter University's online financial aid system can be accessed at finaid.shorter.edu.

Once a student has been properly admitted to Shorter University, and the financial aid processes completed, a financial aid offer will be available to the student through Shorter University's online financial aid system. Please review the financial aid policies and procedures regarding the receipt of financial aid. The Shorter University financial aid office uses the Shorter University email system as its official means of documented communication. If any student prefers to receive printed correspondence, please let the financial aid office us know.

Upon being offered, an email notification is sent to the student stating that financial aid awards are ready for review. Financial aid will not be disbursed to the student's account until he or she is properly enrolled and attending classes for the specific period of enrollment. Financial aid will be credited to the student account one half of the total award each semester. Student work earnings are paid to the student monthly by direct deposit. Most financial aid is based on full-time enrollment status, which is defined as a minimum of 12 credit hours per

semester. Any deviation from full-time status may result in re-calculation of financial aid offers.

A student's eligibility to participate in the financial aid programs is contingent upon the student's academic standing. Regulations regarding Satisfactory Academic Progress for financial aid are found in this section.

Online students are not eligible for institutional aid due to the already discounted tuition rate. On rare occasion a student athlete who graduated from Shorter University may be eligible to receive a graduate athletic scholarship if approved by the Director of Financial Aid and the Director of Athletics. Students who are receiving institutional scholarships and wish for those scholarships to continue to the following year must complete the necessary financial aid forms and register for fall semester classes in the previous spring semester in order to maintain those scholarships. Graduate Assistants are only eligible to receive graduate tuition remission and federal loan aid. Graduate Assistants are not eligible for any other type of institutional or federal aid. A Graduate Assistant, employee, or student may only receive one graduate degree from Shorter University using financial aid.

STATE AID

Georgia Tuition Equalization Grant (GTEG)

Under current regulations, qualified Georgia residents are eligible to receive the Georgia Tuition Equalization Grant (GTEG) to be applied directly to reduce the costs associated with college for full-time undergraduate students who attend private colleges and universities in Georgia. Application for the GTEG is made once by applying online at www.gacollege411.org. Residency status is checked each year to verify the student's eligibility to renew and maintain the GTEG. GTEG recipients can currently receive the scholarship for up to 127 paid credit hours. GTEG awards are established each year by the legislature of the State of Georgia and are subject to change.

HOPE Scholarship

Initial HOPE scholarship eligibility is determined by the student's high school GPA of 3.0 or higher in all core classes. To receive HOPE a student must file a FAFSA. HOPE scholarship recipients are reviewed by Shorter University for continued eligibility in the spring semester each year as well as at the 30th, 60th, and 90th attempted semester hour levels. Continued eligibility is based on the number of hours attempted and cumulative grade point average of 3.0 or higher. HOPE recipients can currently

receive the scholarship for up to **127 attempted** credit hours. HOPE awards and regulations are established by the legislature of the State of Georgia and are subject to change. For further information about the HOPE Scholarship, go to www.gafutures.org.

Zell Miller Scholarship (ZMS)

Students graduating from high school with a 3.7 HOPE GPA and 1200 on the math and reading portions of the SAT or 26 on ACT (both are single test scores, not best from multiple testing) and graduate from high school in 2007 or later are eligible. Students who graduated as Valedictorian or Salutatorian, as long as they meet HOPE requirements (NOTE: only 1 each per high school per year) are eligible. Students who entered college between 2007-2010 and are currently in college with a 3.3 GPA at the most recent checkpoint (Spring 2012) and met all other high school graduation requirements listed above for the ZMS are eligible. Students must maintain the 3.3 GPA at all usual HOPE checkpoints; end of each spring semester and once completed 30, 60, and 90 attempted credit hours to maintain eligibility. If a student loses ZMS at any checkpoint, the student can still get HOPE, assuming all requirements, including the 3.0 GPA are met. For additional information go to www.gafutures.org.

Student Access Loan (SAL) Program

The Student Access Loan (SAL) Program is administered through the Georgia Student Finance Authority (GSFA). Application is made directly through GSFA during a limited period of time each year. The SAL loan program is designed to be funding of last resort for college students who have a gap in their college financing. The interest rate on the loan is 1% and the repayment term is ten years after graduation. Interest payments are required while the student is enrolled. Loan funds may be used towards any part of the student's cost of attendance. GSFA randomly selects recipients for the SAL loan. Successful applicants must complete a Promissory Note with GSFA prior to the loan being disbursed. For additional information go to www.gafutures.org.

FEDERAL AID

All Federal Student Aid programs are subject to regulations set forth by the US Department of Education and are subject to change or cancellation by Congressional action. Eligibility for Federal Student Aid programs is determined by a student's submission of the Free Application for Federal Student Aid (FAFSA). The FAFSA must be

renewed each year. The FAFSA is available electronically at www.fafsa.ed.gov. For current information concerning Federal Student Aid programs, go to www.shorter.edu/financial-aid.

Pell Grants

Pell Grants are federal grants made available to undergraduate students who demonstrate sufficient financial need. As a grant program, the funds do not have to be repaid. Application for Pell grant eligibility is made with the submission of the FAFSA.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG funds are provided by the US Department of Education for undergraduate students with exceptional financial need in connection with college expenses. As a grant program, FSEOG funds do not have to be repaid. FSEOG funds are limited each year. Recipients of FSEOG funds must also be eligible to receive Pell grant funds.

Federal Work-Study Program (FWS)

The FWS program provides job opportunities to students demonstrating financial need so they can earn part of their educational expenses. Eligibility for the work-study program is determined by the financial aid office based on a student's indication of interest, demonstration of financial need, and the availability of campus work-study positions.

Loan Programs

Shorter University participates in the Direct Loan program, the Direct PLUS Parent Loan program, and the Perkins Loan Program. Each of these loan programs is regulated by the US Department of Education. As loan programs, the funds must be repaid, and a variety of deferred repayment options exist. Application for these loan programs begins with the submission of the FAFSA each year. Students and parents can apply for the Federal Direct and PLUS Loan funds by completing entrance counseling and a master promissory note (MPN) and parent PLUS loan request form at http://www.shorter.edu/academics/financial_aid/apply.htm. Loan funds are available to undergraduate and graduate students.

WITHDRAWAL FROM UNIVERSITY

Online students who plan to withdraw from the university must notify their Academic Advisor and the Registrar of the intent to withdraw. The Office of Financial Aid will review and determine based on federal return to Title IV regulations the portion of aid the student is eligible to keep. Funds may be

returned to the following sources: Loan (Unsub, Sub and Plus), Pell, SEOG, Perkins and Teach grant. If a student stops attending and receives a 0.00 GPA for the semester the Office of Financial Aid in conjunction with the Registrar and Enrollment Specialist will determine if the student earned the Fs by participating in classes through the end of the semester or if the student unofficially withdrew. If the student unofficially withdrew the Office of Financial Aid will review and determine based on federal return to Title IV regulations the portion of aid the student is eligible to keep. Funds may be returned to the following sources: Loan (Unsub, Sub, Plus) Pell, SEOG, Perkins and Teach grant.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

In order for a Shorter University student to receive financial aid from federal assistance programs, the student must demonstrate satisfactory academic progress.

Evaluation of satisfactory academic progress will be based on all courses at Shorter University and all previous credits transferred in and applied to the student's degree program at Shorter. Hours attempted at previous colleges but not applied to the student's degree program will not be included in the assessment of Satisfactory Academic Progress for financial aid. At Shorter University, satisfactory academic progress for financial aid will be evaluated by the Offices of the Registrar and Financial Aid according to the following schedule:

Semester-based programs – at the end of the fall, spring, and summer semesters.

Per federal statute, satisfactory academic progress for continued receipt of federal financial aid is measured in terms of three components:

- qualitative component (GPA)
- quantitative component (completion of attempted credit hours)
- length of time to complete the program.

Qualitative Component

Undergraduate students must have a minimum cumulative grade point average (GPA) of 2.0 for Satisfactory Academic Progress in order to retain federal financial aid. These standards apply to full-time and part-time enrolled students. Graduate students must have a cumulative GPA of 3.0.

Quantitative Component

Full-time and part-time students must successfully complete 2/3 (67%) of their attempted cumulative coursework at each checkpoint for Satisfactory Academic Progress. Successful completion of courses means the student has received a grade of A, B, C, D, S or P. (Exception: some courses require a C or higher) Receipt of grades F, I, W, WF, WA, or NG (except labs) does not constitute successful completion.

Timeframe Component

Students must complete their degree program within 150% of the normal timeframe. All attempted classes at all colleges that are attributable to your degree at Shorter University must be considered in this calculation. Normally 120 credit hours are required to earn a bachelor's degree at Shorter University. Therefore, an undergraduate student shall be deemed in good standing and eligible to receive federal financial aid for up to 180 credit hours. If the degree requires more than 120 credit hours, the maximum timeframe to receive aid is 150% of the required hours for that program. All semesters enrolled and credit hours attempted are counted toward the SAP maximum time allowance, regardless of whether or not a student received financial aid for the period of enrollment. All repeated courses, failed courses, withdrawals, and transfer hours will be counted as credit hours attempted toward the maximum time frame. An entering freshman will be understood to be maintaining satisfactory academic progress during the first semester of attendance; a transfer student with a GPA below 2.0 will be placed in an initial warning status for their first semester of attendance. They must successfully complete 67% of the classes that they attempted and achieve a 2.0- semester GPA. If a degree change is necessary, a maximum of one-year extension will be granted. These changes must be officially recorded in the Office of the Registrar, and the student must notify the Financial Aid office in writing. Incomplete coursework ("I" grades) will be used in calculating hours earned for satisfactory academic progress. In the case of a student who has an incomplete grade, the GPA will be calculated for that enrollment period with the "I" grade being used. The incomplete, when cleared to a letter grade, will be counted in the cumulative GPA and for completion. A re-evaluation of status will be performed at that point and the student will be notified. If the student then becomes eligible for aid, it will be disbursed at that time. A course that is required to be repeated to fulfill graduation requirements or satisfy major field standards will be used in its repetition to calculate hours. (If a course

is repeated which was previously passed successfully, but the student just desires to improve the grade, these hours will not be used in the quantitative calculations for satisfactory academic progress or in calculating the cumulative GPA).

Transient work approved by the Provost or Registrar may be used to make up deficiencies. Transcripts of such work must be received by the Office of the Registrar before federal aid will be disbursed. Online students not maintaining satisfactory academic progress will have only one warning period of enrollment (one semester) during which they may receive federal and/or state aid. This is an automatic extension with no appeal required. At the end of the warning period of enrollment, the student must have maintained a 2.0 (3.0 graduate students) GPA and have a completion rate of 67% of all attempted credit hours or have improved their GPA and completion rate. The Office of Financial Aid may consider the completion rate for the term to determine if the student is making progress toward meeting SAP.

If the student does not successfully maintain a 2.0 GPA (3.0 for Graduate) during the warning period of enrollment, and 67% completion rate will be placed on financial aid Suspension. No financial aid will be made available to the student until he/she meets the appropriate requirements for Satisfactory Academic Progress based on GPA and completion OR files an appeal and is approved for continuation. Specific circumstances must exist for an appeal to be considered. Students who experience mitigating circumstances, such as personal illness or injury, injury or death of an immediate family member, fire or violent crime which requires the student to withdraw temporarily from college, drop out, or receive grades of incomplete, may have an extension of time in meeting the foregoing requirements for satisfactory academic progress. To receive the extension, the student must appeal by providing a personal statement and/or other documentation detailing why they did not meet the requirements and what has changed in their situation to allow them to be successful. Specific documentation such as notes from a physician, death certificate, etc. to verify the life event is required. The Financial Aid Committee will have final discretion. The student will be notified of the decision by email and by U.S. mail. If approved, the student may continue on a probationary status with progress to be evaluated each semester. An academic plan must be implemented with his or her Academic Advisor to ensure the student can meet the required criteria by end of program. The student must achieve a

semester GPA of 2.0 (3.0 for Graduate) and successfully complete 12 credit hours (9 credit hours for Graduate) if full-time enrolled and 67% if part-time enrolled each semester in order to continue on the warning status, until which time they have a cumulative GPA of 2.0 (3.0 for Graduate) and complete the prescribed academic plan. A graduate student that receives 3 grades below a B in his or her degree program will be automatically suspended from receiving financial aid.

This statement of Satisfactory Academic Progress for financial aid supersedes all previous regulations regarding Satisfactory Academic Progress for financial aid at Shorter.

Grade Forgiveness

All grades received at Shorter University will be included in grade point average calculation for determining eligibility for financial aid. Academic policies allow for grades to be forgiven. Financial Aid regulations do not allow for grades to be forgiven. Therefore, all classes with grades that have been forgiven will be included in the financial aid GPA for determining Satisfactory Academic Progress.

Online Schools, Degrees, and Major Sequence Sheets

ROBERT H. LEDBETTER COLLEGE OF BUSINESS

The Robert H. Ledbetter College of Business is committed to providing students with programs leading to meaningful careers in business or further graduate study. These programs are offered in an atmosphere characterized by open inquiry, Christian ethics, and professionalism, within the context of a liberal arts environment, establishing partnerships and providing service to the University and the community.

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

The College of Humanities and Social Sciences provides Shorter graduates with an intellectual foundation in the liberal arts that promotes critical thinking, civic responsibility, and Christ-like conduct. In addition to housing the foundation courses, it offers concentrated areas of study within traditional liberal arts disciplines, such as communication arts, literature, language, interdisciplinary studies, Christian studies, and social sciences.

SCHOOL OF EDUCATION

The School of Education guides students to an understanding of the world in which they live and prepares them for effective practice of their disciplines and professions.

Associate of Science (AS)

- Christian Studies concentration
- Criminal Justice concentration
- General Business concentration
- Human Services concentration
- Sport Management concentration

Bachelor of Business Administration (BBA)

- General Business
- Sport Management

Bachelor of Science (BS)

- Christian Studies
- Criminal Justice
- Human Services
- Interdisciplinary Studies

Master of Accountancy (MACC)

Master of Arts in Teaching, Pedagogy Only

Master of Business Administration (MBA)

- Healthcare Management concentration
- Sport Management concentration

Master of Management (MM)

- Human Services Nonprofit concentration

Associate of Science

Online

Student's Name:					ID:		Evaluation By:												
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade										
Foundation Courses					34 hours					Elective Courses					27 hours				
Foundations for College Success																			
	FCS 1010	College Life & Christian Worldview	1																
Effective Communication																			
	ENG 1010/30	English Composition I	3																
	ENG 1020/40	English Composition II	3																
	COM 1010	Introduction to Communication	3																
	ENG 2110-2190	Introduction to Literature:	3																
Biblical Perspective																			
	CST 1011	Survey of Old Testament	3																
	CST 1012	Survey of New Testament	3																
Historical & Social Perspective										Other Graduation Requirements:									
Choose 1:			3		1) A cumulative 2.0 GPA.														
	HIS 1020	Modern Civilization since 1648			2) ENG 1010 and 1020 must be passed with a "C" or better.														
	HIS 2010	Development of Civilization to 1648			**Students required to take FCS 1010 will graduate with 61 credit hours.														
	HIS 2050	American Civilization I			Those who are exempt will graduate with 60 credit hours.														
	HIS 2060	American Civilization II			Minimum Semester Hours for Degree					60/61**									
Choose 1:			3																
	ECO 2100	Principles of Microeconomics																	
	POS 2110	American Government																	
	PSY 1010	Introduction to Psychology																	
	SOC 1010	Introduction to Sociology																	
Artistic Expression																			
Choose 1:			3																
	ART 2010	Art, Culture, & Values																	
	MUS 2030	Music Appreciation																	
	THE 2250	Theatre Appreciation																	
Quantitative & Scientific Reasoning																			
Choose 1:			3																
	EAS 2000	Introduction to Geology																	
	EAS 2080	Life Science																	
	NAS 1500	Survey of Natural Sciences																	
Choose 1:			3																
	MAT 1060	Liberal Arts Mathematics																	
	MAT 1110	College Algebra																	

Associate of Science, Business Concentration**Online**

Student's Name:					ID:		Evaluation By:		
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade
Foundation Courses					Business Concentration Courses				
34 hours					24 hours				
Foundations for College Success						ACC 2010	Financial Accounting	3	
	FCS 1010	College Life & Christian Worldview	1			ACC 2020	Managerial Accounting	3	
Effective Communication						BUS 1010	Introduction to Business	3	
	ENG 1010/30	English Composition I	3			BUS 3360	Business Communications	3	
	ENG 1020/40	English Composition II	3			BUS 3520	Legal Environment of Business	3	
	COM 1010	Introduction to Communication	3			ECO 2110	Principles of Macroeconomics	3	
	ENG 2110-2190	Introduction to Literature:	3			MGT 3300	Principles of Management	3	
Biblical Perspective						MKT 3400	Principles of Marketing	3	
	CST 1011	Survey of Old Testament	3		General Elective Course				
	CST 1012	Survey of New Testament	3		3 hours				
Historical & Social Perspective					Other Graduation Requirements:				
Choose 1:			3		1) A cumulative 2.0 GPA.				
	HIS 1020	Modern Civilization since 1648			2) ENG 1010 and 1020 must be passed with a "C" or better.				
	HIS 2010	Development of Civilization to 1648			* Required for Business concentration				
	HIS 2050	American Civilization I			**Students required to take FCS 1010 will graduate with 61 credit hours.				
	HIS 2060	American Civilization II			Those who are exempt will graduate with 60 credit hours.				
Choose 1:			3		Minimum Semester Hours for Degree				
	*ECO 2100	Principles of Microeconomics			60/61**				
	POS 2110	American Government							
	PSY 1010	Introduction to Psychology							
	SOC 1010	Introduction to Sociology							
Artistic Expression									
Choose 1:			3						
	ART 2010	Art, Culture, & Values							
	MUS 2030	Music Appreciation							
	THE 2250	Theatre Appreciation							
Quantitative & Scientific Reasoning									
Choose 1:			3						
	EAS 2000	Introduction to Geology							
	EAS 2080	Life Science							
	NAS 1500	Survey of Natural Sciences							
Choose 1:			3						
	MAT 1060	Liberal Arts Mathematics							
	*MAT 1110	College Algebra							

Associate of Science, Christian Studies Concentration**Online**

Student's Name:				ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses				34 hours		Christian Studies Concentration				18 hours
Foundations for College Success						CST 2200	Evangelism	3		
	FCS 1010	College Life & Christian Worldview	1			CST 3001	Intro. To Christian Leadership	3		
Effective Communication						CST 3030	World Religions	3		
	ENG 1020/40	English Composition II	3			CST 3725	Systematic Theology I	3		
	COM 1010	Introduction to Communication	3			CST 3726	Systematic Theology II	3		
	ENG 2110-2190	Introduction to Literature:	3		Choose one of the following:					
Biblical Perspective						CST 3111	Church History Survey I	3		
	CST 1011	Survey of Old Testament	3			CST 3112	Church History Survey II	3		
	CST 1012	Survey of New Testament	3		General Electives				9 Hours	
Historical & Social Perspective										
Choose 1:			3							
	HIS 1020	Modern Civilization since 1648								
	HIS 2010	Development of Civilization to 1648			Other Graduation Requirements: 1) A cumulative 2.0 GPA. 2) ENG 1010 and 1020 must be passed with a "C" or better. **Students required to take FCS 1010 will graduate with 61 credit hours. Those who are exempt will graduate with 60 credit hours.					
	HIS 2050	American Civilization I								
	HIS 2060	American Civilization II								
Choose 1:			3							
	ECO 2100	Principles of Microeconomics			Minimum Semester Hours for Degree					60/61**
	POS 2110	American Government								
	PSY 1010	Introduction to Psychology								
	SOC 1010	Introduction to Sociology								
Artistic Expression										
Choose 1:			3							
	ART 2010	Art, Culture, & Values								
	MUS 2030	Music Appreciation								
	THE 2250	Theatre Appreciation								
Quantitative & Scientific Reasoning										
Choose 1:			3							
	EAS 2000	Introduction to Geology								
	EAS 2080	Life Science								
	NAS 1500	Survey of Natural Sciences								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	MAT 1110	College Algebra								

Associate of Science, Criminal Justice Concentration**Online**

Student's Name:					ID:		Evaluation By:		
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade
Foundation Courses					34 hours				
Foundations for College Success					Criminal Justice Concentration				
	FCS 1010	College Life & Christian Worldview	1			CRJ 2070	Introduction to Criminal Justice	3	
	ENG 1010/30	English Composition I	3			CRJ 3090	Theories in Criminal Justice	3	
	ENG 1020/40	English Composition II	3			CRJ 3330	Police Systems	3	
	COM 1010	Introduction to Communication	3			CRJ 3350	Correctional Systems	3	
	ENG 2110-2190	Introduction to Literature:	3			CRJ 3430	Procedural Law	3	
						CRJ 3550	Judicial Systems	3	
Biblical Perspective					General Electives				
	CST 1011	Survey of Old Testament	3						
	CST 1012	Survey of New Testament	3						
Historical & Social Perspective					Other Graduation Requirements:				
Choose 1:			3		1) A cumulative 2.0 GPA.				
	HIS 1020	Modern Civilization since 1648			2) ENG 1010 and 1020 must be passed with a "C" or better.				
	HIS 2010	Development of Civilization to 1648			**Students required to take FCS 1010 will graduate with 61 credit hours.				
	HIS 2050	American Civilization I			Those who are exempt will graduate with 60 credit hours.				
	HIS 2060	American Civilization II			Minimum Semester Hours for Degree				
Choose 1:			3		60/61**				
	ECO 2100	Principles of Microeconomics							
	POS 2110	American Government							
	PSY 1010	Introduction to Psychology							
	SOC 1010	Introduction to Sociology							
Artistic Expression									
Choose 1:			3						
	ART 2010	Art, Culture, & Values							
	MUS 2030	Music Appreciation							
	THE 2250	Theatre Appreciation							
Quantitative & Scientific Reasoning									
Choose 1:			3						
	EAS 2000	Introduction to Geology							
	EAS 2080	Life Science							
	NAS 1500	Survey of Natural Sciences							
Choose 1:			3						
	MAT 1060	Liberal Arts Mathematics							
	MAT 1110	College Algebra							

Associate of Science, Human Services Concentration

Online

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					Human Services Concentration					
34 hours					18 hours					
Foundations for College Success						ENG 3150	Academic Writing in Soc. Sciences	3		
	FCS 1010	College Life & Christian Worldview	1			HUS 3000	Introduction to Human Services	3		
Effective Communication						HUS/PSY 3300	Lifespan Development	3		
	ENG 1010/30	English Composition I	3			HUS/PSY/SOC 3410	Cultural Diversity	3		
	ENG 1020/40	English Composition II	3			HUS/PSY 4180	Additive Behaviors	3		
	COM 1010	Introduction to Communication	3			LAR 3000	Ethics in Society & the Workplace	3		
	ENG 2110-2190	Introduction to Literature:	3		General Electives					
Biblical Perspective					9 Hours					
	CST 1011	Survey of Old Testament	3							
	CST 1012	Survey of New Testament	3							
Historical & Social Perspective					Other Graduation Requirements:					
Choose 1:			3		1) A cumulative 2.0 GPA.					
	HIS 1020	Modern Civilization since 1648			2) ENG 1010 and 1020 must be passed with a "C" or better.					
	HIS 2010	Development of Civilization to 1648			**Students required to take FCS 1010 will graduate with 61 credit hours. Those who are exempt will graduate with 60 credit hours.					
	HIS 2050	American Civilization I			Minimum Semester Hours for Degree					
	HIS 2060	American Civilization II			60/61**					
Choose 1:			3							
	ECO 2100	Principles of Microeconomics								
	POS 2110	American Government								
	PSY 1010	Introduction to Psychology								
	SOC 1010	Introduction to Sociology								
Artistic Expression										
Choose 1:			3							
	ART 2010	Art, Culture, & Values								
	MUS 2030	Music Appreciation								
	THE 2250	Theatre Appreciation								
Quantitative & Scientific Reasoning										
Choose 1:			3							
	EAS 2000	Introduction to Geology								
	EAS 2080	Life Science								
	NAS 1500	Survey of Natural Sciences								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics								
	MAT 1110	College Algebra								

Associate of Science, Sport Management Concentration**Online**

Student's Name:					ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade		
Foundation Courses					Sport Management Concentration					34 hours	24 hours
Foundations for College Success						BUS 1010	Introduction to Business	3			
	FCS 1010	College Life & Christian Worldview	1			BUS 3360	Business Communications	3			
Effective Communication						ECO 2110	Principles of Macroeconomics	3			
	ENG 1010/30	English Composition I	3			SPM 1500	Introduction to Sport Management	3			
	ENG 1020/40	English Composition II	3			SPM 3700	Sport Administration	3			
	COM 1010	Introduction to Communication	3		Choose 3 of the following:						
	ENG 2110-2190	Introduction to Literature:	3			SPM 3000	Contemporary Issues in Sport				
Biblical Perspective						SPM 3030	Olympic Tourism				
	CST 1011	Survey of Old Testament	3			SPM/PSY 3120	Sport Psychology				
	CST 1012	Survey of New Testament	3			SPM 3500	Sport Coaching				
Historical & Social Perspective						SPM 3600	Sport Marketing				
Choose 1:			3			SPM 3650	Social Media in Sport				
	HIS 1020	Modern Civilization since 1648			General Electives						
	HIS 2010	Development of Civilization to 1648			3 Hours						
	HIS 2050	American Civilization I			Other Graduation Requirements:						
	HIS 2060	American Civilization II			1) A cumulative 2.0 GPA.						
Choose 1:			3		2) ENG 1010 and 1020 must be passed with a "C" or better.						
	*ECO 2100	Principles of Microeconomics			* Required for Sport Management concentration						
	POS 2110	American Government			**Students required to take FCS 1010 will graduate with 61 credit hours.						
	PSY 1010	Introduction to Psychology			Those who are exempt will graduate with 60 credit hours.						
	SOC 1010	Introduction to Sociology			Minimum Semester Hours for Degree						
Artistic Expression					60/61**						
Choose 1:			3								
	ART 2010	Art, Culture, & Values									
	MUS 2030	Music Appreciation									
	THE 2250	Theatre Appreciation									
Quantitative & Scientific Reasoning											
Choose 1:			3								
	EAS 2000	Introduction to Geology									
	EAS 2080	Life Science									
	NAS 1500	Survey of Natural Sciences									
Choose 1:			3								
	MAT 1060	Liberal Arts Mathematics									
	*MAT 1110	College Algebra									

Bachelor of Business Administration, General Business**Online**

Student's Name:					ID:		Evaluation By:			
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade	
Foundation Courses					34 hours		Bachelor of Business Administration Courses			39 hours
Foundations for College Success						ACC 2010	Financial Accounting	3		
	FCS 1010	College Life & Christian Worldview	1			ACC 2020	Managerial Accounting	3		
Effective Communication						BUS 1010	Introduction to Business	3		
	ENG 1010/30	English Composition I	3			BUS 3200	Business Finance	3		
	ENG 1020/40	English Composition II	3			BUS 3360	Business Communications	3		
	COM 1010	Introduction to Communication	3			BUS 3520	Legal Environment of Business	3		
	ENG 2110-2190	Introduction to Literature:	3			BUS 3580	Business Statistics	3		
Biblical Perspective						BUS 4500	International Business	3		
	CST 1011	Survey of Old Testament	3			ECO 2110	Principles of Macroeconomics	3		
	CST 1012	Survey of New Testament	3			LAR 3000	Ethics in Society & Workplace	3		
Historical & Social Perspective						MGT 3300	Principles of Management	3		
Choose 1:			3			MGT 4600	Strategic Management and Policy	3		
	HIS 1020	Modern Civilization since 1648				MKT 3400	Principles of Marketing	3		
	HIS 2010	Development of Civilization to 1648			General Business Courses					
	HIS 2050	American Civilization I				ACC 3030	Cost Accounting & Budgeting	3		
	HIS 2060	American Civilization II				ECO 3160	Managerial Economics	3		
Choose 1:			3			MGT 4190	Applied Management	3		
	*ECO 2100	Principles of Microeconomics				MGT 4310	Human Resources Management	3		
	POS 2110	American Government				MKT 4470	Marketing Management	3		
	PSY 1010	Introduction to Psychology			Choose 4 BBA Electives (3000+ level)					
	SOC 1010	Introduction to Sociology								
Artistic Expression										
Choose 1:			3							
	ART 2010	Art, Culture, & Values			General Electives					
	MUS 2030	Music Appreciation								
	THE 2250	Theatre Appreciation								
Quantitative & Scientific Reasoning										
Choose 1:			3							
	EAS 2000	Introduction to Geology								
	EAS 2080	Life Science								
	NAS 1500	Survey of Natural Sciences								
Choose 1:			3							
	MAT 1060	Liberal Arts Mathematics			Other Graduation Requirements:					
	*MAT 1110	College Algebra			1) A cumulative 2.0 GPA.					
					2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better.					
					3) MAT 1110 and all ACC, BUS, ECO, MGT, MKT, and SPM courses must be passed with a "C" or better.					
					*Required for General Business major					
					**Students required to take FCS 1010 will graduate with 121 credit hours. Those who are exempt will graduate with 120 credit hours.					
Minimum Semester Hours for Degree								120/121**		

Bachelor of Business Administration, Sport Management**Online**

Student's Name:					ID:		Evaluation By:					
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade			
Foundation Courses					34 hours		Bachelor of Business Administration Courses			39 hours		
Foundations for College Success						ACC 2010	Financial Accounting	3				
	FCS 1010	College Life & Christian Worldview	1			ACC 2020	Managerial Accounting	3				
Effective Communication						BUS 1010	Introduction to Business	3				
	ENG 1010/30	English Composition I	3			BUS 3200	Business Finance	3				
	ENG 1020/40	English Composition II	3			BUS 3360	Business Communications	3				
	COM 1010	Introduction to Communication	3			BUS 3520	Legal Environment of Business	3				
	ENG 2110-2190	Introduction to Literature:	3			BUS 3580	Business Statistics	3				
Biblical Perspective						BUS 4500	International Business	3				
	CST 1011	Survey of Old Testament	3			ECO 2110	Principles of Macroeconomics	3				
	CST 1012	Survey of New Testament	3			LAR 3000	Ethics in Society & Workplace	3				
Historical & Social Perspective						MGT 3300	Principles of Management	3				
Choose 1:			3			MGT 4600	Strategic Management and Policy	3				
	HIS 1020	Modern Civilization since 1648				MKT 3400	Principles of Marketing	3				
	HIS 2010	Development of Civilization to 1648			Sport Management Courses						36 hours	
	HIS 2050	American Civilization I				SPM 1500	Intro. To Sport Management	3				
	HIS 2060	American Civilization II				SPM 3000	Contemporary Issues in Sport	3				
Choose 1:			3			SPM 3030	International Sport	3				
	*ECO 2100	Principles of Microeconomics				SPM/PSY 3120	Sport Psychology	3				
	POS 2110	American Government				SPM 3500	Sport Coaching	3				
	PSY 1010	Introduction to Psychology				SPM 3600	Sport Marketing	3				
	SOC 1010	Introduction to Sociology				SPM 3650	Social Media in Sport	3				
Artistic Expression						SPM 3700	Sport Administration	3				
Choose 1:			3			SPM 3800	Sport Governance	3				
	ART 2010	Art, Culture, & Values				SPM 4100	Leadership in Sport	3				
	MUS 2030	Music Appreciation				SPM 4700	Event & Facility Management	3				
	THE 2250	Theatre Appreciation				SPM 4900	Senior Capstone Course	3				
Quantitative & Scientific Reasoning					General Electives						12 hours	
Choose 1:			3									
	EAS 2000	Introduction to Geology										
	EAS 2080	Life Science										
	NAS 1500	Survey of Natural Sciences										
Choose 1:			3		Other Graduation Requirements:							
	MAT 1060	Liberal Arts Mathematics			1) A cumulative 2.0 GPA.							
	*MAT 1110	College Algebra			2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better.							
					3) MAT 1110 and all ACC, BUS, ECO, MGT, MKT, and SPM courses must be passed with a "C" or better.							
					*Required for Sport Management major							
					**Students required to take FCS 1010 will graduate with 121 credit hours. Those who are exempt will graduate with 120 credit hours.							
					Minimum Semester Hours for Degree						120/121**	

Bachelor of Science, Human Services**Online**

Student's Name:					ID:		Evaluation By:				
Semester	Course Code	Course Title	Hrs.	Grade	Semester	Course Code	Course Title	Hrs.	Grade		
Foundation Courses					34 hours		Bachelor of Science Course Requirements			9 hours	
Foundations for College Success					Choose 3 of the following not taken in foundations:						
	FCS 1010	College Life & Christian Worldview	1			BUS 3580	Statistics for Business	3			
Effective Communication						EAS 2000	Introduction to Geology	3			
	ENG 1010/30	English Composition I	3			EAS 2080	Life Science	3			
	ENG 1020/40	English Composition II	3			MAT 1060	Liberal Arts Mathematics	3			
	COM 1010	Introduction to Communication	3			MAT 1110	College Algebra	3			
	ENG 2110-2190	Introduction to Literature:	3			NAS 1500	Survey of Natural Sciences	3			
Biblical Perspective					Human Services Courses					45 hours	
	CST 1011	Survey of Old Testament	3			ENG 3150	Academic Writing in Soc. Sciences	3			
	CST 1012	Survey of New Testament	3			HUS 3000	Introduction to Human Services	3			
Historical & Social Perspective						HUS/PSY 3050	Theory & Practice of Counseling	3			
Choose 1:			3			HUS/PSY 3110	Abnormal Psychology	3			
	HIS 1020	Modern Civilization since 1648				HUS/PSY 3310	Lifespan Development	3			
	HIS 2010	Development of Civilization to 1648				HUS/PSY/SOC 3410	Cultural Diversity	3			
	HIS 2050	American Civilization I				HUS 3450	Human Services Theory	3			
	HIS 2060	American Civilization II				HUS 3600	Introduction to Research Methods	3			
Choose 1:			3			HUS/PSY 4180	Addictive Behaviors	3			
	ECO 2100	Principles of Microeconomics				HUS 4220	Case Management	3			
	POS 2110	American Government				HUS 4510	Practicum I	3			
	PSY 1010	Introduction to Psychology				HUS 4520	Practicum II	3			
	SOC 1010	Introduction to Sociology				HUS 4040	Applied Human Services Project	3			
Artistic Expression						LAR 3000	Ethics in Society & Workplace	3			
Choose 1:			3			PSY 3060	Social Psychology	3			
	ART 2010	Art, Culture, & Values			General Electives					15 hours	
	MUS 2030	Music Appreciation									
	THE 2250	Theatre Appreciation									
Quantitative & Scientific Reasoning											
Choose 1:			3								
	EAS 2000	Introduction to Geology			Required Minor					18 hours	
	EAS 2080	Life Science			Other Graduation Requirements:						
	NAS 1500	Survey of Natural Sciences			1) A cumulative 2.0 GPA.						
Choose 1:			3		2) Courses required of or applied to the major or minor must be passed with a "C" or better. ENG 1010 and 1020 must be passed with a "C" or better.						
	MAT 1060	Liberal Arts Mathematics			**Students required to take FCS 1010 will graduate with 121 credit hours. Those who are exempt will graduate with 120 credit hours.						
	MAT 1110	College Algebra			Minimum Semester Hours for Degree					120/121**	

Master of Accountancy			Online	
Student Name:		Student ID:		
Semester	Course Code	Course Title	Hours	Grade
	ACC 5010	Advanced Financial Accounting	3	
	ACC 5050	Current Issues in Accounting	3	
	ACC 5100	Seminar: Auditing & Assurance Service	3	
	ACC 5120	Seminar: Internal Auditing & Fraud	3	
	ACC 5200	Financial Statement Analysis	3	
	ACC 5600	Managerial Accounting	3	
	BUS 5250	Business Analytics and Research Methods	3	
	BUS 5500	Legal and Ethical Issues for Accounting	3	
Choose 2 of the following:			6	
	ACC 5250	Accounting Information Systems		
	ACC 5300	Corporate and Partnership Taxation		
	ACC 5900	Business Internship		
Minimum Semester Hours for Degree			30 hours	

SPECIAL ADMISSIONS REQUIREMENTS

Shorter University's Robert H. Ledbetter College of Business Administration accepts students in Master of Accountancy program on the basis of their qualifications. The student must have completed an undergraduate degree in Accounting or an undergraduate degree in another discipline with the prerequisite courses required for the MAcc program, have a GPA of 2.75 or higher and a GPA of 3.0 or higher in undergraduate Accounting courses. Students should also have five or more years of professional work experience. Professional work experience may be waived if student is a graduate of an Accounting degree or other relevant degree from Shorter University, has an undergraduate Accounting degree from an accredited institution, or provides reasoning to waive the requirement deemed compelling by the Graduate Council. Students who have a GMAT score of 450 or higher will receive special consideration.

Decisions for admission are based on previous academic records, meaningful work experience and recommendations of individuals qualified to judge the student's potential in a university setting. The specific admission requirements for each degree are spelled out in the Admissions section of the Catalog.

PREREQUISITE COURSES

Students without an undergraduate degree in accounting equivalent to Shorter University's current Accounting degree will be required to complete any necessary pre-requisite courses before entry to the program. The prerequisites are: Principles of Financial Accounting, Principles of Managerial Accounting, Intermediate Accounting I and II, Auditing, and Statistics.

All courses within this curriculum must be taken. Shorter University reserves the right to change courses and to revise the course sequence.

EXTERNAL LICENSURE

Additional important information regarding external professional licensure can be found on the website

PROGRAM GOALS

1. MAcc candidates will demonstrate the ability to research complex accounting-related issues and develop solutions to problems where needed. (Educational Principles IV, VIII)
2. MAcc candidates will demonstrate a deeper knowledge of the accounting industry and of the accounting skills of professional judgment, regulations, reporting standards, International Financial Reporting,

Standards, auditing and assurance services, tax services, research, management, and ethics. (University Mission, Educational Principles II, IV, VIII)

3. MAcc candidates will demonstrate the ability to communicate effectively both orally and in writing in accounting-related issues. (Educational Principles III)
4. MAcc candidates will demonstrate the ability to effectively utilize computer hardware and software applications commonly used in the accounting industry. (Educational Principles III)
5. MAcc candidates will demonstrate the ability to integrate and apply their acquired knowledge and skills to effectively analyze and resolve cross-functional business issues. (Educational Principles I, IV)
6. MAcc candidates will demonstrate the ability to solve problems and present solutions by collaboration. (Educational Principles III, IV, V, VIII)
7. MAcc candidates will demonstrate the ability to use religious and ethical values in order to maintain spiritual, emotional, and mental competencies in the accounting profession and industry. (University Mission, Educational Principles VI, VII)
8. MAcc candidates will demonstrate competency in the discipline content and the desire to become lifelong learners. (University Mission, Educational Principles III, IV, VIII)
9. MAcc candidates will understand the ethical and legal responsibilities of their profession. (University Mission, Educational Principles II, III, V, VIII)

OTHER GRADUATION REQUIREMENTS

To earn a Master of Accountancy degree, students must have:

- Completion of all course requirements listed in the MAcc program within four years from the beginning of the program with a minimum grade point average of 3.0.
- Completion of a graduate survey.
- Students must apply for graduation before completion of their degree program by completing and returning to the Registrar's Office a "Graduation Application" Form by the posted deadline.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Paid all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University.

Master of Arts in Teaching, Pedagogy-Only			Online	
Student Name:			Student ID:	
Semester	Course Code	Course Title	Hours	Grade
	EDU 5000+	Introduction to Graduate Teacher Learning	1	
	EDU 5010	Technology to Enhance Learning	2	
	EDU 5100*+	Teaching Exceptional Learners	3	
	EDU 5150*+	Reading and Writing Across the Curriculum	3	
	EDU 5300	Culturally and Educationally Responsive Pedagogy	3	
	EDU 5400*+	Pedagogy I: Planning and Organizing Instruction	3	
	EDU 5450*+	Pedagogy II: Research-based Instructional Practices	3	
	EDU 5500	Educational Assessment and Action Research	3	
Choose 1 of the following:			12	
	EDU 5510*+	Clinical Practice		
	EDU 5520*+	Internship		
Minimum Semester Hours for Degree			33 hours	

*Field experience required

+Course must be taken at Shorter University

Shorter University's Master of Arts: Pedagogy-only program leads to an advanced degree and initial teacher certification in middle grades (4-8), secondary (6-12), or a P-12 field (except special education). Graduates of this program will enter the teaching profession at the master's degree level (known as T-5 certification in Georgia) and earn a higher rate of pay than those who enter at the bachelor's degree level. With courses offered 100% online and the ability to make arrangements for candidates to complete both field experiences and clinical practice (student teaching) in localities where they live, the program is designed with flexibility for working students.

Students in the Master of Arts in Teaching program must select one grade level concentration: middles grades (4-8), secondary (6-12), or P-12. They must also select one content field that aligns with their grade level concentration. Students must have a passing grade on the GACE, 21 successfully completed undergraduate hours for P-12 and 6-12, or 15 successfully completed undergraduate hours for 4-8 in the content area of choice.

Content choices include:

Middles grades (4-8) English/Language Arts, Math, Science, Social Studies

Secondary (6-12) Agricultural, Business, Behavioral Science, Biology, Chemistry, Earth/Space Science, Economics, English, Family and Consumer Science, Geography, Healthcare Science, History, Marketing, Mathematics, Physics, Political Science, Science

P-12 Art, Computer Science, Dance, Drama/Theatre, Engineering/Technology, ESOL, French, German, Spanish, Health, Health & P.E., Music

SPECIAL ADMISSIONS REQUIREMENTS

Candidates must complete a two-phase process for admission to the program. First candidates must be admitted to Shorter University, then the School of Education admits candidates into the Master of Arts in Teaching: Pedagogy-only program through an application process mandated by the Georgia Professional Standards Commission. Materials are located on the School of Education page of SCHOLAR. Information is found in the Teacher Preparation Program Handbook. Due to state mandates, requirements are subject to change.

All courses within this curriculum must be taken. Shorter University reserves the right to change courses and to revise the course sequence.

OTHER GRADUATION REQUIREMENTS

- Completion of all course requirements listed in the MBA program within four years from the beginning of the program with a minimum grade point average of 3.0.

- Students must apply for graduation by completing and returning to the Registrar's Office a "Graduation Application" Form by the posted deadline.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Paid all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University.

Master of Business Administration			Online	
Student Name:			Student ID:	
Semester	Course Code	Course Title	Hours	Grade
	BUS 5001	Graduate Foundations of Business	3	
	ACC 5600	Managerial Accounting	3	
	BUS 5150	Legal & Ethical Environment in Business	3	
	BUS 5250	Business Analytics & Research Methods	3	
	BUS 5410	Managerial Finance	3	
	ECO 5500	Managerial Economics	3	
	MGT 5310	Human Resource Management	3	
	MGT 6910	Policy and Strategy- Industry	3	
	MGT 6920	Policy and Strategy- Company	3	
Choose 2 of the following:			6	
	BUS 5900	Business Internship		
	BUS 6750	International Business Management		
	MKT 6920	Marketing Management		
Minimum Semester Hours for Degree			30-33 hours*	

Shorter University's accelerated online Master of Business Administration (MBA) program is offered 100 percent online and can be completed in just one year. The MBA includes courses in topics such as accounting, economics, law, finance, international business management, marketing, human resource management and data analysis.

GRADUATE FOUNDATIONS COURSE*

Students without an undergraduate degree in business administration equivalent to Shorter University's current Business Administration degree will be required to complete BUS 5001 as part of the MBA program. Students enrolled in BUS 5001 may take additional non-quantitative courses within the same term.

All courses within this curriculum must be taken. Shorter University reserves the right to change courses and to revise the course sequence.

OTHER GRADUATION REQUIREMENTS

- Completion of all course requirements listed in the MBA program within four years from the beginning of the program with a minimum grade point average of 3.0.
- Students must apply for graduation by completing and returning to the Registrar's Office a "Graduation Application" Form by the posted deadline.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Paid all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University.

MBA, Healthcare Management Concentration			Online	
Student Name:			Student ID:	
Semester	Course Code	Course Title	Hours	Grade
	BUS 5001	Graduate Foundations of Business	3	
	ACC 5600	Managerial Accounting	3	
	BUS 5130	Legal and Ethical Aspects of Healthcare	3	
	BUS 5250	Business Analytics and Research Methods	3	
	BUS 5410	Managerial Finance	3	
	BUS 6720	Healthcare Informatics	3	
	ECO 5500	Managerial Economics	3	
	MGT 6910	Policy and Strategy - Industry	3	
	MGT 6920	Policy and Strategy - Company	3	
Choose 2 of the following:			6	
	BUS 5900	Business Internship		
	MGT 5340	Human Resource Management- Healthcare		
	MKT 6250	Healthcare Marketing		
Minimum Semester Hours for Degree			30-33 hours*	

Shorter University's accelerated online Master of Business Administration (MBA) program is offered 100 percent online.

GRADUATE FOUNDATIONS COURSE*

Students without an undergraduate degree in business administration equivalent to Shorter University's current Business Administration degree will be required to complete BUS 5001 as part of the MBA program. Students enrolled in BUS 5001 may take additional non-quantitative courses within the same term.

All courses within this curriculum must be taken. Shorter University reserves the right to change courses and to revise the course sequence.

OTHER GRADUATION REQUIREMENTS

- Completion of all course requirements listed in the MBA program within four years from the beginning of the program with a minimum grade point average of 3.0.
- Students must apply for graduation by completing and returning to the Registrar's Office a "Graduation Application" Form by the posted deadline.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Paid all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University.

MBA, Sport Management Concentration			Online	
Student Name:			Student ID:	
Semester	Course Code	Course Title	Hours	Grade
	BUS 5001	Graduate Foundations of Business	3	
	ACC 5600	Managerial Accounting	3	
	BUS 5250	Business Analytics and Research Methods	3	
	ECO 5500	Managerial Economics	3	
	SPM 5100	Business of Sport	3	
	SPM 5200	Risk Management in Sport	3	
	SPM 5300	Leadership & Administration in Sport	3	
	SPM 5400	Sport Marketing	3	
	SPM 5500	Sport Operations & Event Management	3	
Choose 2 of the following:			6	
	BUS 6750	International Business Management		
	MKT 6920	Marketing Management		
	SPM 5900	Business Internship		
Minimum Semester Hours for Degree			30-33 hours*	

Shorter University's accelerated online Master of Business Administration (MBA) program is offered 100 percent online.

GRADUATE FOUNDATIONS COURSE*

Students without an undergraduate degree in business administration equivalent to Shorter University's current Business Administration degree will be required to complete BUS 5001 as part of the MBA program. Students enrolled in BUS 5001 may take additional non-quantitative courses within the same term.

All courses within this curriculum must be taken. Shorter University reserves the right to change courses and to revise the course sequence.

OTHER GRADUATION REQUIREMENTS

- Completion of all course requirements listed in the MBA program within four years from the beginning of the program with a minimum grade point average of 3.0.
- Students must apply for graduation by completing and returning to the Registrar's Office a "Graduation Application" Form by the posted deadline.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Paid all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University.

Master of Management			Online	
Student Name:		Student ID:		
Semester	Course Code	Course Title	Hours	Grade
	BUS 5250	Business Analytics and Research Methods	3	
	MGT 5050	Art of Negotiation	3	
	MGT 5200	Effective Management	3	
	MGT 5250	Ethical Issues in Management	3	
	MGT 5420	Financial Practices for Managers	3	
	MGT 5430	Organizational Behavior and Management	3	
	MGT 6720	Developing Effective Decision Models	3	
	MGT 6830	Strategic Management	3	
Choose 2 of the following:			6	
	BUS 6750	International Business Management		
	MGT 5310	Human Resource Management		
	MGT 5900	Business Internship		
Minimum Semester Hours for Degree			30 hours	

PREREQUISITE COURSES

Students without an undergraduate degree in management or business administration equivalent to Shorter University's current Management or Business Administration degrees will be required to complete any necessary pre-requisite courses before entry to the program. The prerequisites are: Statistics for Business/Economics.

All courses within this curriculum must be taken. Shorter University reserves the right to change courses and to revise the course sequence.

GRADUATION REQUIREMENTS

- Completion of all course requirements as listed in the MM degree program (listed above) within four years from the beginning of the program with a minimum grade point average of 3.0.
- Students must apply for graduation by completing and returning to the Registrar's Office a "Graduation Application" Form by the posted deadline.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees, and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University

MM, Human Services Nonprofit Mgmt. Concentration Online				
Student Name:			Student ID:	
Semester	Course Code	Course Title	Hours	Grade
	BUS 5250	Business Analytics and Research Methods	3	
	MGT 5250	Ethical Issues in Management	3	
	MGT 5310	Human Resource Management	3	
	MGT 5420	Financial Practices for Managers	3	
	MGT 5430	Organizational Behavior & Management	3	
	MGT 5500	Nonprofit Human Services Management & Leadership	3	
	MGT 5510	Nonprofit HS Fundraising & Resource Development	3	
	MGT 5520	Nonprofit HS Marketing & Community Relations	3	
	MGT 5530	Nonprofit Human Services Volunteer Management	3	
	MGT 6830	Strategic Management	3	
Minimum Semester Hours for Degree			30 hours	

PREREQUISITE COURSES

Students without an undergraduate degree in management or business administration equivalent to Shorter University's current Management or Business Administration degrees will be required to complete any necessary pre-requisite courses before entry to the program. The prerequisites are: Statistics for Business/Economics.

All courses within this curriculum must be taken. Shorter University reserves the right to change courses and to revise the course sequence.

OTHER GRADUATION REQUIREMENTS

- Completion of all course requirements as listed in the MM degree program (listed above) within four years from the beginning of the program with a minimum grade point average of 3.0.
- Students must apply for graduation by completing and returning to the Registrar's Office a "Graduation Application" Form by the posted deadline.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees, and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University

Online Minor Sequence Sheets

Online Minors: Minors are listed in alphabetical order by College/School. In order to obtain a minor, the student must complete all required courses with a minimum grade of "C". All minors must contain at least six credit hours of courses at the 3000 level or higher.

Academic Area: Business

Robert H. Ledbetter College of Business

General Business			18 hours	
Semester	Course Code	Course Title	Hours	Grade
	ACC 2010	Principles of Financial Accounting	3	
	ACC 2020	Principles of Managerial Accounting	3	
	BUS 3200	Business Finance	3	
	BUS 3360	Business Communication	3	
	MGT 3300	Principles of Management	3	
	MGT 3400	Principles of Marketing	3	

Management			18 hours	
Semester	Course Code	Course Title	Hours	Grade
	ECO 3160	Managerial Economics	3	
	*MGT 3300	Principles of Management	3	
	MGT 4190	Applied Management	3	
	MGT 4310	Human Resources Management	3	
	MGT 4320	Production and Operations Management	3	
	MGT 4470	Marketing Management	3	
*BBA majors must substitute a 3000+ MGT course as approved by your academic advisor.				

Managerial Accounting			18 hours	
Semester	Course Code	Course Title	Hours	Grade
	*ACC 2010	Principles of Financial Accounting	3	
	*ACC 2020	Principles of Managerial Accounting	3	
	ACC 3030	Cost Accounting & Budgeting	3	
	ACC 3110	Intermediate Accounting I	3	
	MGT 4190	Applied Management	3	
	MGT 4320	Productions & Operations Management	3	
*BBA Majors must substitute two 3000+ MGT/ACC courses as approved by your academic advisor.				

Marketing				18 hours
Semester	Course Code	Course Title	Hours	Grade
	*MKT 3400	Principles of Marketing	3	
	MKT 3510	Electronic Marketing	3	
	MKT 3610	Foundations of Advertising	3	
	MKT 3620	The Law and Marketing Internationally	3	
	MKT 3650	Social Marketing	3	
	MKT 4470	Marketing Management	3	
*BBA majors must substitute a 3000+ MKT course as approved by your academic advisor.				

Sport Management				18 hours
Semester	Course Code	Course Title	Hours	Grade
	SPM 1500	Introduction to Sport Management	3	
	SPM 3000	Contemporary Issues in Sport Management	3	
	SPM 3700	Sport Administration	3	
	SPM 4100	Leadership in Sport	3	
	SPM 4700	Event & Facility Management	3	
SPM Elective (3000+ level):			3	

Academic Area: Humanities and Social Sciences
College of Humanities and Social Sciences

Christian Studies				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CST 2200	Evangelism	3	
Choose 5 CST Electives (at least 6 hours at the 3000+ level, LAR 3000 may fulfill a CST elective)			15	
*CST 1011/1012 are required foundation courses and required for this minor.				

Criminal Justice				18 hours
Semester	Course Code	Course Title	Hours	Grade
	CRJ 2070	Introduction to Criminal Justice	3	
Choose 5 electives (CRJ 3000+ level, LAR 3000 may fulfill a CRJ elective):			15	

Human Services				18 hours
Semester	Course Code	Course Title	Hours	Grade
	HUS 3000	Introduction to Human Services	3	
Choose 15 hours from the following:			15	
	HUS/PSY 3050	Theory and Practice of Counseling		
	HUS/PSY 3110	Abnormal Psychology		
	HUS/PSY 3310	Lifespan Development		
	HUS/PSY/SOC 3410	Cultural Diversity		
	HUS 3450	Human Services Theory		
	HUS/PSY 4180	Addictive Behavior		
	HUS 4220	Case Management		
	LAR 3000	Ethics in Society & Workplace		

SECTION 4: COURSE DESCRIPTIONS

Course Numbering System and Abbreviations

The system of numbering indicates in general the student group for which the courses are designed. Courses numbered 0990 are remedial and are taken by assignment. Other indications are as follows:

- 1000-1999 freshmen and sophomores
- 2000-2999 sophomores and juniors
- 3000-3999 juniors and seniors
- 4000-4999 seniors
- 5000-6999 graduate level courses

Not all the courses described will be scheduled in any one year, but adequate provision will be made for completing major work in the departments in which majors are offered. The figure in parentheses to the right of the course title indicates the number of semester hours credit. All courses required for a degree are offered on a two-year rotation.

ABBREVIATIONS

Accounting	ACC	History	HIS
Art	ART	Honors Program	HON
Biology	BIO	Human Services	HUS
Business Administration	BUS	Liberal Arts	LAR
Chemistry	CHE	Management	MGT
Christian Studies	CST	Marketing	MKT
Communication Studies	COM	Mathematics	MAT
Computer Information Systems	CIS	Music Activities	MUA
Criminal Justice	CRJ	Music	MUS
Dance	DAN	Natural Science	NAS
Earth Science	EAS	Nursing	NUR
Economics	ECO	Physics	PHY
Education	EDU	Political Science	POS
English	ENG	Psychology	PSY
Foundation of College Success	FCS	Sociology	SOC
French	FRE	Spanish	SPA
Geography	GEO	Sport Management	SPM
German	GER	Theatre	THE

ACCOUNTING (ACC)

ACC 2010: Principles of Financial Accounting (3)

The nature of business entities, especially the corporation, and the related financial statements required by Generally Accepted Accounting Principles. Coverage includes steps in the accounting cycle; the accounting treatment for assets, liabilities, and owner's equity; and interpretation of the basic financial statements.

Prerequisite: Successful completion of MAT 0990 or placement in MAT 1060 or higher.

ACC 2020: Principles of Managerial Accounting (3)

How managers use the financial accounting generated to make appropriate business decisions. Builds on the content of ACC 2010 and covers manufacturing and service-related businesses.

Prerequisite: ACC 2010.

ACC 3000: QuickBooks (3)

This course uses the QuickBooks(TM) software to demonstrate how computers are used in the field of accounting. Students also learn how to use the accounting information generated in interpreting the data for decision-making through case analysis.

Prerequisite: ACC 2010; **Corequisite:** ACC 2020

ACC 3030: Cost Accounting and Budgeting (3)

Topics essential to understanding the proper costing of goods and services. Additional in-depth coverage of specific topics related to the preparation and interpretation of financial statements for manufacturing and service-related enterprises is included.

Prerequisite: ACC 2020.

ACC 3050: Income Tax I (3)

A study of the federal income tax system for individuals. Emphasis is placed on income determination, deductions, and tax return preparation.

ACC 3080: Governmental Accounting (3)

Special emphasis is given to non-profit organizations such as municipalities, schools, churches. This course covers funds accounting.

Prerequisite: ACC 2020

ACC 3110: Intermediate Accounting I (3)

This course is an in-depth study of accounting theories and their application to decisions affecting the financial statements. Specifically, the course focuses on income and expense recognition, their presentation on financial statements, and an in-depth study of the Assets and Liabilities. A working knowledge of Microsoft Excel is useful.

Prerequisite: ACC 2020.

ACC 3120: Intermediate Accounting (3)

This course is an in-depth study of Equity funding issues and specialized topics such as leases, tax allocation, pensions, and other issues that have an impact on financial statements. A working knowledge of Microsoft Excel is helpful.

Prerequisite: ACC 3110.

ACC 3170: Fraud Schemes Examination (3)

This course provides an in-depth study of the legal issues associated with conducting fraud investigations including the federal rules of civil and criminal procedures along with issues involving discovery and evidence admissibility. Real-world examples of common fraud schemes will be examined to determine how they work, and how they can be effectively detected, investigated, and prevented.

ACC 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

ACC 4020: Auditing I (3)

A study of the principles of internal and independent auditing, the criteria for the establishment of internal controls, and the effect of these controls on examinations and reports.

Prerequisite: A minimum grade of "C" in ACC 2010.

ACC 4050: Internship (3)

Prerequisite: Senior standing, by invitation only. Repeatable course up to 6 credit hours with departmental approval.

ACC 4540: Forensic Interviews and Interrogations (3)

This course examines the distinctions between interviews and interrogations and how each can be used in resolving criminal or civil allegations. Other topics to be explored include the verbal and nonverbal cues indicating truth or deception, preparation of interview memoranda, and obtaining and preparing legally admissible admission statements.

ACC 5010: Advanced Financial Accounting (3)

An advanced study of the conceptual framework of accounting, the standard-setting process, asset valuation, and income determination. This course examines major financial accounting issues, with emphasis on accounting for business combinations, including purchase and pooling of interests, consolidations of financial statements, cash flows, foreign currency transactions, and other selected issues.

ACC 5020: Advanced Managerial Accounting (3)

An advanced study of the applications of managerial accounting, including cost allocation, variance analysis, pricing decisions, transfer pricing, and budgeting. This course will use decision making models, performance measures, benchmarking, forecasting, and measurement techniques to perform analyses and evaluate controls.

ACC 5050: Current Issues in Accounting (3)

A study of current issues in the field of accounting. This course will use current academic and practitioner literature as well as case studies to cover topics such as FASB Statement implementation.

ACC 5100: Seminar in Auditing and Assurance Services (3)

A study of the philosophy of the external audit and other assurance services performed by public accountants. The topics covered in the course include planning and performing an audit of financial statements, evaluation of internal controls, auditing standards, applying statistical applications, data mining and other computer applications while performing an audit and assurance services, and current ethical and legal issues in auditing. This course will use current academic and practitioner literature as well as case studies to examine client acceptance, risk analysis, internal control assessments, audit sampling, and audit reports.

ACC 5120: Seminar in Internal Auditing and Fraud (3)

A study of the duties and responsibilities of the internal auditor. This course will use current academic and practitioner literature as well as case studies to examine fraudulent behavior.

ACC 5200: Financial Statement Analysis (3)

A study of the fairness and completeness in financial reporting including related footnotes. This course will utilize case studies to examine advanced business reporting topics, profitability analysis, earnings management, industry analysis, and pro.

ACC 5250: Accounting Information Systems (3)

A study of the design, implementation, control, and audit of accounting information systems. The topics covered in the course will include internal controls, EDP systems, the accounting cycle, controls for financial reporting and management's accountability.

ACC 5300: Corporate Partnership Tax (3)

An analysis of the laws within the US Tax Code that dictate the accounting regulations and transactions necessary to understand federal income taxation of partnerships and corporations. This course addresses both the legal and accounting issues that impact the taxable income of partnerships and corporations.

ACC 5600: Managerial Accounting (3)

The use of accounting information in making management decisions is the main emphasis of this course. Financial planning, decision-making, and controls are highlighted. Students are made aware of the need for improved stakeholder information systems.

ACC 5900: Business Internship (3)

Internship opportunity for a Master's Level student who is enrolled in one of the following graduate level programs: Master of Management, Master of Management Non-Profit Human Services, Master of Business Administration (MBA), MBA Healthcare Management Concentration, MBA Sport Management Concentration, or Master of Accountancy (MACC). Allows the student to engage in experiential activity working at an appropriate business organization to gain experience, discover career options, and apply classroom theory to real world circumstances. Approval by College of Business Dean required. (Cross-listed with BUS 5900, MKT 5900, MGT 5900 and SPM 5900)

ART (ART)**ART 1500: Art Fundamentals: Design (3)**

Introduction to two-dimensional and three-dimensional processes and concepts with emphasis on contemporary and art historical design theory. Topics include line, value, texture, color, form, and space.

Course Fee: \$50.00

ART 2010: Art, Culture, and Values: An Introduction to the Visual Arts (3)

A comparison of the way different cultures, including African, Asian, Middle Eastern, and Western, think of the purposes of the visual arts. The course will emphasize the relationships between economic, religious, and other social institutions and the arts, and explore varying ways of defining artistic quality.

Course Fee: \$10.00

ART 2105: Ceramics I (3)

An introduction to tools and material processes for working in three-dimensional form. An introduction to the ceramic processes of forming, glazing, and firing. Principles of design applying to three-dimensional form will be emphasized, including, but not limited to, line, plane, mass, volume, texture, and positive and negative space.

Course Fee: \$100.00

ART 2110: Painting I (3)

Exploration of a variety of painting techniques and media, with emphasis on the use of acrylic painting media.

Course Fee: \$100.00

ART 2115: Drawing I (3)

Introduction to materials and techniques of basic drawing; study of still life, figure, and nature to develop perception of line, value, space, and volume.

Course Fee: \$100.00

ART 2250: Digital Art I (3)

An introduction to the use of the computer and digital imaging software in visual communication. Emphasis is on using the elements of art and the principles of design.

Course Fee: \$100.00

ART 2520: Digital Photography I (3)

An introduction to digital photography as an art and design medium. Covers basic digital camera technology, file organization and processing with Adobe Lightroom software, and digital output including high end printing. A digital camera or smart phone is required.

Course Fee: \$100.00

ART 3105: Ceramics II (3)

The exploration of problems in three-dimensional form, from functional forms to expressive forms, utilizing modeling, carving, casting, and assembling methods.

Prerequisite: ART 2105 or permission of instructor

Course Fee: \$100.00

ART 3110: Painting II (3)

Continuation in the exploration of various painting media techniques and color, with an introduction to the use of oil painting.

Prerequisite: ART 2110 or permission of instructor

Course Fee: \$100.00

ART 3115: Drawing II (3)

Exploration of the compositional and technical considerations in a variety of drawing media; emphasis on the analytical and objective investigation of organizational problems utilizing the study of still life, figure, and nature.

Prerequisite: ART 2115 or permission of instructor

Course Fee: \$100.00

ART 3250: Digital Art II (3)

A continuation in the exploration of computer-based digital art. Emphasis is on developing advanced digital illustration and imaging techniques.

Prerequisite: ART 2250 or permission of instructor

Course Fee: \$100.00

ART 3420: Graphic Design I (3)

An introduction to the principles of graphic design, with a focus on producing art applicable to two-dimensional or three-dimensional design. Emphasis is on typography, the aesthetics of composition, design and print industry vocabulary, and the history of graphic design. Note: Students are expected to have a basic working knowledge in a least one of the following Adobe applications: Photoshop, InDesign and/or Illustrator.

Course Fee: \$100.00

ART 3421: Graphic Design II (3)

Advanced research and processes in graphic design related to two-dimensional and three-dimensional design.

Prerequisites: ART 2250 and ART 3420 or permission of instructor

Course Fee: \$100.00

ART 3520: Digital Photography II (3)

A further exploration of digital photography with an emphasis on creative techniques using Adobe Photoshop, and conceptual approaches including editorial, documentary, and journalistic photography. A digital single lens reflex camera is required.

Prerequisite: ART 2520 or permission of instructor

Course Fee: \$100.00

BIOLOGY (BIO)**BIO 1010, 1020: General Biology I, II (4, 4)**

An introduction to the world of living things with emphasis on functional ecosystems augmented by the biology of organisms, cells, and molecules. Three hours lecture, two hours lab (BIO 1011/1021) per week.

Lab Fee: \$10.00

BIO 2040: General Botany (4)

A study of plant form, structure, and function. It includes a survey of major plant groups. Three hours lecture, two hours lab (BIO 2041) per week.

Prerequisite: BIO 1010

Lab Fee: \$10.00

BIO 2060: General Zoology (4)

A thorough survey of the animal kingdom, evolutionary relationships of animal groups, and an introduction to biodiversity issues. Three hours lecture, two hours lab (BIO 2061) per week.

Prerequisite: BIO 1010

Lab Fee: \$10.00

BIO 2990: Selected Topics (1-4)

Variable subject content. (Repeatable Course)

BIO 3010: Human Anatomy and Physiology I (4)

This course is the first portion of a two-part series that addresses both the structure and function of the human organism, with an emphasis in anatomy. Some of the topics include musculoskeletal, neuroendocrine, digestive, and cardiovascular systems. Anatomical components and basic physiological mechanisms, including the chemical and physical processes will be explained. Three hours lecture, two hours lab (BIO 3011) per week.

Prerequisite: BIO 1010 or BIO 1020

Lab Fee: \$10.00

BIO 3020: Human Anatomy and Physiology II (4)

This course is a continuation from Human Anatomy and Physiology I, with an emphasis in physiology. Some of the topics include basic histology, excretion, the immune system, and the human life cycle. Basic anatomical components and physiological mechanisms, including the chemical and physical processes will be explained. Three hours lecture, two hours lab (BIO 3021) per week.

Prerequisites: BIO 1010 or BIO 1020, BIO 3010, or permission of instructor

Lab Fee: \$10.00

BIO 3030: Microbiology (4)

An introduction to the biology of bacteria, fungi, and viruses. The ecological importance of these forms to man in industry, agriculture, and medicine is stressed. Three hours lecture, three hours lab (BIO 3031) per week.

Prerequisites: BIO 1010, CHE 1020 or CHE 1030, or permission of instructor

Lab Fee: \$10.00

BIO 3040: Histology (4)

The study of tissues. Course emphasizes the study of animal tissues, particularly mammalian. Three hours lecture, two hours lab (BIO 3041) per week.

Prerequisites: BIO 1010, and either BIO 2060 or BIO 3010, CHE 1030 or CHE 1040, or permission from instructor

Lab Fee: \$10.00

BIO 3060: Genetics (4)

The study of genetics including mitosis, meiosis, recombination, Mendelian genetics, sex determination, sex-linkage, pedigrees, chromosome mapping, chromosome abnormalities, DNA replication, protein synthesis, a brief introduction to bacterial and viral genetics, gene mutation, and population genetics. There is an emphasis on problem solving and human genetics. Three hours lecture, two hours lab (BIO 3061) per week.

Prerequisites: BIO 1010; one of the following: BIO 2040, BIO 2060 or BIO 3010; CHE 1030, CHE 1040, or permission of instructor

Lab Fee: \$10.00

BIO 3080: Local Flora and Taxonomy (4)

Study and identification of native plants, including the principles of classification and environment relationships. Three hours lecture, four hours lab (BIO 3081) per week.

Prerequisite: BIO 2040, or permission of instructor

Lab Fee: \$10.00

BIO 3090: Developmental Biology (4)

The study of development patterns of the sea urchin, fish, frog, chick, and mammal. Attention is given to the possible means of differentiation at the cellular and molecular levels. Three hours lecture, two hours lab (BIO 3091) per week.

Prerequisites: BIO 1010, and either BIO 2060 or BIO 3010; CHE 1030, CHE 1040, or permission of instructor

Lab Fee: \$10.00

BIO 3110: Entomology (4)

A field and laboratory study of the morphology, physiology, and life history of insects. Principles of ecology, taxonomy, and pest control mechanisms are considered. Two hours lecture, four hours lab (BIO 3111) per week.

Prerequisites: BIO 1010, BIO 2060, or permission of instructor

Lab Fee: \$10.00

BIO 3120: Cell Biology (3)

A study of the structure and function of cells, including physiological and chemical processes at the cellular and molecular levels.

Prerequisites: BIO 1010, and either BIO 2060 or BIO 3010, or permission of instructor

BIO 3180: Parasitology (4)

A study of the incidence, morphology, life history, control, and pathology of helminths and parasitic protozoa commonly found in man and animals. Three hours lecture, three hours lab (BIO 3181) per week.

Prerequisites: BIO 1010, 2060 or permission of instructor

Lab Fee: \$10.00

BIO 3190: Plant Anatomy (4)

A survey of the comparative structures, reproductive biologies, and life histories of major plant groups, including liverworts, mosses, ferns, gymnosperms, and angiosperms. Three hours lecture, three hours lab (BIO 3191) per week.

Prerequisites: BIO 1010, 2040, or permission of instructor

Lab Fee: \$10.00

BIO 3200: Plant Physiology (4)

An introduction to the physiological basis of plant phenomena and investigation of the flow of energy and materials through unique plant biochemical pathways. Topics will include photosynthesis, secondary compounds, energy budgets and metabolism, transpiration, hormones and mineral nutrition; photoperiodism, and reproductive physiology. Three hours lecture, two hours lab (BIO 3201) per week.

Prerequisites: BIO 1010, BIO 2040, or permission of instructor

Lab Fee: \$10.00

BIO 3220: Ichthyology (4)

A study of the morphology, classification, ecology, and evolution of fishes with an emphasis on freshwater and brackish-water species of the southeastern United States. Three hours lecture, three hours lab (BIO 3221) per week.

Prerequisites: Junior standing and BIO 2040, BIO 2060, CHE 1030, CHE 1040, or permission of instructor

Lab Fee: \$10.00

BIO 3250: Introduction to Conservation Biology (3)

Causes and consequences of extinction of biological species and loss of intact ecosystems. The ways and means for preventing unnecessary loss of life-resources will be discussed.

Prerequisites: BIO 1010, BIO 2040, BIO 2060, or permission of instructor

BIO 3360: Environmental Chemistry (3)

The chemical processes that affect stratospheric ozone, global temperature, air quality, and water quality; the sources, toxicology, and environmental fate of selected pollutants; and human activities that affect human health and environmental quality. Cross-listed with BIO 3360.

Prerequisite: CHE 3030, or permission of instructor

BIO 3370: Medicinal Chemistry (3)

The fundamental aspects of drug discovery, structure and function will be discussed. Drug targets, including enzymes, receptors, and nucleic acids will be discussed at the molecular level. Cross-listed with BIO 3370.

Prerequisite: CHE 3030, or permission of instructor

BIO 3400: Issues in Bioethics (3)

A seminar-format examination of the theories and principles of bioethics and a brief survey of the major events in the development of this discipline. The application of these principles to specific issues in reproduction, death and dying, genetics, and biotechnology will be explored through discussions, role playing situations, written case studies, specific reading, oral presentations, and an in-depth, balanced written analysis of a particular issue by each student.

Prerequisites: BIO 1010 and junior/senior status, or permission of instructor

BIO 3450: Freshwater Biology (4)

A study of the physical, chemical, and biological parameters that affect both freshwater impoundments and flowing waters. Laboratory will emphasize assessment of local sites. Three hours lecture, four hours lab (BIO 3451) per week.

Prerequisites: BIO 1010, 2040, 2060, CHE 1030, or permission of instructor

Lab Fee: \$10.00

BIO 3500: Medical Terminology (2)

Utilization of the Damon/Dean Vaughn Teaching System to learn, pronounce, and apply prefixes, roots, and suffixes that combine to form medical terms.

BIO 3900: Directed Research (1-4)

This course is designed to provide scientific research opportunities under faculty guidance. The course will culminate in the student's own contribution to the discipline, whether in the form of fully supported conclusions or in the form of a creative effort. In other words, the goal of the course is to answer a question, not simply to gather information. Cross-listed with CHE 3900. (Repeatable Course)

BIO 3990: Special Topics (1-6)

Variable subject content. (Repeatable course)

BIO 4050: Internship (3)

This course is designed to provide problem-oriented experiences on specific academic projects relating to the individual student's program of study. Students participate in research or applied biology, planned in consultation with the student's academic advisor. Students must contact and obtain approval of an internship supervisor over the specific project or applicable activity. Approval must also be obtained by the student's academic advisor and department chair prior to registration. Repeatable course up to 6 hours with departmental approval.

Prerequisites: Biology, Biochemistry, Chemistry, or Ecology & Field Biology major with Junior or Senior standing and a GPA of 3.0 or higher.

BIO 4100: Molecular Biology (3)

A study of the current experimental methods and applications of gene cloning and biotechnology. Applications include examples from medical, pharmacological, agricultural, and industrial fields.

Prerequisites: BIO 3060, CHE 3030, or permission of instructor

BIO 4110: Biochemistry I (4)

An introduction to chemistry of the molecules of life: proteins, nucleic acids, carbohydrates, lipids; protein structure and function; enzyme kinetics; enzyme mechanisms; membrane structure and function; introduction to metabolism. Three hours lecture, three hours lab (BIO 4111) per week. Cross-listed with CHE 4110.

Prerequisite: C or better in CHE 3030

Lab Fee: \$10.00

BIO 4120: Biochemistry II (3)

Metabolism of sugars, lipids, amino acids, and nucleic acids; photosynthesis; nucleic acid replication, repair, and recombination; transcription; translation; protein synthesis; gene expression. Cross-listed with CHE 4120.

Prerequisite: C or better in CHE 4110

BIO 4140: Ecology (4)

A study of the dynamics of the interrelationships between animal and plant occupants of communities; field work done in Marshall Forest. Three hours lecture, three hours lab (BIO 4141) per week. Cross-listed with EAS 4140.

Prerequisites: BIO 1010, 2040, 2060. BIO 3080 and EAS 2020 recommended, or permission of instructor

Lab Fee: \$10.00

BIO 4200: Immunology (3)

Topics include the structure and function, as well as cellular and molecular aspects of the immune system. The course will also include the response of the immune system to disease and disorders.

Prerequisites: BIO 3060, CHE 1040

BIO 4340: Evolutionary Biology (3)

A comprehensive introduction to the field of evolutionary biology as the central unifying theme in biology. Topics covered include the historical development of evolutionary theory, evidence of evolution, Darwinian natural selection, microevolutionary and macroevolutionary patterns of change, adaptation, speciation, sexual selection, kin selection, and life-history evolution. It also examines the applications of evolutionary biology to conservation biology and medicine.

Prerequisites: Senior standing and BIO 2040, 2060, 3060, and 4140, or permission of instructor

BUSINESS ADMINISTRATION (BUS)**BUS 1010: Introduction to Business (3)**

This course provides an overview of business as a field of study as well as hands on study of the business uses and application of spreadsheet and professional presentation software. Additionally, students will be exposed to the standards set-forth in the Ledbetter College of Business by understanding APA writing style, writing and presentation rubrics, conducting research via the web, and identifying scholarly work. The topics to be covered in this course will enable students to understand the business environment, how it operates, and what functions are essentially for operations for any organization.

BUS 3200: Business Finance (3)

This course examines the tools, methods, and problems of financial management, financial analysis, planning, control, sources/uses of funds, and capital budgeting decisions. Students will also gain real-world application by applying budgeting principles to their own personal financial affairs.

Prerequisite: ACC 2020

BUS 3360: Business Communications (3)

A study of the techniques available and used for oral and written communication in the business environment as firms relate to the employee, the customer, the public, and others.

BUS 3460: E-Commerce (3)

A study of the commercial opportunities created by information technology and the Internet. This course examines the key features of electronic commerce, explores its contribution to the improvement of marketing and management efforts and identifies the requirements for its application to fundamental business processes and strategies.

BUS 3520: Legal Environment of Business (3)

This course provides an overview of the American legal system as well as a survey of the public, private, employment, regulatory, and international aspects of modern business law. Students will understand and investigate how law impacts business decision-making within organizations.

Prerequisites: ACC 2020, ECO 2100 or ECO 2110, junior standing

BUS 3580: Business Statistics (3)

A study of methods of collecting and analyzing data for business and economic decision-making purposes. The course includes sampling, frequency distribution, dispersion, correlation, probability, time series analysis, and statistical inference.

Prerequisite: MAT 1110

BUS 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

BUS 4050: Internship (3)

Practical experience and training with selected business or government institutions. Repeatable course up to 6 credit hours with departmental approval.

Prerequisite: Senior standing, by invitation only

BUS 4500: International Business (3)

A survey of the impact of the globalization of our economy on the various fields of business. The course is a combination of lectures, seminars, and case studies.

Prerequisite: BBA senior status

BUS 5001: Graduate Foundations of Business (3)

A review of business principles, concepts, and analysis in financial accounting, economics, finance, and business statistics. This course will support the necessary skills and knowledge of the foundational areas of business assisting in the start of the Master's curriculum. This course may be satisfied with a business related undergraduate degree.

BUS 5130: Legal and Ethical Aspects of Healthcare (3)

This course examines the current and historical overview of the legal oversight and regulation of health care delivery in the U.S. It examines principles and practical applications of the laws that affect the operational decisions of various healthcare organizations, as well as, the decisions impacting the development of markets for health care products and services. Also considered are the social, moral, and ethical issues encountered in trying to balance the interests, needs and rights of individuals against those of the larger society.

BUS 5150: Legal and Ethical Environment of Business (3)

This course focuses on the legal environment in which business organizations function. The social and moral responsibilities of business are explored.

BUS 5250: Business Analytics and Research Methods (3)

Today's business environment requires managers to be able to make decisions based on data and draw inferences through the use of software and other analytical tools. This Business Analytics and Research Methods course will introduce the students to business research methodology and the analytical tools used to collect and assess different types of data. This course will include a review of the basics of statistics. This course will also cover concepts related to hypothesis testing, statistical inferencing, and simulation modeling. Through an integrated approach, students will be able to analyze realistic examples from other business disciplines and demonstrate the understanding of concepts by using software to construct charts, graphs, and tables.

BUS 5410: Managerial Finance (3)

This course includes a study of the concepts of corporate financial administration and their role in the planning, acquisition, and management of funds. Case studies are used to further explore problems associated with the financial management of business firms.

BUS 5500: Legal and Ethical Issues for Accountants (3)

A study of legal and ethical issues in business and how they impact the accounting profession and its stakeholders. This course will examine topics such as the agency theory, corporate social responsibility, confidentiality, whistle blowing, corporate law, and ethical issues faced by accountants.

BUS 5900: Business Internship (3)

Internship opportunity for a Master's Level student who is enrolled in one of the following graduate level programs: Master of Management, Master of Management Non-Profit Human Services, Master of Business Administration (MBA), MBA Healthcare Management Concentration, MBA Sport Management Concentration, or Master of Accountancy (MACC). Allows the student to engage in experiential activity working at an appropriate business organization to gain experience, discover career options, and apply classroom theory to real world circumstances. Approval by College of Business Dean required. (Cross-listed with ACC 5900, MKT 5900, MGT 5900 and SPM 5900)

BUS 6720: Healthcare Informatics (3)

This course will examine the current information systems in place within the healthcare system, explore the potential advanced uses of informational systems, and provide an understanding of how the different information systems designed to improve health care delivery are used by management and the healthcare organizations.

BUS 6750: International Business Management (3)

This course analyzes the similarities and differences in the management functions, processes, and structures in the international environment. Emphasis is given to the knowledge and attitudes required for the development of effective, intercultural management skills.

CHEMISTRY (CHE)**CHE 1020: Pre-nursing Chemistry (4)**

An introductory overview of General, Organic and Biochemistry as it pertains to the nursing field. Atomic and molecular structure, qualitative and quantitative aspects of chemical reactions, drug design and biological interactions are studied. Three hours lecture plus a two-hour lab (CHE 1021) per week, equate to the four total hours.

Prerequisite: MAT 1110 or higher

Lab Fee: \$10.00

CHE 1030: General Chemistry I (4)

An introduction to the nature of matter and its transformations. Atoms and compounds, qualitative and quantitative aspects of chemical reactions, and the electronic and geometric structures of molecules are studied. Three hours lecture, three hours lab (CHE 1031) per week.

Prerequisite: MAT 1110 or higher

Lab Fee: \$10.00

CHE 1040: General Chemistry II (4)

Kinetics and equilibrium are studied and used to make both qualitative and quantitative predictions about acid base, precipitations, and oxidation-reduction reactions. Three hours lecture, three hours lab (CHE 1041) per week.

Prerequisites: C or better in CHE 1030, MAT 1110 or higher

Lab Fee: \$10.00

CHE 2010: Quantitative Analysis (4)

An introduction to the theory and practice of chemical analysis. Three hours lecture, three hours lab (CHE 2011) per week.

Prerequisites: C or better in CHE 1040, MAT 1110 or higher

Lab Fee: \$10.00

CHE 2990: Selected Topics (1-4)

Variable subject content. (Repeatable Course)

CHE 3030: Organic Chemistry I (4)

The chemistry of carbon and its compounds from methane to proteins. Identification, synthesis, reactions, and properties are discussed. Three hours lecture, three hours lab (CHE 3031) per week.

Prerequisites: C or better in CHE 1040, MAT 1110 or higher

Lab Fee: \$10.00

CHE 3040: Organic Chemistry II (4)

The chemistry of carbon and its compounds from methane to proteins. Identification, synthesis, reactions, and properties are discussed. Three hours lecture, three hours lab (CHE 3041) per week.

Prerequisites: C or better in CHE 3030, MAT 1110 or higher

Lab Fee: \$10.00

CHE 3060: Instrumental Methods of Chemical Analysis (4)

A survey of modern chemical instrumentation and applications to chemical analysis; identification and quantification of trace substances especially as related to the environment. Three hours lecture, three hours lab (CHE 3061) per week.

Prerequisite: CHE 2010

Lab Fee: \$10.00

CHE 3360: Environmental Chemistry (3)

The chemical processes that affect stratospheric ozone, global temperature, air quality, and water quality; the sources, toxicology, and environmental fate of selected pollutants; and human activities that affect human health and environmental quality. Cross-listed with BIO 3360.

Prerequisite: CHE 3030, or permission of instructor

CHE 3370: Medicinal Chemistry (3)

The fundamental aspects of drug discovery, structure and function will be discussed. Drug targets, including enzymes, receptors, and nucleic acids will be discussed at the molecular level. Cross-listed with BIO 3370.

Prerequisites: CHE 3030, or permission of instructor

CHE 3900: Directed Research (1-4)

This course is designed to provide scientific research opportunities under faculty guidance. The course will culminate in the student's own contribution to the discipline, whether in the form of fully supported conclusions or in the form of a creative effort. In other words, the goal of the course is to answer a question, not simply to gather information. Cross-listed with BIO 3900. (Repeatable Course)

CHE 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

CHE 4010, 4020: Physical Chemistry I, II (4, 4)

A detailed study of the properties of matter in the gaseous, liquid, and solid states through homogeneous and heterogeneous equilibria, kinetics, thermodynamics, the phase rule, electrochemistry, and atomic and molecular structure. Three hours lecture, three hours lab (CHE 4011/4021) per week.

Prerequisites: PHY 1030, PHY 1040; MAT 2510, MAT 2520; CHE 1040 (CHE 2010 is recommended)

Lab Fee: \$10.00

CHE 4030: Inorganic Chemistry (3)

A detailed study of bonding and structure and their relationship to the observed physical and chemical properties of all types of matter. The solid state and solutions are emphasized.

Prerequisite: CHE 3040, or permission of instructor

CHE 4050: Internship (3)

This course is designed to provide problem-oriented experiences on specific academic projects relating to the individual student's program of study. Students participate in research or applied chemistry, planned in consultation with the student's academic advisor. Students must contact and obtain approval of an internship supervisor over the specific project or applicable activity. Approval must also be obtained by the student's academic advisor and department chair prior to registration. Repeatable course up to 6 hours with departmental approval.

Prerequisites: BIO, BIOCH, CHE, or EFB major with Junior or Senior standing and a GPA of 3.0 or higher.

CHE 4110: Biochemistry I (4)

An introduction to chemistry of the molecules of life: proteins, nucleic acids, carbohydrates, lipids; protein structure and function; enzyme kinetics; enzyme mechanisms; membrane structure and function; introduction to metabolism. Three hours lecture, three hours lab (CHE 4111) per week. Cross-listed with BIO 4110.

Prerequisite: C or better in CHE 3030

Lab Fee: \$10.00

CHE 4120: Biochemistry II (3)

Metabolism of sugars, lipids, amino acids, and nucleic acids; photosynthesis; nucleic acid replication, repair, and recombination; transcription; translation; protein synthesis; gene expression. Cross-listed with BIO 4120.

Prerequisite: C or better in CHE 4110

CHE 4200: Advanced Biochemistry (3)

An in-depth study of topics in biochemistry that build upon information from Biochemistry I and Biochemistry II. The course will provide a more detailed study of biomolecules as well as experimental techniques used in biochemistry. Additional topics will include viruses, drug design, and signaling. Group discussion will be based on primary literature.

Prerequisites: CHE 3040, CHE 4110; **Corequisite:** CHE 4120

CHRISTIAN STUDIES (CST)**CST 1011: Survey of the Old Testament (3)**

A survey of the content of the Old Testament in its historical and cultural setting, with a particular emphasis upon its relevance for today. Themes such as canonicity, historicity, inspiration, and textual issues will also be introduced to the student.

CST 1012: Survey of the New Testament (3)

A survey of the content of the New Testament in its historical and cultural setting. This course will examine the New Testament text, its development and transmission, and its relevance for today.

CST 2011: Introductory Biblical Hebrew I (3)

This course is an introduction to the basics of biblical Hebrew. Emphasis is placed upon basic forms, grammatical structure, and vocabulary of the Hebrew language.

CST 2012: Introductory Biblical Hebrew II (3)

This course is a continuation of Introductory Biblical Hebrew I. Emphasis is placed upon grammar, syntax, translation, and exegesis of the biblical Hebrew text.

Prerequisite: CST 2011 or permission of the instructor based upon written examination.

CST 2111: Elementary Koine Greek I (3)

The basic grammar of Koine Greek for understanding, pronouncing, reading, and writing.

CST 2112: Elementary Koine Greek II (3)

This course is a continuation of Elementary Koine Greek I with emphasis on grammar, pronouncing, reading, writing, and translation of biblical Greek.

Prerequisite: CST 2111 or permission of the instructor based upon written examination.

CST 2200: Evangelism (3)

An introduction to evangelism, with reference to its biblical base, personal preparation, practical implications, and its effective application. Emphasis will be placed upon the content of the gospel message and the nature of Christian discipleship.

CST 2300: Pentateuch (3)

A study of the first five books of the Bible.

Prerequisite: CST 1011 or permission of the instructor.

CST 2310: Major and Minor Prophets (3)

A study of the content and historical background of the prophetic books of the Old Testament. **Prerequisite:** CST 1011 or permission of the instructor.

CST 2400: Life and Teachings of Jesus (3)

A study of the life and teachings of Jesus with primary emphasis on the canonical Gospels.

Prerequisite: CST 1012 or permission of the instructor.

CST 2410: Life and Letters of Paul (3)

A study of the life and teachings of Paul with primary emphasis on the Pauline Epistles and the book of Acts.

Prerequisite: CST 1012 or permission of the instructor.

CST 2500: Homiletics (3)

An introduction to the art of developing sermons through extensive biblical exegesis. Attention will be given to biblical and historical backgrounds, as well as primary preaching resources. Students will be required to prepare and to present sermons.

CST 2650: Christian Classics (3)

A survey of representative Christian literature from the first century through the twentieth century. Works considered will include *The Confessions of St. Augustine*, *The Imitation of Christ*, *The Pilgrim's Progress*, *The Journal of John Woolman*, *Letters and Papers from Prison*, and other selected writings.

CST 2700: Survey of Christian Education (3)

A survey of the theory and practice of Christian education in the local church.

CST 2800: Introduction to Youth Ministry (3)

This course is a basic survey exploring the theological and practical foundations of Youth Ministry. The student will be introduced to current issues, trends, and resources for Youth Ministry, and will also study the objectives and goals of the total Youth Ministry program of the local church.

CST 2900: Introduction to Philosophy and Worldview (3)

A study of the major conceptual systems or worldviews that have shaped philosophical thought and history. The major areas of philosophy will be examined including metaphysical, epistemological, and axiological considerations. Moreover, the course will explore the social, moral, and theological implications of philosophical thought as it relates to both collective and individual worldviews.

CST 3001: Introduction to Christian Leadership (3)

A study of the responsibilities and qualities of the Christian leader. The basic biblical principles of ecclesiastical leadership and the principal themes of effective and successful ministry are examined.

CST 3030: World Religions (3)

A study of the origins, development, beliefs, and practices of the major religions of the world. Each religion will be examined from a biblical and evangelical perspective in order to prepare the Christian to communicate the Gospel more effectively with the adherents of other belief systems.

CST 3111: Church History Survey I (3)

A study of the growth and development of Christianity from the New Testament era through the Renaissance and Reformation.

CST 3112: Church History Survey II (3)

A study of the growth and development of Christianity from the Reformation era to the present.

CST 3225: Hermeneutics (3)

A study of the basic principles of the interpretation of language, applied particularly to the books of the Old and New Testaments.

Prerequisite: CST 1011 or CST 1012 or permission of the instructor.

CST 3300: Christian Worship (3)

A study of the nature of worship in biblical perspective and a survey of the development and practice of worship in the Christian church.

CST 3425: Christian Counseling (3)

A study of the principles and techniques of Christian counseling. Emphasis is placed on the importance of a biblical orientation in the counseling process.

CST 3550: History and Practice of Christian Missions (3)

This course is designed to provide a basic understanding of Christian missions. A historical panorama of world missions is presented, and careful attention is given to the biblical and theological basis of missions. The course investigates and evaluates various missiological models, especially in relation to the establishment of churches in a transcultural context. Moreover, the course orients the student regarding the role of the local church in the field of missions.

CST 3625: Philosophy of Religion (3)

In this course consideration is given to the logic of religion, theistic realism, the nature of religion, as well as major problems often associated with religious thought.

CST 3725: Systematic Theology I (3)

This course offers a systematic approach to understanding biblical themes and doctrines. Course content includes a study of the following doctrines: God, Scripture, angels, sin, and Jesus Christ.

Prerequisite: CST 1011 or CST 1012 or permission of the instructor.

CST 3726: Systematic Theology II (3)

This course offers a systematic approach to understanding biblical themes and doctrines. Course content includes a study of the following doctrines: salvation, the Holy Spirit, the church, and eschatology.

CST 3850: Ministry to Children and Family (3)

This course is a basic overview of the ministry to children and their families in the local church setting. Specific attention will be given to the life cycle and development of the child. In addition, the student will be introduced to the administration and programming aspects, the skills for curriculum development, and future trends affecting ministry to children and families.

CST 3875: Youth Ministry Recreation, Camping, and Retreats (3)

Methods and principles of Youth Ministry leadership and administration are studied and related to recreational ministry, camping, and retreats.

Prerequisite: CST 2800.

CST 3880: Contemporary Youth Problems and Issues (3)

This course will survey current issues and problems facing young people in contemporary culture. Specific attention will be given to the development of skills and methods for counseling adolescents in the ministry setting.

Prerequisite: CST 2800.

CST 3885: Youth Ministry Programming (3)

An examination of the skills for effective programming in a contemporary youth ministry setting, including a detailed study of the administrative and management role of the youth minister and the elements for curriculum development.

Prerequisite: CST 2800.

CST 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

CST 4050: Supervised Ministry Internship (3)

This course requires 112 hours of supervised participation in a church or other approved Christian organization. The internship is designed to provide students with practical experience in their chosen career path. Repeatable course up to 6 credit hours with departmental approval.

Prerequisites: a minimum cumulative GPA of 2.75, departmental approval, for majors in Christian Studies or Youth Ministry.

CST 4125: Change and Conflict Management in Christian Ministry (3)

An overview of the leadership dynamics regarding change and conflict management in Christian ministry settings. Students will be introduced to the skills needed for managing conflict and leading organizational change.

Prerequisite: CST 3001 or permission of the instructor.

CST 4200: Mission Area Study (3)

An introduction to a selected region of the world, for the purpose of preparing students for future ministry in that particular geographical area. The course provides both an historical overview of the region and an introduction to key socio-political, cultural, and religious aspects of its current situation. The information presented will be evaluated in consideration of a broader global context. This course may be taken more than once for credit provided that the student is studying a different region each time.

CST 4300: Contemporary Theology (3)

A review of recent major theological trends with a focus on major representative theologians from the modern era.

Prerequisite: CST 1011 or CST 1012.

CST 4400: Christian Apologetics (3)

Various approaches to the apologetic task will be investigated. Attention will be given to the systematic and rational defense of the Christian faith against many serious contemporary challenges. Topics include such areas as tests for truth, a critique of relativism and pluralism, the problem of miracles, and the historicity of the Christian faith. A primary aim of the course will be the practical application of apologetics in the church's ministry.

Prerequisites: CST 3725 and CST 3726.

CST 4500: History of Religion in America (3)

A study of the development of religion in America. In particular, the role that Christianity has played in shaping American thought and society will be explored.

CST 4525: Baptist History (3)

A study of the origin and expansion of the Baptist denomination in the world, including an analysis of its theological development.

CST 4711: Old Testament Book Study (3)

An exegetical and analytical study of selected Old Testament books. This course may be taken more than once for credit provided that the student is studying a different Old Testament book each time.

Prerequisite: CST 1011.

CST 4712: New Testament Book Study (3)

An exegetical and analytical study of selected New Testament books. This course may be taken more than once for credit provided that the student is studying a different New Testament book each time.

Prerequisite: CST 1012.

CST 4800: Youth Ministry in Theory and Practice (3)

A study of Youth Ministry in the local church setting, considering the theology and psychology of such ministry, with emphasis on the practical issues of method, technique, and resources.

Prerequisites: CST 2800, senior standing, for Youth Ministry majors only.

CST 4820: Youth Ministry Methods (3)

This course is a concentrated study of the different methods used in ministering to youth. The student will do a major research project (subject to approval from the professor) on a specific methodology in the field of Youth Ministry.

Prerequisites: CST 2800 and senior standing.

CST 4911: Old Testament Hebrew Exegesis (3)

An advanced course in which consideration is given to textual, grammatical, syntactical, literary, and historical issues through a verse-by-verse analysis in a variety of genres in the Hebrew Bible. The course will accentuate proper methods for discovering the meaning of a text and applying it in teaching and preaching. Students may repeat this course if the biblical books or text selections are not duplicated.

Prerequisites: CST 2011 and CST 2012.

CST 4912: New Testament Greek Exegesis (3)

An advanced course in which attention is given to textual, grammatical, syntactical, literary, and historical issues through a verse-by-verse analysis of selected passages in the Greek New Testament. The course will emphasize sound exegetical principles employing linguistic tools that will aid in translating and uncovering the meaning of a text and applying it in teaching and preaching. Students may repeat this course if the biblical books or text selections are not duplicated.

Prerequisites: CST 2111 and CST 2112.

COMMUNICATION STUDIES (COM)

COM 1010: Introduction to Communication (3)

This course will provide an introduction to the understanding and practice of competently communicating ideas in a variety of informal and formal contexts. Students are given a broad overview of communication theory as well as how effective communication can be accomplished in everyday contexts such as dyadic and small group communication, organizational and intercultural communication, and mediated and public communication.

COM 2000: Survey of Mass Media (3)

Survey of the history, theory and process of mass communications, and their relationship to institutions of society. A broad range of media will be analyzed, including newspapers, magazines, books, radio, motion pictures, television, Internet as well as the trend toward convergence of studied media. Some laboratory work in departmental activities may be included.

COM 2001: History of Cinema (3)

This comprehensive course looks at cinema from Eadweard Muybridge to Mumblecore, taking into account significant historical movements, genres, and national cinemas. In addition to reading, research, and writing, this lecture-based course will also incorporate screenings and film criticisms.

COM 2003: Fundamentals of Communication Research (3)

An introduction to the fundamentals of research, writing and format style used in the communication discipline. The course will build upon the general education writing courses and prepare the student for success in writing as they progress through their communication major.

COM 2004: Fundamentals of Digital Production (3)

Introduction to the fundamentals of production concepts, terminology, departments/positions, responsibilities, what is expected from beginning to end, etiquette, interview techniques, and safety. Students will create a short production (documentary, narrative, public service announcement, television).

COM 2100: Interpersonal Communication (3)

A study of the communication process that involves exchanging messages and negotiating meaning to convey information and to establish and maintain relationships. Topics include self-awareness, listening, conversation management, nonverbal and verbal communication skills. Emphasis is given to enhancing interpersonal competence.

Prerequisite: COM 1010

COM 2150: Desktop Publishing (3)

An introduction to page layout and word processing on the Macintosh. Students will produce several projects including certificates, flyers, and a newsletter template. Course includes staff work for The Periscope.

COM 2806: Digital Media Lab (1).

The lab provides students with practical applications of writing, editing, photography, and design techniques. A digital magazine will be the final publication. Labs are required and repeatable up to three hours and are required only for COM majors in the Ad/PR concentration. Ad/PR minors and all other students must receive Instructor approval.

Prerequisite: COM 2150

COM 3001: Producing and Pre-Production (3)

Students will learn the logistics of creating a film/TV show which includes the planning process for safety issues, permits, schedules, storyboards, budgets, department breakdown sheets, location scouting, cast, and crew.

COM 3002: Production (4)

Developing skill in understanding the planning, scheduling, lighting, audio, continuity and shot lists in order to shoot a variety of different format productions (documentary, narrative, public service announcements, television, etc.). Three-hour lecture (**COM 3002**), and two-hour lab (**COM 3003**) per week.

Lab fee: \$20.00

COM 3004: Post-Production (4)

The practice of digitally editing various formats of film and/or videos including documentary, sports, narrative, public service announcement, television, and film/cinema trailers. Three-hour lecture (**COM 3004**), and two-hour lab (**COM 3005**) per week.

Lab fee: \$20.00

COM 3020: Public Relations Principles (3)

Provides an introduction to the basic concepts and skills of the public relations industry. The course will cover the history, evolution, purposes, and applications of public relations. Students will gain an understanding of how public opinion is shaped through studying these principles.

COM 3050: Media Law (3)

A survey of freedom of speech and press. Topics include the First Amendment, the legal system, libel, privacy, and copyright law.

COM 3150: Small Group and Teambuilding Communication (3)

The theory and techniques of cooperative deliberations in groups to explore and solve problems. Training will be offered in leadership and participant skills and responsibilities, including agenda setting, parliamentary procedure, and evaluation. Emphasis will be placed on sharing leadership to create teamwork, achieve team visions, and meet team challenges.

COM 3200: Scriptwriting (3)

Students will learn how to write a professional script for television and film, which includes character development, conflict, scene construction, sequences, and the proper structure with dialogue and action descriptions.

COM 3350: Intercultural Communication (3)

The systematic study of intercultural contacts and interactions the communication process involving culturally diverse people. The goal will be to discover ideas and information that can help students achieve competence in intercultural communication. Discussion will include important ethical and social issues for intercultural communicators.

COM 3420: Public Relations Writing (3)

Writing for internal and external audiences, news releases in various formats, and other specialized writing done regularly by public relations professionals. Prerequisites: COM 3020

Prerequisite: COM 3020

COM 3450: Organizational Communication (3)

Focused on organizations made up of complex networks of relationships. The course will recognize the centrality of communication to the modern organization and how advancing technology has altered the ways people interact in organizations, fostering the effective communication skills expected in the contemporary organization. An overarching goal will be to isolate characteristics that may contribute to an empowering organizational culture. Through a modified training and consulting model, successful identification of communication problems and appropriate correction of communication failures will result.

COM 3500: Communication Theory (3)

An in-depth examination of the major mass and speech communication theories that form the basis for the discipline, and stimulation of further curiosity and research in the field. Emphasis is on both social scientific and humanistic study.

COM 3610: Foundations of Advertising (3)

A basic survey of the field of advertising with emphasis upon advertising as communication, as a promotional tool within the marketing realm, and its economic and social effects. The student should gain an understanding of the role the persuasive media play in both professional and private lives. This course will offer a foundation in fundamental concepts and will examine the emerging interactive technology influencing persuasive messages. Cross-listed with MKT 3610.

COM 3650: Social Marketing

An exploration of marketing principles in non-profit organizations with emphasis on social issues such as healthcare and the community. Students will research, create, and implement a social marketing campaign. Cross-listed with MKT 3650.

COM 3750: Crisis Communication (3)

Course examines variables involved in crisis planning, communication and management, emphasizing practical application of theories, strategies, and tactics from an organizational perspective. Offers training to deal with publics in less-than-optimal situations when they may be faced with indifference or even hostility. Looks at case studies of strategies and tactics of organizations that have dealt with crises.

COM 3840: Organizational Leadership (3).

Course explores the connection between communication and leadership, particularly examining how the field of communication contributes to effective leadership study. Provides a thorough understanding of the leadership process, different approaches to leadership, and how to engage in competent leadership behavior.

COM 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

COM 4001: Advanced Scriptwriting (3)

Development of characters (protagonist, antagonist and supporting characters) with backstories, flaws and conflicts, create a theme for the story and the goal of the main character, create sequences of events for the characters, storyboard the flow of the story, and write the story with a good balance of action and dialogue.

Prerequisite: COM 3200

COM 4003 Advanced Production (4)

The practice of planning and shooting a full production video/film from pre-production through production. Three-hour lecture (**COM 4003**), and two-hour lab (**COM 4004**) per week. Lab fee of \$20.00.

Prerequisite: COM 3002

Lab Fee: \$20.00

COM 4005 Advanced Post-production (4)

The practice of editing a full production film/video, including the creation of audio, graphics, credits, trailer, poster, loglines, and synopsis. Students will also create their demo reel. Three-hour lecture (**COM 4005**), and two-hour lab (**COM 4006**) per week. Lab fee of \$20.00.

Prerequisite: COM 3004

Lab Fee: \$20.00

COM 4007 Production Management (3)

Understanding the importance of branding, research and developing a career path, as well as the requirements entrance into and success in the film and TV markets. Students will create their own individual career plan.

Prerequisites: COM 4001, COM 4003, COM 4005

COM 4050: Internship (3)

Prior to signing for the internship, the student should have completed all 2000-level courses in the major work and a minimum of 50% of the 3000-level or above major courses, with particular emphasis on specific skills needed for the internship. Required for all majors. Repeatable course up to 6 credit hours with departmental approval.

COM 4300: Public Relations Cases (3)

Strategy and implementation of acquired communication skills for a variety of clients. Emphasis on case studies and projects completed for on- and off-campus groups and organizations.

Prerequisite: COM 3020

COM 4350: Conflict Management (3)

Applied strategies for relationships, groups and organizations faced with working through conflict. This course will focus on process, language use, the structure of discourse, and cultural trends. Emphasis will be on interpersonal and organizational conflict and how to manage it in an appropriate and effective manner.

COM 4429: Persuasion (3)

Theories and theorists of persuasion and social influence from the Classical Age extended through present day empirical research are studied in great depth.

COM 4600: Advertising/PR Campaign Strategies (3)

This advanced course explores the cross-functional organization of persuasive messages with special emphasis in the areas of advertising and public relations. It stresses critical thinking skills in the development of a communication strategy within a team environment. The course offers hands-on experience in the development of strategically focused persuasive communication. Cross-listed with MKT 4600.

Prerequisite: COM/MKT 3610

COMPUTER INFORMATION SYSTEMS (CIS)**CIS 2020: Principles of Computer Information Systems (3)**

An introduction to the computer information technology profession. Topics include hardware, software, data communications and networks, the Internet, system development, ethical issues, programming logic, algorithms, and structures.

CIS 2040: Introduction to Programming (3)

Utilizes a high-level object-oriented language to introduce basic computer programming constructs. Topics include computer organization, programming structure and syntax, graphics, program flow, decision structures, simulations, and algorithmic development.

Prerequisite: MAT 1110 or departmental consent

CIS 3080: Introduction to Application Development (3)

A general survey of the discipline of computer science, coupled with an introduction to the creation of static and dynamic applications at the core level. Topics may include appropriate language/script development, server-side programming languages, forms processing, database interaction, programming constructs of variables, conditionals, and loops.

Prerequisites: any Foundations math course or higher and CIS 2040 or permission of the chair

CIS 3090: Introduction to Database & Operating Systems (3)

This course introduces database management systems and operating systems concepts. Students will review topics such as database processing, modeling, design, development, and implementation, with special emphasis on interfaces supplied by operating systems to include job scheduling, memory management, and process interactions.

Prerequisite: CIS 3080

CIS 3120: Business Process and Information Systems (3)

This course will examine the methods and techniques required to analyze, develop, and implement solutions for business information technology, based on process improvement. Students will acquire the skills necessary to analyze organizational performance/processes in efforts to identify, document, and model potential information technology needs with the organization. Additionally, students will learn the effective development and utilization of information technologies in the support of and achievement of business goals and objectives.

CIS 3250: IT Infrastructure and Software Solutions (3)

This course will examine the fundamental principles and techniques of software development, hardware, data communications, networking, mobile devices, security and risk management, networking topologies, network protocol, internet protocol, and routing. Students will also develop the skills necessary to develop algorithms, plan and write software that is safe from bugs and easy to understand, while also solving real problems.

Prerequisites: MAT 1110 or higher, and CIS 2040 or permission of the chair

CIS 3750: Information Security (3)

An introduction to various technical aspects of information security technology, providing a foundation for understanding the key issues associated with protecting information assets, determining the levels of protection, and response to security incidents.

Prerequisite: CIS 3500

CIS 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

CIS 4050: Internship (3)

A supervised work experience program for one semester at a site in business, industry, or government. For sophomores, juniors, or seniors who wish to obtain on-the-job experience in conjunction with their academic training. Repeatable course up to 6 credit hours with departmental approval.

Prerequisite: Departmental approval.

CIS 4080: Application Development and Programming (3)

Building on the content of CIS 3080 Introduction to Application Development, the methods for the construction and deployment of Internet based applications and solutions will be further developed. Programming syntax and structure will be further developed. Tools and languages are introduced and applied to real world e-business technologies and solutions. The student will complete a final programmed application project on an individual topic of interest.

Prerequisite: CIS 3080

CRIMINAL JUSTICE (CRJ)**CRJ 2070: Introduction to Criminal Justice (3)**

An introductory course designed to focus on the history and philosophy of criminal justice, ethical and moral issues, definitions of crime categories, law enforcement, court systems, prosecution, and defense, trial, and correctional processes. This course will consider various approaches in defining, measuring, and controlling crime. Career opportunities will be explored.

CRJ 2900: Criminal Justice Research and Writing (3)

This course provides an introduction to research in Criminal Justice. It covers APA formatting, plagiarism, case briefing, academic writing, formal reporting, and memoranda. Prerequisite all 4000+ level CRJ courses. A major research paper is required.

CRJ 3090: Theories in Criminal Justice (3)

This course will investigate the nature and causation of crime. Attention will be given to major sociological theories and research on social deviance and control. The course will explore both causes and consequences of deviance in contemporary culture in the U. S. as well as societal reactions to deviance.

Prerequisite or Corequisite: CRJ 2070

CRJ 3300: Juvenile Delinquency (3)

The major focus will be on youth and the ways in which they come to interact with the criminal justice systems. Appropriate theories of delinquency will be covered in an attempt to explain such behavior. Types of rehabilitation and their success will be included.

Prerequisite or Corequisite: CRJ 2070

CRJ 3330: Police Systems (3)

The course will offer a detailed study of the history of police, police authority; responsibility; constitutional constraints; laws of arrest, search, and seizure; and police liability. Emphasis will be placed on police professionalism, organizational structure, police role and discretion and community policing.

Prerequisite or Corequisite: CRJ 2070

CRJ 3340: Introduction to Criminal Investigations (3)

A study of investigative theory and the collection and preservation of evidence. The course will also focus on sources of information, interview and interrogation procedures, the use of forensic sciences, and case/trial preparation.

Prerequisite: CRJ 3330

CRJ 3350: Correctional Systems (3)

This course will offer a practical approach to the ideas and practices of modern correctional systems. This history of corrections as well as future trends will be highlighted in the areas of jails and prisons on the federal, state, county, and local levels.

Prerequisite or Corequisite: CRJ 2070

CRJ 3410: Criminal Law (3)

This course is an introduction to substantive criminal law. Covered topics include criminal acts, criminal intent, and elements of commonly encountered offenses. Emphasis is given to Georgia criminal statutes.

Prerequisite or Corequisite: CRJ 2070

CRJ 3430: Procedural Law (3)

This course will examine the practical aspect of criminal law and procedures. The course covers the nature of criminal liability, elements of various crimes, and defenses to criminal accusations. The course will cover criminal procedure, including the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments. Cross-listed with POS 3430.

CRJ 3550: Judicial Systems (3)

This course will offer an in-depth look at the evolution of law and courts from its origins to the structure, personnel, and processes of the criminal and civil courts yesterday and today. This course will include federal and local community level courts as well as exploring the actors who play a role in this process.

Prerequisite and Corequisite: CRJ 2070

CRJ 3600: Principles and Practices of Restorative Justice (3)

This course examines the philosophies and practicalities of restorative justice from both domestic and international perspective. Students will be given an awareness of the major goals, values, and ethics that are brought about by restorative justice as it relates to crime and conflict. This course will give the student another tool that will aid them in working with those who have committed specific harms, such as murder, domestic violence, and sexual assault. This course provides an introduction into the concepts, theory, and practice of community building, peacemaking, and conflict resolution. This course will also examine the biblical principles of forgiveness from the offender to the victim and those individuals who are caught in the middle.

Prerequisite and Corequisite: CRJ 2900

CRJ 3990: Special Topics (1-6)

Variable subject content. Repeatable course.

CRJ 4050: Internship (3)

Supervised practical experience meant to complement knowledge obtained in the classroom. Students are given the opportunity to gain skills and explore career options. The internship requires 112 hours of supervised placement with a qualified professional in the field. Repeatable course up to 6 hours with departmental approval.

Prerequisites: a minimum 2.75 cumulative GPA, Junior or Senior standing, and departmental approval

CRJ 4210: Criminal Justice Administration (3)

A study of policymaking and administration within criminal justice agencies in the United States, including an examination of organizational structure and behavior, personnel management, budgeting, and the role of criminal agencies within the greater governmental bureaucracy.

Prerequisites: CRJ 2900 and CRJ 3300 or CRJ 3350

CRJ 4240: International Criminal Justice and Human Rights (3)

Post-authoritarian democracies inherit, among other things, a history of extensive human right violations. What is the best way to prosecute such violations? Is this a matter for the world, in the form of an international criminal court, or one best left to a nation? This course will look at what policies would be best: trial, bureaucratic purges, reparations, general amnesty, or commissions of truth and reconciliation. This course will also examine comparatively the strengths and weaknesses of the criminal justice system. Cross-listed with POS 4240.

Prerequisite or Corequisite: CRJ 2900

CRJ 4300: International & Domestic Terrorism (3)

This course serves as an introduction to the study of modern terrorism, or what academics call "terrorism studies". As such, background in the subject is not necessary. Generally, the course centers on conceptually defining terrorism (all types-foreign and domestic, left and right wing, religious, environmental, and political, state and non-state), tracing the history and beginnings of modern international and domestic terrorism, critically examining the various U.S.-global responses to the 9-11-01 attacks, as well as generally evaluating and assessing how countries and people around the world try to cope with, prevent and/or respond to attacks by terrorist organizations, groups, or acts of terrorism perpetrated by nation-states or groups working with nation-states.

Prerequisite or Corequisite: CRJ 2900

CRJ 4320: Forensic Psychology (3)

This course introduces students to the field of forensic psychology. Students will gain insight into the role that psychology plays in criminal justice and will be exposed to relevant theory, policy, and practice. Cross-listed with PSY 4320.

Prerequisites: CRJ 2900 and CRJ 2070 or PSY 1010

CRJ 4500: Drugs, Alcohol, and Society (3)

This course explores the medical, legal, and social aspects of drug and alcohol use in American society.

Prerequisites: Successful completion (C for major, D for non-majors) of two 3000 level CRJ courses.

Prerequisite or Corequisite: CRJ 2900

DANCE (DAN)**DAN 1510: Dance Performance (1)**

Students will participate in weekly dance rehearsals in preparation for varying performance assignments, which includes postproduction responsibilities. Repeatable course.

Prerequisite: Instructor Permission

DAN 1910: Musical Theatre Dance I (2)

Introduces beginning dance students to fundamental technique, style, and performance of musical theater dance. Students will become familiar with dance vocabulary and will work towards mastery of basic dance steps, while being challenged to remember sequences of movement. Students will learn and practice the necessary showmanship and performance of choreography.

DAN 2002: Dance History (3)

This course looks broadly at dance history from the Renaissance to the 20th century. Though content focuses on mostly Ballet and Modern dance, attention will be given to other dance genres and world dance forms. During class, students engage in critical discussion of readings. Coursework is designed for students to respond to content through formal writing and creative responses, and to make application of content to personal artistic goals.

DAN 2260: Dance Appreciation (3)

Dance Appreciation is a survey class that introduces students to aspects of dance as a cultural and artistic expression. Students explore origins of religious, courtly, social, and theatrical dance. Students become knowledgeable about related roles of the dancer, choreographer, and audience while being exposed to concert dance genres. Class time will include a mixture of lecture, group work, viewing and discussing dance, and dancing.

DAN 2300: Ballet Technique I (3)

Introduces beginning students to fundamental aspects of classical ballet technique, while guiding students to make applications to their major area of study. Students acquire knowledge, in mind and body, of basic principles of alignment, as well as performance aspects of ballet, to build a foundation for further study of dance. Foundational movements and ballet vocabulary are learned. Students work toward mastery of basic movement combinations and musicality. Growing in self-awareness, students learn to detect problems and find solutions in the execution of ballet.

DAN 2910: Musical Theatre Dance II (2)

A laboratory class which encompasses components of Jazz, Modern and Ballet, and stylistic choreography. Content moves beyond a basic level, building onto prior knowledge with intermediate level dance movements and developing the ability to perform dance. Movement phrases becomes more complex, while students are challenged to remember sequencing of phrases more quickly.

DAN 3300: Ballet Technique II (3)

This course is designed to provide students with theory and technique beyond the Ballet I level. The course introduces the complexities of ballet vocabulary and concepts as students will participate in individual tracking of technical and artistic progress. Ballet dance will be placed with its historical and cultural contexts. Repeatable course.

DAN 3500: Dance Composition (3)

Broadly introduces choreographic concepts including improvisational techniques and choreographic devices for a wide range of application. The course is designed for students to find their own choreographic voice and will culminate into the shaping of two dances.

DAN 4000: Modern Dance I (2)

A laboratory class focusing on physical development, the embodiment of and performance of Modern Dance techniques. The class introduces fundamental principles such as alignment, strength, flexibility, and kinesthetic awareness, and students acquire knowledge of Modern Dance terminology. Students work towards mastery of basic movement combinations and learn to self-diagnose and solve problems in movement execution. Students are guided to make applications of their study of Modern Dance to their major area of study.

DAN 4010: Modern Dance II (2)

A laboratory class which builds on foundational Modern dance technique. Students become more proficient in Modern technique, acquiring greater range of motion. Students perform longer and more complex technically challenging phrases. The class stresses a greater realization and discovery of the modern dancer as performer, and a striving for improved technical competency.

EARTH SCIENCE (EAS)**EAS 2000: Introduction to Geology (3)**

A basic, introductory, online geology course for non-science majors. The course includes an introduction to basic rocks and minerals, structure of the earth, geological time, and geological history.

EAS 2010: Physical Geography (4)

Man and the quality of the environment, including spatial relations, map reading and making, climate, landforms and the processes that create them. Field trips may be required. Three hours lecture, two hours lab (EAS 2011) per week.

Lab Fee: \$10.00

EAS 2020: Geology (4)

Introduction to earth materials with emphasis on processes that affect them, internal processes and their effects, geologic time, and earth history. Field trips will be required. Three hours lecture, two hours lab (EAS 2021) per week.

Lab Fee: \$10.00

EAS 2990: Selected Topics (1-4)

Variable subject content. (Repeatable Course)

EAS 3060: Environmental Geology (3)

Current topics in environmental geology, aspects of mining, groundwater; mineral and fuel resources and conservation, geological engineering, pollution.

EAS 3250: Introduction to Conservation Biology (3)

Causes and consequences of extinction of biological species and loss of intact ecosystems. The ways and means for preventing unnecessary loss of life-resources will be discussed. Cross-listed with NAS 3250.

Prerequisites: BIO 1010, BIO 1020, BIO 2040, BIO 2060, or permission of instructor

EAS 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

EAS 4140: Ecology (4)

A study of the dynamics of the interrelationships between animal and plant occupants of communities; field work done in Marshall Forest. Three hours lecture, three hours lab (EAS 4141) per week. Cross-listed with BIO 4140.

Prerequisites: BIO 1010, BIO 2040, BIO 2060, or permission of instructor (BIO 3080 and EAS 2020 are recommended)

ECONOMICS (ECO)**ECO 2100: Principles of Microeconomics (3)**

An introduction to the fundamental tools and terms of modern economics, focusing on the individual components of the American economic system: households, firms, and markets.

Prerequisite: Successful completion of MAT 0990 or placement in MAT 1060 or higher.

ECO 2110: Principles of Macroeconomics (3)

An introduction to the study of the aggregate economy, including national income accounting, the theories of consumption and investment, and analyses of the effects of fiscal and monetary policy.

Prerequisite: Successful completion of MAT 0990 or placement in MAT 1060 or higher.

ECO 3100: Intermediate Economics Theories (3)

This course provides a contemporary theory offering economics analyses of the decision problems facing the individual consumer and the individual firm, with special attention to social welfare and public choice.

Additionally, students will examine the measurement of national income, employment theory, theories of interest, consumption, and investment. Students will review topics such as government expenditures, revenue, debt, and taxation.

Prerequisite: ECO 2100.

ECO 3160: Managerial Economics (3)

This course provides students with the tools and techniques to apply economic analysis to managerial decision-making by understanding the financial operations, the role of money and credit in the total economy, demand estimation, production theory, cost determination, pricing, project analysis, and profit analysis.

Prerequisite: ECO 2100.

ECO 4130: Public Economics and Labor Laws (3)

An application of economic analysis to the study of governmental and collective action in general in a market economy. Special emphasis will be made on the labor movement and the recent problem of labor. Students will review the economic analysis of the law as well as the public and social choice of understanding the political processes.

Prerequisite: ECO 2100.

ECO 4190: International Economics (3)

Mechanism of world trade and balance of payments: common markets in Europe and Latin America; tariffs, quotas, and other impediments. The course considers the economic aspects of the population explosion; providing capital equipment for the undercapitalized nations.

Prerequisite: ECO 2100 or ECO 2110.

ECO 4300: Health Economics (3)

This course will use “Health” as a vehicle for introducing some basic ideas from economic theory and utilize some of these tools of analysis to study Health as a “good”, the patient as a consumer, the derived demand for medical care, and the markets and social institutions that influence the production and distribution of medical care. The course will compare and contrast the health care and health insurance industries with other sectors of the American economic system to discover the ways in which those industries may be unique.

Prerequisite: ECO 2100.

ECO 5500: Managerial Economics (3)

This course will focus on the application of economic theory to the problems of contemporary management. Emphasis will be given to forecasting, model building, and resource allocation through the application of case studies and the shared management experience of participants.

EDUCATION (EDU)

The majority of the Bachelor of Music, major in Music Education, courses are found under Music (MUS), and Music Activities (MUA).

EDU 2000: Teacher Preparation Program Fundamentals (0)

This course is a prerequisite for all education courses except for EDU 2110 and EDU 2950 which can be taken during the same semester. The seminar is designed to prepare students for the requirements and transition points for becoming a teacher in Georgia. Students will review TPP rules, ethics, and dispositions; they will complete the program entry Ethics exam, take the GACE Admissions exam (unless exempt), set up a myPSC account, preview required assessments for certification, complete a writing sample assessment, and begin/complete the application process for admission into the SOE. Shorter tutoring and counseling services are included. Passing the class is a pre-requisite to being admitted to the teacher preparation program. School related service project required. Grading is pass/fail.

Prerequisites: an acceptable background check; liability insurance.

EDU 2110: Investigating Critical and Contemporary Issues in Education (3)

A study of the historical and philosophical foundations of education; a general overview of the dynamics of teaching and learning; the structure of the American educational system; as well as current educational issues and trends. Job market trends are discussed. Additional topics include ethics for Georgia educators and tiered certification. Field experience required.

This course is a prerequisite to all EDU courses except EDU 2950 and EDU 2000: Teacher Prep Fundamentals. This course is not required for Music Education majors.

Prerequisites: GPA 2.0; an acceptable background check; liability insurance.

EDU 2120: Exploring Socio-Cultural Perspectives on Diversity in Educational Settings (3)

This course is designed to prepare teacher candidates with theoretical and practical issues of diversity in classroom settings and with an understanding of how to teach and relate to students from diverse backgrounds. Students will critically examine social, cultural, and political issues that impact classroom teaching. Filed Experience Required.

Prerequisites: EDU 2000, EDU 2110, and GPA 2.50. An acceptable background check, liability insurance

EDU 2130: Exploring Teaching and Learning (3)

A study of the major leaning theories: behaviorism, cognitivism, and neobehaviorism; the nature of the learning process; the study of the basic concepts and principles of human development and behavior that lead to a better understanding of children and youth from conception through adolescence. A case study is required.

Prerequisites: EDU 2000, EDU 2110 or MUS 2500, GPA 2.50.

EDU 2950: Teacher Technology (3)

This course includes knowledge about and use of computers and related technologies in the integration of technology to support learning and assessment of instruction. Technology use for differentiation is introduced.

Prerequisite: GPA 2.0

EDU 3000: Special Education Ethics, Policies, & Procedures (3)

This course includes a comprehensive overview of legal requirements, educational policies, and procedures related to special education. The course will provide students with a history of special education litigation and legislation to include the Individuals with Disabilities Improvement Act. Students will become familiar with federal guidelines and general procedures for assessment and evaluation, due process and mediation, discipline, and individual education plans (IEPs).

Prerequisite: EDU 2110, GPA 2.50

EDU 3020: K-12 Online Teaching (3)

This course surveys best practices and research for teaching online courses in the K-12 arena. Preservice teachers will investigate ways to transform their teaching as they move from traditional face-to-face classrooms to online settings. Topics will include building community, course design, lesson planning and assessment, the power of the learner-centered approach, and technology tools. This course will guide preservice teachers through the changing landscape of education as they modify their instruction to include K-12 online teaching.

Prerequisites: GPA 2.50, EDU 2000, EDU 2110

EDU 3100: Exceptional Learners (3)

A study of the characteristics by which exceptional learners are identified and of the assessment and instructional strategies used. Assignment/assessment differentiation allows students to focus on the learners of their specific major, young children-adolescence. Field experience required.

Prerequisites: GPA 2.50, EDU 2000, EDU 2110, acceptable background check, liability insurance.

EDU 3250: Measurement and Evaluation: Elementary Education (3)

In this course, the following concepts for early childhood education are addressed: measurement and evaluation, assessment construction, analysis and use of student learning data, selection and use of published measurement instruments, current issues.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, EE Block I, GPA 2.50, acceptable background check, liability insurance

Corequisites: EE Block II courses

EDU 3260: Measurement and Evaluation: Middle Grades and Secondary Education (2)

In this course, the following concepts for the adolescent learner are addressed: measurement and evaluation, assessment construction, analysis and use of student learning data, selection and use of published measurement instruments, current issues.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, MG/SEC Block II, GPA 2.50, acceptable background check, liability insurance

EDU 3300: Introduction Principles and Methods for Teaching Diverse Learners: Elementary Education (3)

This course is a prerequisite to all methods courses (blocks) in Elementary Education. This course will cover historical, psychological, and sociological foundations of Elementary Education; an analysis of current trends in the field; and a study of program models for young children. Emphasis is on curriculum development and instructional planning within the various content areas. (This course is frequently taught in a local primary or elementary school.) Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance

EDU 3360: Special Education Curriculum, Methods, and Materials I (3)

This course investigates planning instruction for all learners and implementing effective instructional practices for all learners. The course will primarily focus on inclusion in science and social studies and will also incorporate the importance of families of students with disabilities, the needs of students with sensory exceptionalities, assessment concerns, co-teaching, working with paraprofessionals and other support personnel, and establishing an inclusive learning environment. Field Experience Required.

Prerequisites: EDU 2000, EDU 2110, EDU 3000, EDU 3100, GPA 2.50 on a 4.0 scale, admission to Teacher Preparation Program, passed applicable Transition Point requirements, acceptable background check, liability insurance

EDU 3400: Introduction to Principles and Methods for Teaching the Adolescent (3)

This course is a prerequisite to all methods courses in Middle Grades and Secondary Education. It is designed to introduce teacher candidates to the adolescent learner through an emphasis on current research and curriculum development and instructional planning. Teacher candidates will develop an understanding of young adolescents, the middle school concept, teaming, and strategies used to teach, plan, and assess adolescent learners. Emphasis is on instructional planning, curriculum development, and current research. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance

EDU 3410: STEM and Project Based Instruction in the Middle Grades (3)

This course will focus on project-based learning across the middle grades curriculum but particularly within STEM fields. Candidates will learn how to plan and implement engaging and relevant projects for learning. They will develop an understanding of how to use real-world technologies and contexts in appropriate and meaningful ways to promote learning at the middle grades level. Field experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, Block I courses, GPA 2.50, acceptable background check, liability insurance

EDU 3420: Teaching Reading and the Humanities for the Adolescent Learner (3)

This course is designed to assist teacher candidates in understanding the complexities of literacy in the content areas and to equip them with theory and research that will help them make meaningful decisions regarding the nature of literacy events in their middle or secondary classrooms. This course also teaches how to teach students to read for understanding at the middle grades level. Candidates will develop an understanding of methods for teaching students how to critique arguments and interpret and analyze historical documents. Candidates will also explore the value of engaging students in reflective writing and plan lessons for reading and writing in the Middle Grades context. Interdisciplinary planning and implementation required. Field experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, Block I courses, GPA 2.50, acceptable background check, liability insurance

EDU 3470: Content Area Literacy (3)

This course is designed to assist preservice teachers to understand the complexities of literacy in the content areas and to equip them with theory and research that will help them make meaningful decisions regarding the nature of literacy events in their middle or secondary classrooms.

Prerequisites: EDU 2000, EDU 2110, Teacher Preparation Program admission, EDU 3400, GPA 2.50

EDU 3550: Early Literacy: Elementary (3)

This course is designed to assist preservice teachers in the study and application of early literacy concepts.

This course will equip preservice teachers in understanding the theoretical background, research, and best practices behind early literacy instruction. There will be an emphasis on beginning reading, assessment and design of early reading programs, as well as correction of early reading difficulties.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, EE Block I, GPA 2.50, acceptable background check, liability insurance

EDU 3580: Mathematics Methods for Elementary (3)

This course explores mathematical sciences in the light of modern curricula for elementary education. The major portion of the course is given to the materials, methods, principles, and practices of teaching mathematics concepts at the primary school level. The remainder of the course is devoted to diagnosing student understanding. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance

EDU 3700: Classroom Management: Elementary Education (2)

Introduction of primary research and models of classroom management. This course focuses on the development of skills of effective elementary classroom management to create a positive classroom structure that maximizes student learning. Candidates will develop techniques to increase desired student behaviors and decrease undesired behaviors. Candidates create an Action Plan of practical strategies to implement in the elementary classroom.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance

EDU 3705: Classroom Management: Middle Grades and Secondary Education (1)

Introduction of primary research and models of classroom management. This course focuses on the development of skills of effective middle grades and secondary classroom management to create a positive classroom structure that maximizes student learning. Candidates will develop techniques to increase desired student behaviors and decrease undesired behaviors. Candidates create an Action Plan of practical strategies to implement in middle and secondary classrooms.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, MG/SEC Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 3730: Gifted Learners (3)

Provides the foundational background necessary for understanding and working effectively with gifted learners, including the nature and definition of giftedness; types of giftedness; the relationship of giftedness to intelligence and creativity; the relationship between giftedness and child development; and the special educational needs of gifted learners.

Prerequisites: EDU 2000, EDU 2110, GPA 2.50

EDU 3755: Creative Arts and Health: Elementary (3)

An integrated study of music and the visual arts combined with health and movement appropriate for students in the primary and elementary grades.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, EE Block I courses, GPA 2.50, acceptable background check, liability insurance

EDU 3800: Social Science Education: Elementary (3)

A study of the methods of teaching and the development in the social sciences in the elementary grades with attention given to sources of curricula, methods of instruction, and teaching skills that are essential for learning in social studies. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, EE Block I, GPA 2.50, acceptable background check, liability insurance

EDU 3820: Science Education: Elementary (3)

A critical survey of objectives, course content, and methods for various fields of science teaching in elementary education. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, EE Block I courses, GPA 2.50, acceptable background check, liability insurance

EDU 3900: Field Studies in Education (1-3)

Field studies under the direction of a university supervisor. Local school and community facilities may be used. (Repeatable Course)

Prerequisites: EDU 2000, EDU 2110, EDU 3300, EDU 3400, GPA 2.50, Admission to the Teacher Preparation Program

EDU 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

Prerequisites: EDU 2000, EDU 2110, GPA 2.50, Admission to the Teacher Preparation Program

EDU 4010: Children's Literature (3)

A survey of traditional and contemporary literature appropriate for children in the early childhood years. Guidelines for evaluation and selection of children's literature and studies of authors and illustrators are provided. All juvenile genres are included. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance

Corequisites: EE Block II courses

EDU 4015: Reading and Language Arts: Elementary (3)

A study of the teaching materials and techniques used in reading and language arts in the elementary grades with focus on the interrelatedness of speaking, listening, reading, and writing. Particular attention is given to teaching reading in the early childhood grades through literature and the related topics of reading readiness, program management, assessment, and the relationship between reading and child development. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, EE Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4018: Literacy Skills and Development (3)

This course will examine what literacy skills are learned among certain age groups in their cognitive development. Other topics will be covered such as: current research on literacy cognition, reading disorders, and research-based methodologies for reading instruction, with implications for instruction. Must be accepted to the Dyslexia Endorsement program.

EDU 4019: Literacy for Diverse Learners (3)

This course examines literacy issues in the context of multicultural education and culturally responsive pedagogy with a focus on the differentiation of literacy needs among various student cultures and the needs of various student populations. Rehearsal of explicit literacy instruction to enhance comprehension. Must be accepted to the Dyslexia Endorsement program. Field Experience required.

EDU 4020: Diagnostic/Corrective Reading (3)

This course will focus not only on beginning reading teaching strategies but the diagnosis of reading problems and how to provide corrective reading skills in the early childhood classroom. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, EE Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4022 Reading Diagnostics Endorsement Only (3)

This course will focus not only on beginning reading teaching strategies but the diagnosis of reading problems and how to provide corrective reading skills in the early childhood classroom. Must be accepted to the Dyslexia Endorsement program. Field Experience required.

EDU 4025: Mathematics Diagnostic for Early Childhood (3)

The major portion of the course is given to assessing and diagnosing student conceptual understanding and learning. Teacher candidates will identify potential misunderstandings and misconceptions throughout the mathematical content domains at the elementary level. Teacher candidates will also learn to give constructive and useful feedback, plan intervention for individual, small group, or whole class instruction, and develop and implement opportunities for students to respond to feedback in a learning context. Mathematical practices will be emphasized. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, EE Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4030: English, Literature, and Language Arts Education: Middle Grades (3)

A study of teaching materials and techniques used in middle grades language arts and literature programs with focus on the use of speaking, listening, reading, and writing across the content areas; guidelines for evaluating juvenile literature; and studies of authors and illustrators. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, MG Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4035: Mathematics Education: Middle Grades (3)

This course explores mathematical sciences in light of modern curriculum for middle grades, focusing extensively on materials, methods, principles, and practices of teaching mathematical concepts to middle grades students. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, MG Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4045: Social Studies Education: Middle Grades (3)

A study of the methods of teaching and the development of curriculum in the social sciences for the adolescent learner, with attention given to sources of curricula, methods of instruction, and teaching skills which are essential for learning. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, MG Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4055: Mathematics Education: Secondary (3)

This course explores mathematical sciences in light of modern curriculum for secondary grades, focusing extensively on materials, methods, principles, and practices of teaching mathematical concepts to secondary students. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, SEC Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4065: History Education: Secondary (3)

A study of the methods of teaching and the development of history curriculum at the secondary level, with attention given to sources of curricula, methods of instruction, and teaching skills which are essential for learning. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, SEC Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4075: Methods in Reading and Language Arts: Secondary Education (3)

An examination of the reading and language arts skills needed by students in grades 7-12 for successful operation within the content areas, with attention given to methods, materials, and the relationship between adolescent development and the reading/language arts process in secondary school settings.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, SEC Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4085: Science Education: Middle Grades (3)

A critical survey of objectives, course content, and methods for various fields of science teaching in middle grades education including demonstrations and laboratory techniques. Field Experience required.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, MG Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4090: Special Education Curriculum, Methods, & Materials II (3)

This course investigates planning instruction for all learners and implementing effective instructional practices for all learners. The course will primarily focus on inclusion in literacy and mathematics and will also incorporate the importance of social skills training for students with disabilities, the needs of students with communication needs, behavior management, community resources/community based instruction, assessment concerns, co-teaching, working with paraprofessionals and other support personnel, and establishing an inclusive learning environment. Field experience required.

Prerequisites: EDU 2000, EDU 2110, EDU 3000, EDU 3360, EDU 3100, GPA 2.50 on a 4.0 scale, admission to Teacher Preparation Program

EDU 4095: edTPA Retake Teaching Seminar (1)

Candidates whose edTPA submissions do not meet the professional performance standard as specified by the state of Georgia will need to meet with the Shorter University edTPA Advisory team. The advisory team will assess the total cut score in relation to the state passing standard and will note patterns of scores within and across tasks, identifying strengths and weaknesses to determine the candidate's retake options. This course is designed to support a candidate in the retake process and is required for all students recommended by the Advisory team. This seminar will focus on planning, instruction, assessment, and self-reflection to analyze and improve teaching practice.

Corequisite: EDU 2000, EDU 2110, clinical practice

EDU 4105: Secondary Education Field Experience Seminar (3)

This seminar is designed to support students during clinical placements. Activities include attending school events, faculty meetings, parent meetings, etc. Content includes professional and ethical practice. Local school and community facilities may be used.

Prerequisites: EDU 2000, EDU 2110, Admission to Teacher Preparation Program, passed applicable Transition Point requirements, SEC Block II courses, GPA 2.50, acceptable background check, liability insurance

EDU 4110: Clinical Practice: Elementary (12)

Directed teaching in grades kindergarten through five in nearby public school systems under the supervision of a public school-selected elementary or primary teacher. Seminar attendance and passing score on key assessments required.

Prerequisites: EDU 2000, EDU 2110, completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance, and successful completion of the required GACE exams

EDU 4120: Clinical Practice: Middle Grades (12)

Directed teaching in grades four through eight in nearby public school systems under the supervision of a public school-selected middle grades teacher. Seminar attendance and passing score on key assessments required.

Prerequisites: EDU 2000, EDU 2110, completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance, and successful completion of the required GACE exams

EDU 4130: Clinical Practice: Secondary Education (12)

Directed teaching in grades seven through twelve in nearby public school systems under the supervision of a public school-selected secondary education teacher. Seminar attendance and passing score on key assessments required.

Prerequisites: EDU 2000, EDU 2110, completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance, and successful completion of the required GACE exams

EDU 4140: Clinical Practice: Music (12)

Observation, participation, and directed teaching in the public schools. Seminar attendance and passing score on key assessments required.

Prerequisites: EDU 2000, EDU 2110, completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance, and successful completion of the required GACE exams

EDU 4150: Clinical Practice: EE/Special Education (12)

Directed teaching in grades kindergarten through five, general and special education, in nearby public school systems under the supervision of a public school-selected elementary or primary teacher. Seminar attendance and passing score on key assessments required.

Prerequisites: EDU 2000, EDU 2110, completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance and successful completion of the required GACE exams

EDU 4200: edTPA Support (0)

This course is designed for Shorter University students currently completing clinical practice who choose to complete edTPA. The course introduces and reinforces edTPA requirements.

Course fee: \$250

EDU 4211, 4212: Internship: Elementary (6,6)

Two semesters of a supervised practicum for persons already engaged in the teaching field of elementary education. Seminar attendance and passing score on key assessments required.

Prerequisites: EDU 2000, EDU 2110, completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance, and successful completion of the required GACE exams

EDU 4221, 4222: Internship: Middle Grades (6,6)

Two semesters of a supervised practicum for persons already engaged in the teaching field of middle grades education. Seminar attendance and passing score on key assessments required.

Prerequisites: EDU 2000, EDU 2110, completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance, and successful completion of the required GACE exams

EDU 4231, 4232: Internship: Secondary Education (6,6)

Two semesters of a supervised practicum for persons already engaged in the teaching field of secondary education. Seminar attendance and passing score on key assessments required.

Prerequisites: EDU 2000, EDU 2110, completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, passed applicable Transition Point requirements, GPA 2.50, acceptable background check, liability insurance, and successful completion of the required GACE exams.

EDU 5000 Introduction to Graduate Teacher Education (1)

This course provides students with a strong foundation for understanding the nature of graduate teacher education in an online format. It includes hands-on experiences related to presenting and collaborating in a virtual setting. APA formatting will be addressed.

EDU 5010 Technology to Enhance Learning (2)

A graduate-level study of education integrating emerging technologies into the K12 classroom to enhance learning based on the International Society for Technology in Education Standards for Teachers. A constructivist approach to understanding educational technology will be used.

EDU 5100 Teaching Exceptional Learners (3)

A graduate-level study of the characteristics by which exceptional learners are identified and of the assessment and instructional strategies used. Field Experience required.

Prerequisites: GPA 2.50, EDU 5000 & 5010, acceptable background check, liability insurance, & Teacher Preparation Program Admission. Students must earn at least a "B" to receive credit for course.

EDU 5150 Reading & Writing Across the Curriculum (3)

A graduate-level study of language and the literacy process as it applies to teaching in middle/ secondary schools. The course emphasizes reading and writing in content areas, as well as instructional strategies to support students' literacy development. It focuses on ways that reading, writing, speaking, and listening are developed and used in learning discipline-specific curriculum, including adaptations for culturally diverse and exceptional learners. Field Experience required.

Prerequisites: GPA 2.50, EDU 5000, EDU 5010, EDU 5100, acceptable background check, liability insurance, & Teacher Preparation Program Admission.

EDU 5300 Culturally & Educationally Responsive Pedagogy (3)

A graduate-level study of the theoretical and practical issues of diversity in classroom settings. Practical pedagogical applications will be emphasized include gaining an understanding of how to teach and relate to a diverse population of students.

Prerequisites: GPA 2.50, EDU 5000, EDU 5010, EDU 5100, acceptable background check, liability insurance, & Teacher Preparation Program Admission.

EDU 5400 Pedagogy I: Planning & Organizing Instruction (3)

This graduate-level course explores planning and organizing instruction across programs in light of modern P12 Standards. The course focuses specifically on planning lessons designed to meet the needs of all learners and organizing the learning environment to maximize instructional time and effectiveness. Field Experience required.

Prerequisites: GPA 2.50, EDU 5000, EDU 5010, EDU 5100, acceptable background check, liability insurance, & Teacher Preparation Program Admission.

EDU 5450 Pedagogy II: Research-based Instructional Practices (3)

This graduate-level course explores pedagogy across programs in light of modern P12 Standards. The course focuses specifically on research-based instructional strategies for engaging students in active learning, promoting a positive and academically challenging learning environment. Field Experience required.

Prerequisites: GPA 2.50, EDU 5000, EDU 5010, EDU 5100, EDU 5300, EDU 5400, acceptable background check, liability insurance, & Teacher Preparation Program Admission.

EDU 5500 Educational Assessment & Action Research (3)

This graduate-level course addresses measurement and evaluation, assessment construction, analysis and use of student learning data, selection and use of published measurement instruments, and current issues. Action research is emphasized and an action research project is required. Project must be passed to receive credit for course. Prerequisites: EDU 5000, EDU 5010, EDU 5100, EDU 5300, EDU 5400, EDU 5450, Admission to Teacher Preparation Program, GPA 2.50, acceptable background check, liability insurance.

EDU 5510 Clinical Practice (12)

A graduate-level directed teaching in content area and grades related to major (such as 6-12 or 4-8) in public school systems under the supervision of a public school-selected teacher. Passing score on key assessments required. Field experience required.

Prerequisites: EDU 5000, EDU 5010, EDU 5100, EDU 5150, EDU 5300, EDU 5400, EDU 5450, EDU 5500 completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, GPA 2.50, acceptable background check, liability insurance.

EDU 5520 Internship (12)

A graduate-level supervised practicum for individuals already engaged in the teaching field. Passing score on key assessments required. Field experience required.

Prerequisites: EDU 5000, EDU 5010, EDU 5100, EDU 5150, EDU 5300, EDU 5400, EDU 5450, EDU 5500, completion of all requirements for the degree and related certification, admission to the Teacher Preparation Program, GPA 2.50, acceptable background check, liability insurance, and approved Permission to Complete Internship Form.

ENGLISH (ENG)**ENG 0990: Foundations of English Composition (0)**

This course provides a foundation for students' writing through an extensive review of grammar, mechanics, punctuation, spelling, diction, and the construction of effective sentences and paragraphs. Students completing this course will be prepared for English 1010. This course carries three hours of institutional load credit, but it does not satisfy degree requirements. Students must pass a comprehensive exam to pass the course.

ENG 0991: English for Speakers of Other Languages (0)

This course fulfills the needs of students who do not write English with native fluency. This course provides strategies for completing coursework in English at the university level and for understanding potentially new cultural expectations in the classroom. Students completing this course will be prepared for ENG 1010. This course carries three hours of institutional load credit, but it does not satisfy degree requirements. Students must pass a comprehensive exam to pass the course.

ENG 1010: English Composition I (3)

This course introduces students to writing at the university level, beginning with an intensive review of grammar, mechanics, punctuation, spelling, and diction, and moving to a survey of techniques of composition. Students will learn to compose well-organized essays from the planning stage to final proofreading. Minimum acceptable grade: C

Prerequisite: ENG 0990/0991 or placement.

ENG 1020: English Composition II (3)

This course increases the breadth and depth of writing skills students develop in ENG 1010 and introduces students to conducting research. Students will learn to compose well-organized essays requiring complex analyses and syntheses of materials and critical thinking. Students must pass an essay exam to pass the course. Minimum acceptable grade: C.

Prerequisite: ENG 1010

ENG 1030, 1040: Freshman Honors Course I, II (3, 3)

A course in composition and literature for the twenty-five students who make the highest marks in English on placement tests. A research paper is required in ENG 1030. These courses replace ENG 1010, 1020 for the selected students.

ENG 2010: Intensive Writing with APA (3)

This writing-intensive course focuses on APA style in writing. Students will learn how to properly format an APA document using Microsoft Word, create a reference page for various common and uncommon sources, and correctly cite those sources in assigned papers using APA style. The course reinforces concepts learned in English composition and prepares students for writing papers in the humanities, and bachelor's and master's level papers.

Prerequisites: A grade of C or better in ENG 1010 and ENG 1020.

ENG 2110-2190

These courses introduce students to the study of literature in various genres. Students will develop a skill set for interpreting and contextualizing literature and will learn to demonstrate those skills both orally and in writing.

Prerequisite: ENG 1010 or ENG 1030; **Prerequisite or Co-requisite:** ENG 1020 or ENG 1040

ENG 2110: Introduction to Literature: American I (3)**ENG 2111: Introduction to Literature: French Influences in African American Literature (3)****ENG 2115: Introduction to Literature: American II (3)****ENG 2120: Introduction to Literature: British I (3)****ENG 2125: Introduction to Literature: British II (3)****ENG 2130: Introduction to Literature: Western World I (3)****ENG 2135: Introduction to Literature: Western World II (3)****ENG 2140: Introduction to Literature: World I (3)****ENG 2145: Introduction to Literature: World II (3)****ENG 2151: Children's Literature (3)****ENG 2161: Introduction to Literature (Selected Authors): C.S. Lewis (3)****ENG 2163: Introduction to Literature (Selected Authors): Jane Austen (3)****ENG 2170: Introduction to Literature: Southern American (3)****ENG 2172: American Business Culture and the American Novel (3)****ENG 2180: Introduction to Literature: French and French Colonial (3)****ENG 2190: Introduction to Literature: Spanish and Latin American (3)****ENG 2511: English Seminar (1.5)**

This course will serve as an introduction for majors to the English program, its faculty, and the capstone experience.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3035: Shakespeare

A study of selected comedies, histories, and tragedies. .

Prerequisite: ENG 1010 or ENG 1030; **Prerequisite or Corequisite:** ENG 1020 or ENG 1040

ENG 3060: World Literature I (3)

This course is a survey of the major works and movements in world literature from antiquity until the Renaissance.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3070: World Literature II (3)

This course is a survey of the major works and movements in world literature from the Enlightenment until the present.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3080: Digital Composition (3)

This course will combine elements of writing for electronic media, visual rhetoric, and advanced composition. Including traditional writing topics such as style, organization, and clarity for forceful communication, this course will examine how modern writing moves and shifts across modes and media and will incorporate visual rhetoric.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3095 Creative Writing (3)

Course is a practice in creative writing with the study of classical and contemporary methods. This course may be taken more than once for credit provided that the student is studying a different genre of writing each time (fiction, poetry, or non-fiction).

Prerequisites: ENG 1010 or ENG 1030, ENG 1020 or ENG 1040.

ENG 3100: Young Adult Literature (3)

A survey of American and global young adult literature.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3110: British Literature I (3)

This course is a survey of the major works and movements in British literature from the Old English period until the Enlightenment.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3115: British Literature II (3)

This course is a survey of the major works and movements in British literature from the Romantic period until the present.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3120: The English Novel (3)

A study of the development of the novel from Richardson to the modern period with reading and class discussion of representative novels.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3150: Academic Writing (3)

This course will focus on the fundamentals of writing, with an emphasis on paper construction, grammar, and APA documentation necessary for the academic environment.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3190, 3200: American Literature I, II (3, 3)

A study of American literature from Colonial times to the present.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3350: Editing and Publishing (3)

This course examines, gives examples of, and allows students to practice the professional process of preparing diverse literary materials for publication and/or for public presentation. No prior knowledge of editing or publishing is required.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3360: Business Communications (3)

A study of the techniques available and used for oral and written communication in the professional environment. Cross-listed with BUS 3360.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 4050: Internship (3)

Students will complete an internship related to the English discipline. Prior approval and submission of documentation is required. Repeatable course up to 6 credit hours with departmental approval.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 4095: Creative Writing (3)

Course is a writing workshop with peer critique, building on the skills gained in Creative Writing. This course may be taken more than once for credit provided that the student is studying a different genre of writing each time (fiction, poetry, or non-fiction).

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040, ENG 3095 in appropriate genre).

ENG 4200: Literary Crossroads (3)

A course designed to acquaint the student with the traditions and literature of various minority cultures within the United States. The focus of the course may be on African American literature, native American literature, Hispanic-American literature, or any combination of the literature of these ethnic groups.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 4210: Literary Criticism and Research Methods (3)

A study of major works, concepts, and movements in the history of literary criticism and the methods for researching them. The focus of the course may be historical or thematic, or a combination of these.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040, at least junior standing

ENG 4750: Capstone Paper & Exam (1.5)

In this capstone course, the professor oversees the student's revision and expansion of the fifteen-page paper written the previous semester in ENG 4210 Literary Criticism and Research Methods into the twenty-page capstone paper. The oversight comes from regular one-on-one meetings between the professor and student. See the English Capstone Experience for further details.

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

ENG 4990: Special Topics in Writing (3)

This course has variable subject content related to writing. (Repeatable Course)

Prerequisites: ENG 1010 or ENG 1030, and ENG 1020 or ENG 1040

FOUNDATIONS OF COLLEGE SUCCESS (FCS)**FCS 1010: Introduction to College Life and Christian Worldview (1)**

A seminar designed to facilitate each student's transition to college life, academically, socially, and spiritually and develop an understanding and appreciation for a Biblical worldview.

FCS 1100: Research Methods. (3)

This course is designed to promote information literacy – the ability to locate, access, and use information in its traditional and emerging forms. Participants will create their own resource designed to fit their own needs and learning styles.

FCS 2000: Foundations of Academic Success (1)

This course is designed to enhance the academic performance of students who have been placed on academic probation or are returning from academic suspension. It is a required course to be taken during the first regular (fall/spring) semester of enrollment following probation or suspension. Students must meet contractual requirements of an academic success plan including participation in 1) group workshops on topics such as comprehension, active learning, goal setting, time management, reading strategies, note taking, and learning styles; and 2) individual academic consultations regarding the personal and academic skills needed for success at the college level. (Repeatable course with Provost approval)

FCS 3000: Peer Mentor Seminar (3)

A course designed for the peer mentors of the small group sessions of FCS 1010, First Year Seminar I. Topics include teaching/learning theory, role of a peer mentor, developmental stages of university students, increasing awareness of self and others, and effective mentoring skills, as well as the subject matter of the FCS 1010 sessions. (Repeatable course)

FRENCH (FRE)

Native French, Spanish, or German speakers are not allowed to take any courses in their native language below FRE 3040, SPA 3020, or GER 3990, unless otherwise advised by the instructor. Students native in any of these languages may be exempt from the foreign language requirement in foundations. See additional policy information in the undergraduate admissions portion of the catalog on page 33.

FRE 1500: French Language I (3)

This course introduces students to the fundamentals of speaking, hearing, reading, and writing French. The course meets for three lecture hours per week.

FRE 1510: French Language II (3)

This course completes the introduction of the student to the fundamentals of speaking, hearing, reading, and writing French and begins to prepare the student for language production and comprehension at the intermediate level. The course meets for three lecture hours per week.

Prerequisite: FRE 1500 or placement by exam.

FRE 2300: French for Reading Knowledge (3)

This course will prepare students for reading scholarly and/or creative works in French with the aid of a dictionary.

FRE 2500: French Language III (3)

This course prepares the student for language production and comprehension at the intermediate level. The course meets for three lecture hours per week.

Prerequisite: FRE 1510 or placement by exam.

FRE 2510: French Language IV (3)

This course prepares the student for language production and comprehension at the intermediate level. The course meets for three lecture hours per week.

Prerequisite: FRE 2500 or placement by exam.

FRE 3030: Advanced Conversation and Composition (3)

Speaking and writing French, acquisition of new idioms, review of difficult grammatical points.

Prerequisite: FRE 2020.

FRE 3040: Selected Readings in Literature (3)

A study of selected materials from various genres and periods. (Repeatable Course)

Prerequisite: FRE 3030.

FRE 3060: Readings in French (3)

A study of cultural readings on contemporary France. (Repeatable Course)

Prerequisite: FRE 2020.

FRE 3100: French Culture and Civilization (3)

An introduction to the study of the art, history, and geography of France.

FRE 3200, 3210: Survey of French Literature I, II (3, 3)

An introduction to major writings from the Middle Ages through the twentieth century.

Prerequisite: FRE 3100 is recommended.

FRE 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

FRE 4200: The Twentieth Century (3)

A study of major writers, with special emphasis on the works of Proust, Gide, Malraux, Sartre, and Camus.

GERMAN (GER)

Native French, Spanish, or German speakers are not allowed to take any courses in their native language below FRE 3040, SPA 3020, or GER 3990, unless otherwise advised by the instructor. Students native in any of these languages may be exempt from the foreign language requirement in foundations. See additional policy information in the undergraduate admissions portion of the catalog on page 33.

GER 2300: German for Reading Knowledge (3)

This course will prepare students for reading scholarly and/or creative works in German with the aid of a dictionary.

GER 3990: Special Topics (1-6)

Variable subject content. (Repeatable course)

HISTORY (HIS)**HIS 1020: Modern Civilization Since 1648 (3)**

An examination of the origins of modern civilization and a survey of the development of the modern world since 1648.

HIS 2010: Development of Civilization to 1648 (3)

A survey of the origins of world civilizations in antiquity and their development to the early modern period. Required of History majors.

HIS 2050: American Civilization I (3)

A survey of American history from peopling of the continent through Reconstruction. Required of History and Political Science majors.

HIS 2060: American Civilization II (3)

A survey of United States history since Reconstruction. Required of History and Political Science majors.

HIS 2310: Introduction to Historical Methods (3)

An introduction to the skills of the historian focusing on critical analysis, research, interpretation, and writing techniques. Required of History majors—should take sophomore year.

HIS 3020: Greece & Rome in the Ancient World (3)

A study of the fundamental ideas and values of classical civilization as expressed by Greek and Roman historians, poets, and philosophers.

HIS 3050: Early Modern Europe (3)

A survey of European history from 1648 to 1815, with special focus on the rise of the nation-state, modern rationalism and science, the Enlightenment, the era of revolutions, and the Napoleonic Wars.

HIS 3100: Recent American History (3)

A study of America since 1945.

HIS 3110: American Revolution and Early National Period, 1763 - 1832 (3)

A study of the founding of the United States. This course covers the origin, nature, and consequences of the American Revolution, the early years of government under the Articles of Confederation, the adoption of the United States Constitution, and the political, social, and economic development of the new nation through the beginning of the Jacksonian Era.

HIS 3130: The United States During the War Years: 1914-1945 (3)

This course examines the political, military, and social aspects of the United States during World War I and World War II. Furthermore, it will examine the seminal social and political changes of the decades of the interwar years in order to analyze how America changed from 1918-1945.

HIS 3140: Georgia History and Literature (3)

An examination of Georgia history and literature from prehistory to the present.

HIS 3170: The Civil War and Reconstruction Era, 1845 -1877 (3)

This course investigates the causes, course, and consequences of the American Civil War, from the 1840s to 1877. The primary goal is to understand this transforming event in American history.

HIS 3190: The Middle Ages (3)

This course examines the emergence and development of three civilizations which grew out of the breakdown of the Roman Empire: Western Europe, the Byzantine Empire in the east, and the Muslims to the south.

HIS 3200: Renaissance & Reformation (3)

A study of the fourteenth through the first half of the sixteenth centuries as a period of transition from the medieval to the modern era. The course focuses special attention on the Late Medieval world out of which arose the Renaissance and Reformation as cultural phenomena along with European expansion, the development of capitalism, and the rise of the modern state.

Prerequisite: HIS 1020

HIS 3210: Diversity in America (3)

A study of the diversity of American culture, emphasizing minority contributions with special attention to Native Americans and African Americans.

HIS 3220: Survey of British History (3)

This course examines British history from the Celts to the present exploring the evolving relationship between this island and Europe but also the world as a whole. Students will read both historical and literary materials as part of the study.

Prerequisite: HIS 1020

HIS 3260: Latin-American Studies (3)

This course will provide an overview of the history and culture of selected regions of Latin America from pre-Columbian times to the present. Special attention will be given to social, political institutions and the daily lives of Latin American civilizations. Students enrolled in this class would be able to study the configuration of different nationalities and identities in this part of the American continent. This course will start by studying the first inhabitants of the region (ex. Mayans, Aztecs, Tainos, etc.) and will finalize by analyzing current political, social, and economic characteristics of major countries (Chile, Brazil, and Argentina among others).

HIS 3300: Atlantic World (3)

This course examines a combined history of Western Europe, West Africa, and the Americas from the 1400s to around 1800. The Atlantic World follows the peoples of these areas from their early encounters with one another to the age of revolutions. The course will examine the evolution of the relationships of various groups while covering topics such as commercial expansion, conquest, colonization, and the slave trade.

HIS 3350: Politics of Developing States (3)

An introduction to the historical, political, and social forces that have shaped the evolution of developing states, often referred to as “Third World countries.” The course will also examine theoretical positions that attempt to explain the causes of underdevelopment. Cross-listed with POS 3350.

HIS 3380: The Holocaust and Genocide (3)

This course examines the history and politics of genocide in the modern era, focusing on such major case studies as the Holocaust, Armenian Genocide, the Khmer Rouge, and the Rwandan Genocide. Students will learn about the political, economic, social, technological, and bureaucratic factors, as well as the ideologies, that generated such tragic events. Additionally, the course examines and evaluates the strategies of international institutions and movements aimed at preventing genocide.

HIS 3390: Russia & Eastern Europe (3)

This course is a survey of the modern history of Eastern Europe from the seventeenth century until today. The course will emphasize the history and politics, along with the culture and diplomacy, of Russia from the time of Peter the Great until the present. Additionally, the course will provide an introduction to the modern histories, political institutions, and cultures of the Polish, Czech, Slovak, Hungarian, Romanian, and Lithuanian peoples.

HIS 3400: China & East Asia (3)

A study of the history, religions, literature, and culture of civilizations in China, Japan, and Korea.

HIS 3410: The Muslim World (3)

A study of the history, religion, literature, and culture of the Islamic world.

HIS 3600: History of Warfare (3)

This military history course examines the theory and practice of warfare from ancient times to the present. The course addresses the battlefield strategies and tactics encountered in such major wars as the Peloponnesian Wars, Napoleonic Wars, World Wars, and the War on Terror. The course also examines strategies in smaller types of warfare, such as in ceremonial warfare (i.e. the Aztec Flower Wars) and the guerilla warfare common to many twentieth century revolutionary movements.

HIS 3910: Film in History (3)

Film in History examines the nature of film, television, and video as vehicles for historical understanding. In particular, it concentrates on the strengths and weaknesses of these media as purveyors of historical understanding.

HIS 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

HIS 4010: Revolutions that Changed the World (3)

This course will look at some of the great 'turning points' of history that have shaped the world in which we live. The primary focus will be on political revolutions such as the American, French, Russian, and Chinese but will expand to topics such as the Industrial Revolution of the nineteenth century. Content will focus students' attention toward technological and economic developments and new ideas and philosophies that have driven change in society or government. Cross-listed with POS 4010.

HIS 4050: Internship (3)

Supervised practical experience meant to complement knowledge obtained in the classroom. Students are given the opportunity to gain skills and explore career options. The internship requires 112 hours of supervised placement with a qualified professional in the field. Repeatable course up to 6 hours with departmental approval.

Prerequisites: a minimum 2.75 cumulative GPA, Junior or Senior standing, and departmental approval.

HIS 4130: The United States in Transition, 1880-1930 (3)

The decades from the 1880's through the 1920's witnessed massive changes in the United States. Following the Civil War, the U.S. shifted from a largely agrarian country to a society dominated by new urban landscapes. This course examines these seminal years and analyzes the changes that took place in the United States' society and culture. Specifically, this course examines changes in gender, class, race, and politics within the context of industrialization and urbanization.

HIS 4230: Europe in the World (3)

This international history course examines Europe's interaction with the rest of the world from the discovery of the New World and colonization to decolonization and the present. Special attention is given to both first- and second-wave imperialism, first in the Americas and later in Africa and Asia. Cross-listed with POS 4230.

HIS 4270: Modern Europe (3)

A survey of European history from 1814 to the present. The course focuses on the main forces that have shaped Europe such as nineteenth century liberal ideologies, the development of mass society, and the Second Industrial Revolution. It examines the causes and consequences of the two World Wars, the impact of the post-WWII era, the collapse of Euro-communism, and the evolution and impact of the European Union.

HIS 4280: US Foreign Policy (3)

A survey of the process and content of U.S. Foreign Policy. Cross-listed with POS 4280.

HIS 4330: History and Philosophy of Science and Mathematics (3)

A study of the history and philosophy of science and mathematics which examines such questions as: What is the relationship between science and mathematics? To what degree are science and mathematics affected by the concepts and ideas of the times?

HIS 4750: Exit Exam (0)

Required of all History majors.

HONORS PROGRAM (HON)**HON 2000: Honors Colloquia I (3)**

A multidisciplinary and multicultural seminar with various subjects drawn from the arts and humanities, social sciences, and natural sciences to develop honors students' critical thinking skills along with their ability to integrate information across disciplines and by comparisons with other cultures and/or applying global contexts. (Repeatable Course)

HON 3000: Honors Colloquia II (3)

Further seminar topics with varying subjects drawn from the arts and humanities, the social sciences, and the natural sciences, the purpose of which is to develop honors students' critical thinking skills along with their ability to integrate information across disciplines. (Repeatable Course)

HON 4500, 4510: Senior Honors Thesis I, II (2-3, 2-3)

Two semester research projects in the student's chosen field. Open to seniors by invitation.

HUMAN SERVICES (HUS)**HUS 3000: Introduction to Human Services (3)**

Critical topics covered that deepen students' understanding of the field include history, theory, helping skills, standards in the profession, group counseling, family counseling, community systems, research and assessment, normal and abnormal development, career issues, and multicultural awareness

HUS 3030: Documentation and Recording (3)

This course will review the roles, importance, and impact of documentation, while providing students with an understanding of how to complete adequate and effective records. Students will apply the legal, ethical, administrative, and professional requirements related to the recording and disclosure of private and confidential information. Content will include professional documentation and recording strategies as well as academic writing strategies based on APA documentation style.

HUS 3050: Theory and Practice of Counseling (3)

A study of the concepts, assumptions, and practices of the major theoretical systems of counseling and psychotherapy. Includes an introduction to the skills of communication for helping relationships focusing on empathy, probing, and summarizing, challenging resistance, timing, and problem solving. Cross-listed with PSY 3050.

HUS 3110: Abnormal Psychology (3)

This course provides an examination of the various psychological disorders as well as theoretical and clinical of the study of psychopathology. Emphasis is on terminology, classification, etiology, assessment, and the treatment of major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology and symptoms. Cross-listed with PSY 3110.

HUS 3310: Lifespan Development (3)

A survey of theory and research concerning continuities and changes throughout the entire lifespan (conception to death) as functions of the physiological, cognitive, emotional, social, and moral development of the normal individual. Cross-listed with PSY 3310.

HUS 3410: Cultural Diversity (3)

The purpose of this course is to enhance students' abilities to understand, evaluate, and provide culturally sensitive and competent human services to members of diverse groups in society. Cross-listed with PSY 3410 and SOC 3410.

HUS 3450: Human Services Theory, Models, and Perspectives (3)

This course will provide an overview of theory, models, and perspectives relevant to the human services. Students will examine the theories used at the micro, mezzo, and macro level of practice. This course explores theoretical frameworks such as Systems theory, Person-in-Environment, Counseling theories, and other theories related to Human Services.

HUS 3600: Introduction to Research Methods (3)

This course is designed to introduce students to the fundamental principles and concepts of scientific research. This course will emphasize the research process, research design, ethics of research, use of scholarly literature, and the analysis of research studies. This course will also provide a basic overview of statistics. Students will be able to critically analyze research literature related to the field of Human Services.

HUS 4040: Applied Human Services Project (3)

This course, which culminates the entire student experience in Human Services, allows students to identify a current human services issue and to find solutions to the issues by applying the key concepts and learning from the Human Services program experience. The course also introduces students to the fundamentals of social research design. Emphasis is placed on methods and skills needed to understand and conduct social science investigations.

HUS 4180: Addictive Behaviors (3)

This course addresses the multiple factors that contribute to addiction with a focus on alcohol and drug use, abuse, dependency, treatment, and prevention. Cross-listed with PSY 4180.

HUS 4220: Case Management (3)

The purpose of this class is to give students a foundation in case management competencies. Topics and functions to be addressed are historical perspective, models of case management, planning and assessment, and coordination of services.

HUS 4510: Practicum I (3)

Human service majors are required to complete a minimum of 80 clock hours of supervised field experience. Fieldwork provides an environment and context to integrate the knowledge, theory, skills, and professional behaviors that are being learned in the classroom.

HUS 4520: Practicum II (3)

Human service majors are required to complete a minimum of 80 clock hours of supervised field experience. Fieldwork provides an environment and context to integrate the knowledge, theory, skills, and professional behaviors that are being learned in the classroom.

LIBERAL ARTS (LAR)**LAR 3000: Ethics in Society and the Workplace (3)**

An introduction to key ethical distinctions, assessment of central philosophical and theological lines of thought within ethics, and application of ethical decision making to contemporary ethical issues. Students will be encouraged to focus on ethical issues within their major and/or career.

LAR 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

LAR 4900: Liberal Arts/General Studies Senior Capstone (1)

A senior capstone written project for Liberal Arts and Interdisciplinary Studies majors in executing scholarly research or developing a project in an area of academic and professional interest, combining critical content elements from the major areas into a substantive portfolio/statement of purpose for a future career. Required of all Liberal Arts and Interdisciplinary Studies majors. Writing will be assessed.

Prerequisite: Senior-level status

MANAGEMENT (MGT)**MGT 3300: Principles of Management (3)**

This course provides an overview of management theory and practice by understanding the historical development of management and how it shapes the role of managers in today's organizations. Students will examine the role of behavior (personality, values, motivation, and group dynamics) within organizations and how it plays into managing an organization. Students will review the key components of management such as planning, organizing, staffing, leading, and controlling.

MGT 3410. Understanding Markets and the Environment. (3)

This course defines and analyzes the behavior of consumers, firms, and governments as economic agents. The nature of consumer demand and the resulting organizational and production behavior of firms are explored. The course also defines and analyzes the main forces that make up the business environment and assesses their effects on business behavior.

MGT 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

MGT 4000: Healthcare Management (3)

A survey of the specific managerial issues and concepts of the healthcare environment. Through the examination of management topics and current healthcare situations, the student will explore the skills and knowledge needed to be successful in a diverse healthcare environment. Topics include healthcare leadership, organizational design as it relates to the uniqueness and types of healthcare organizations, managing professionals, healthcare ethics, culture, and diversity in the workplace.

MGT 4050: Internship (3)

Practical experience and training with selected business or government institutions. Repeatable course up to 6 credit hours with departmental approval.

Prerequisite: Junior or Senior status, by invitation only

MGT 4190: Applied Management (3)

Development of the ability to effectively evaluate critical management issues and make decisions based on situational assessments. This course will follow a case-study format and involve open discussion, written analysis, and formal presentations.

Prerequisite: MGT 3300

MGT 4310: Human Resource Management (3)

A study of the principles and techniques utilized to effectively manage the human resource/personnel department of a modern organization. Topics include human resource planning, equal employment opportunity, recruitment and selection, training and development, compensation and benefits, safety and health, and employee relations.

Prerequisite: MGT 3300

MGT 4320: Production and Operations Management (3)

Application of management procedures and techniques to the analysis, operation, and control of production methods and procedures.

Prerequisites: MGT 3300

MGT 4380: Small Business Entrepreneurship (3)

A study of the creation and management of small firms, with a strong emphasis on entrepreneurial and new venture processes, as well as coverage of managerial activities needed for successful operations of small firms.

Prerequisites: MGT 3300

MGT 4470: Marketing Management (3)

Integrated senior level course focusing on the analysis, planning, implementation, and control of marketing programs in a competitive environment. Case study methodology will reinforce the development of complete marketing programs and discussion of major marketing problems. Cross-listed with MKT 4470.

Prerequisites: Senior standing, MGT 3300, and MKT 3400

MGT 4600: Strategic Management Policy (3)

A study of the strategic management process used to define an overall direction for the business organization. Textual material and case analyses are utilized to provide students the opportunity to integrate and apply knowledge from other business courses toward formulating, implementing, and evaluating a strategy for organizational success.

Prerequisites: Final semester senior standing

MGT 5050: Art of Negotiation (3)

This course will focus on effective oral and written communication skills required for successful negotiation. Topics covered will include the nature of negotiation, communication, and the “power of talk”. Through exercises and case studies, student will have the opportunity to analyze and evaluate rules for negotiation.

MGT 5200: Effective Management (3)

This course will serve as the foundation course for the management major. The course will evaluate classical as well as contemporary management theories. Topics covered will include the function of management, the different types of managers, and the manager’s role within the organization. Through self-assessments and weekly exercises, students will analyze the components required for effective management practices.

MGT 5250: Ethical Issues in Management (3)

A manager has to consider ethical behavior when making decisions. This course provides an understanding of business and the legal/regulatory environment in which today's business organizations function. Special consideration is given to ethical and international issues that affect business decision making and the interpretation of United States case law. The students will develop a decision-making process for dealing with business and moral issues.

MGT 5310: Human Resource Management (3)

This course will provide the student the opportunity to examine the multiple aspects of human resource management including human resource policies, procedures, and regulations. The course will also provide students with approaches to attracting, selecting, and retaining qualified job candidates. Also studied will be techniques that allow for the improving of the employee via training and development in order to meet the goals and objectives of the organization. These acquired skills will allow the student, via research, to analyze and resolve human resource issues and challenges facing business today.

MGT 5340: Human Resource Management for Healthcare (3)

The emphasis in this course will be on the understanding of the vital nature of human resources in health care delivery. This course will focus not only on recruitment, selection, and training issues, but also on how human resource management needs to be integrated into the strategic planning of the organization. Legal, ethical, and labor issues will be discussed, as well as the use of motivation and power.

MGT 5420: Financial Practices for Managers (3)

Today's business environment requires managers to be able analyze financial information to make decisions relative to company performance, capital budgeting, and investments. This Financial Practices for Managers course will introduce the students to an overview of financial management and the financial environment, analysis of financial statements, time value of money, capital budgeting decisions, stock and bond valuations, and other investment related topics. Students will utilize commonly used industry tools such as Excel and financial calculators to perform financial analysis including graphs and tables. Through an integrated approach, students will be able to analyze financial information of publicly traded companies to make investment decisions and demonstrate their understanding of financial concepts.

MGT 5430: Organizational Behavior and Management (3)

This course covers the fundamentals of organizational behavior, emphasizing the relationship of personal values to the organization, how to influence members of the organization to complete tasks, and how to manage conflict within the organization.

MGT 5500: Nonprofit Human Services Management and Leadership (3)

This course will examine the principles of management and practice for nonprofit organizations. This course will cover the various structures and types of nonprofit organizations, development of policies and procedures, board development and dynamics, and global and international aspects of nonprofit organizations. Additionally, leadership development and administration will be covered. Special attention will be given to Human Services nonprofit organizations.

MGT 5510: Nonprofit Human Services Fundraising and Resource Development (3)

This course will provide the student the opportunity to examine fundraising strategies and concepts, grant writing, donor motivation, and the ethics of fundraising. The components of fundraising in the nonprofit sector will be explored. Students will also learn the process of organizational budgeting and planning and reporting requirements of a nonprofit organization.

MGT 5520: Nonprofit Human Services Marketing and Community Relations (3)

This course covers the principles of marketing and public relations. Students will learn marketing strategies best suited for the nonprofit sector, communication and media management, and the relationship between marketing and donor development. Students will also explore mission driven marketing and service marketing. Special attention will be given to Human Services Organizations.

MGT 5530: Nonprofit Human Services Volunteer Management (3)

This course covers the fundamentals of volunteer management, emphasizing topics such as volunteer administration, designing a volunteer program, recruiting volunteers, training volunteers, and managing risk.

MGT 5900: Business Internship (3)

Internship opportunity for a Master's Level student who is enrolled in one of the following graduate level programs: Master of Management, Master of Management Non-Profit Human Services, Master of Business Administration (MBA), MBA Healthcare Management Concentration, MBA Sport Management Concentration, or Master of Accountancy (MACC). Allows the student to engage in experiential activity working at an appropriate business organization to gain experience, discover career options, and apply classroom theory to real world circumstances. Approval by College of Business Dean required. Cross-listed with ACC 5900, BUS 5900, MGT 5900 and SPM 5900.

MGT 6720: Developing Effective Decision Models (3)

Success demands good judgment. This is an interdisciplinary course designed to help students integrate practical experience and theoretical insights to develop creative, imaginative, flexible, and practical actions. Emphasis will be placed on evaluating and selecting appropriate tools, procedures, and behaviors for solving organizational problems and making sound managerial decisions.

MGT 6830: Strategic Management (3)

This course is the capstone for the Master of Management degree and will provide students with the opportunity to examine the components required to strategically manage an organization in a competitive environment. Topics covered in the course will include business and corporate level strategy, managing innovation, and international strategy. Through analysis of literature, students will be able to provide comprehensive evaluations of strategic management case studies. And, through the development of a final thesis paper (regarding a contemporary management issue), students will demonstrate the mastery of concepts learned throughout the Master of Management program.

MGT 6910: Policy and Strategy- Industry (3)

This course and the following one provide the student with the opportunity to synthesize the material learned in the previous courses to develop a business plan for a company or a significant project within a business unit. In this course, the student will perform an analysis of an industry using the tools provided in previous study.

MGT 6920: Policy and Strategy - Company (3)

This course continues the work of MGT 6910. Based on the industry analysis developed previously, the student will prepare a comprehensive plan for a specific company to compete within the industry.

MARKETING (MKT)**MKT 3400: Principles of Marketing (3)**

This course provides a basic overview of marketing as it relates to the business environment. Topics may include marketing mix, target marketing, marketing environment, and marketing in today's society. This course also provides an overview of advertising, consumer behavior, marketing research, and retail management. Special emphasis will be focused on the factors that influence consumer behavior by exploring relevant topics.

MKT 3510: Electronic Marketing (3)

A study of the integration of internet technology and marketing strategy. The course will examine the marketing mix and its application in a virtual environment, as well as the study of the commercial opportunities created by information technology, social networking, and the Internet.

Prerequisite: MKT 3400

MKT 3610: Foundations of Advertising (3)

A basic survey of the field of advertising with emphasis upon advertising as communication, as a promotional tool within the marketing realm, and its economic and social effects. The student should gain an understanding of the role the persuasive media play in both professional and private lives. This course will offer a foundation in fundamental concepts and will examine the emerging interactive technology influencing persuasive messages. Cross-listed with COM 3610.

MKT 3620: The Law and Marketing Internationally (3)

This course explores strategic marketing management as it pertains to international marketing and the legal issues relevant to the field of marketing.

Prerequisite: MKT 3400

MKT 3650: Social Marketing (3)

An exploration of marketing principles in non-profit organizations with emphasis on social issues such as healthcare and the community. Students will research, create, and implement a social marketing campaign. Cross-listed with COM 3650.

Prerequisite: MKT 3400

MKT 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

MKT 4050: Internship (3)

Practical experience and training with selected business or government institutions. Repeatable course up to 6 credit hours with departmental approval.

Prerequisite: Junior or Senior status, by invitation only

MKT 4430: Healthcare Marketing (3)

Healthcare marketing is an integral strategic component of the health care institution and is driven by rapid changes in technology, an increased focus on the patient, and regional competition. The course will define marketing and marketing strategy within health care administration and apply marketing tools to this dynamic health environment.

Prerequisite: MKT 3400

MKT 4470: Marketing Management (3)

This course focuses on the analysis, planning, implementation, and control of marketing programs in a competitive environment. Students will review techniques utilized in solving marketing problems encountered by business management. Case study methodology will reinforce the development of complete marketing programs and discussion of major marketing problems. Cross-listed with MGT 4470.

Prerequisites: Senior standing, MGT 3300, and MKT 3400

MKT 4600: Advertising/PR Strategies (3)

This advanced course explores the cross-functional organization of persuasive messages with special emphasis in the areas of advertising and public relations. It stresses critical thinking skills in the development of a communication strategy within a team environment. The course offers hands-on experience in the development of strategically focused persuasive communication. Cross-listed with COM 4600.

Prerequisite: COM/MKT 3610

MKT 5900: Business Internship (3)

Internship opportunity for a Master's Level student who is enrolled in one of the following graduate level programs: Master of Management, Master of Management Non-Profit Human Services, Master of Business Administration (MBA), MBA Healthcare Management Concentration, MBA Sport Management Concentration, or Master of Accountancy (MACC). Allows the student to engage in experiential activity working at an appropriate business organization to gain experience, discover career options, and apply classroom theory to real world circumstances. Approval by College of Business Dean required. Cross-listed with ACC 5900, BUS 5900, MKT 5900, and SPM 5900.

MKT 6250. Healthcare Marketing. (3)

This course will examine the crucial issues of marketing in today's increasingly complex market environment for healthcare product development and commercialization. The course will emphasize to whom and how healthcare should be marketed by utilizing consumer behavior concepts, market research, and target marketing.

MKT 6920. Marketing Management. (3)

This course entails a study of marketing strategy with emphasis on product, price, promotion, distribution, and distribution problem solving. The legal and social environment in which marketing problems occur will be accentuated.

MATHEMATICS (MAT)**MAT 0990: Foundations of Mathematics (0)**

A course designed to prepare students for college algebra. Admission is by assignment. This course carries three semester hours institutional load credit, but it does not satisfy degree requirements.

MAT 1060: Mathematics for Liberal Arts (3)

This course will explore major contributions of mathematics to humanity. Beginning with a brief history of mathematics and mathematical systems, the study will include units on symbolic logic, mathematical functions and graphs, problem solving using basic algebraic equations, and descriptive statistics.

MAT 1110: College Algebra (3)

Topics include linear, quadratic, polynomial, rational, logarithmic, exponential, inverse, and piecewise functions, factoring, inequalities, and graphing.

Prerequisite: MAT 0990 or departmental placement

MAT 1120: Precalculus Math (3)

The algebra of trigonometric functions, including identities, inverse trigonometric functions, law of sines, law of cosines, and right triangle trigonometry. Solving systems of equations using a variety of methods is also covered.

Prerequisite: MAT 1110 with a C or better, or departmental placement

MAT 1150: Mathematics for EE/MGE: Arithmetic and Algebra (3)

Topics include set theory, basic operations of arithmetic and their algorithms, properties of counting numbers, and fractions.

MAT 1160: Mathematics for EE/MGE: Measurement and Analysis (3)

Topics include metric system of measurements, informal geometry, probability, and data analysis basics.

MAT 2080: Mathematics for Middle Grades (3)

Fraction arithmetic, number theory, geometry of three-dimensional shapes, statistics and probability are covered along with other middle grades mathematics content, with an emphasis on a deeper understanding of these concepts and common student difficulties at the middle school level.

MAT 2120: Introduction to Discrete Mathematics (3)

An introduction to the methods of discrete mathematics. Topics covered include elementary set theory, symbolic logic, methods of formal proof, mathematical induction, recurrence relations, and graph theory.

Prerequisite: MAT 1110

MAT 2610: Calculus I (4)

This first semester calculus course covers limits, continuity, techniques of differentiation of functions including transcendentals, and applications of differentiation. This course also includes an introduction to integration, including the integral and its properties, applications of the integral for finding area under a curve, antiderivatives, and the Fundamental Theorem of Calculus.

Prerequisite: MAT 1120 with a C or better, or departmental placement

MAT 2620: Calculus II (4)

This second-semester calculus course continues the study of integration techniques and applications of integration. The study of infinite sequences and series is also included.

Prerequisite: MAT 2610 with a C or better

MAT 3020: Euclidean Geometry (3)

This course will cover concepts in Euclidean geometry, using an axiomatic system with an emphasis on formal proofs.

Prerequisite: MAT 2120

MAT 3180: Introduction to Statistics (3)

This course covers descriptive and inferential statistics. Topics include frequency distributions, measures of central tendency, measures of dispersion, correlation, sampling methods, elementary probability theory, the normal distribution, the Central Limit Theorem, confidence intervals, and hypothesis testing.

Prerequisite: MAT 1110, or departmental permission

MAT 3380: Calculus III (4)

Multivariable Calculus covering parametric and polar equations, vector operations and vector-valued functions, partial derivatives, multiple integrals, line, and surface integrals including Green's, Gauss' and Stokes' theorems.

Prerequisite: MAT 2620 with a C or better

MAT 3450: Introduction to Problem Solving with Computers (3)

This course explores problem-solving techniques using a variety of technology, including Microsoft Excel, Python, Geometer's Sketchpad, Geogebra, WinPlot, and graphing calculators. Problems cover topics including graphing equations, running simulations, conic sections, three-dimensional graphing, and multivariate functions, and polar, parametric, and vector functions.

Prerequisite: MAT 2610 with a C or better, or departmental permission

MAT 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

MAT 4010: Linear Algebra (3)

Covers fields, systems of linear equations, matrices, determinants, vector spaces, and linear transformations.

Prerequisite: MAT 2620, or departmental permission

MAT 4020: Modern Algebra (3)

An introduction to the study of abstract algebraic systems, covering the elementary theory of groups, rings, and fields, with an emphasis on formal proofs.

Prerequisite: MAT 2120

MAT 4030: Differential Equations (3)

An introductory course in ordinary differential equations with applications. Topics covered include first and second order differential equations, power series solutions, Laplace transforms, linear systems, and numerical methods.

Prerequisite: MAT 3380, or departmental consent

MAT 4050: History of Mathematics (3)

This course covers a variety of topics related to the development of mathematical concepts and conventions, from ancient mathematics to modern times.

MAT 4200: Real Analysis (3)

This course covers sequences and series, convergence, divergence, functional limits, open, closed, and compact sets, and additional analysis topics. The course emphasizes a thorough understanding of developing and writing proofs of basic Real Analysis theorems.

Prerequisites: MAT 2120, MAT 2610

MUSIC (MUS)

The Edith Lester Harbin Department of Music

MUS 1001: Foundations of Music Theory and Ear Training I (3)

This course introduces concepts and skills related to recognition, notation, hearing, and performance of clefs, pitches, rhythms, scales, intervals, and triads. Additional topics include chromatic, major, minor scales/key signatures, simple and compound meters, and consonance/dissonance. The aural training component includes simple melodic/rhythmic dictation, basic conducting patterns, intervals and scales, syncopated rhythms, and simple melodic exercises. Students unable to complete the music theory and aural skills diagnostic exams at a satisfactory level must pass this course before enrolling in MUS 1011/1012.

Fee: \$10.00

MUS 1002: Foundations of Music Theory and Ear Training II (3)

Continuing study of the fundamentals of music geared toward practical application in rehearsal and performance of musical theatre literature. Concepts covered include modes, seventh chords, chord progressions, basic chromatic harmonies, simple counterpoint, cadence types, and an introduction to song form and phrase structure. Correlative ear training and sight singing exercises will be included.

MUS 1011: Written Music Theory I (2)

This course begins the music theory sequence with a brief study of scales and intervals, taking more time to explore triads and cadences, and the principles of harmony, embellishing tones, and 18th-century part-writing techniques. Students will produce original harmonizations of a preexisting melody in a simple, four-voice texture.

Prerequisite: Written theory diagnostic, or permission of instructor

MUS 1012: Aural Training I. (2)

This course begins the aural training sequence with a study of scale degrees, rhythm, scales, intervals, and triads through sight singing, transcription, and error detection. Emphasis is on experiential tasks and the skill of audiation; in addition to class meetings, students attend a weekly prepared-singing appointment. Taken concurrently with MUS 1011.

Prerequisite: Aural diagnostic exam, or permission of instructor

MUS 1021: Written Music Theory II (2)

The music theory sequence continues by introducing melodic form, large-scale melodic relationships, seventh chords, secondary-function harmonies, simple modulations, and simple two- and three-part forms. Students will compose an original melody and harmonize it in a simple, four-voice texture.

Prerequisite: MUS 1011

MUS 1022: Aural Training II. (2)

The aural training sequence continues the study of rhythm, scales, intervals, triads, and error detection, as well as small-scale analytical listening. Topics expand to include seventh chords, common harmonic sequences, and small formal structures. Emphasis is on experiential tasks and the skill of audiation; in addition to class meetings, students attend a weekly prepared-singing appointment. Taken concurrently with MUS 1021.

Prerequisite: MUS 1012

MUS 1051, 1061: Class Instruction: Keyboard Lab I, II (1, 1)

The beginning-level labs initiate the development of functional keyboard skills, which may include but not be limited to sight-reading, technique, harmonization, transposition, improvisation, and performance. The curriculum is progressive, with the second level building upon skills gained in the first. Courses fulfill requirements for piano secondary.

MUS 1052, 1062: Class Instruction: Voice I, II (1, 1)

A basic knowledge of vocal technique; class demonstration and participation. Course fulfills requirement for voice secondary.

MUS 1053, 1063: Musical Theatre Lab I, II (1, 1)

The study and performance of musical theatre literature. Required of Musical Theatre majors.

Prerequisite: Standing as a musical theatre major, or permission of instructor

MUS 1070, 1080: Accompanying I, II (1, 1)

Practical training in accompanying, tradition, interpretation, and execution. Two hours a week.

MUS 2011: Written Music Theory III (2)

The music theory sequence continues with a study of eighteenth-century counterpoint, altered predominant harmonies, mode mixture, advanced modulatory techniques, and large-scale Classical forms such as Rondo and Sonata. Students will compose a fugue exposition in a style typical of the high Baroque.

Prerequisite: MUS 1021

MUS 2012: Aural Training III (2)

The aural training sequence continues the study of rhythm, scales, intervals, and chords through sight singing, transcription, and error detection. Topics expand to include chromaticism, altered predominant harmonies, and listening for larger formal structures. Emphasis is on experiential tasks and the skill of audiation; in addition to class meetings, students attend a weekly prepared-singing appointment. Taken concurrently with MUS 2011.

Prerequisite: MUS 1022

MUS 2021: Written Music Theory IV (2)

The music theory sequence continues with a study of extended linear harmonic practices of the nineteenth century, expanded tonicization, the art song, and the post-tonal compositional techniques of such composers as Debussy, Bartok, Stravinsky, Messiaen, Webern, and Schoenberg. Students will compose a sonata-form exposition typical of the Viennese Classical style.

Prerequisite: MUS 2011

MUS 2022: Aural Training IV (2)

The aural training sequence continues the study of rhythm, scales, intervals, and chords through sight singing, transcription, and error detection. Topics expand to include church modes; pentatonic, whole-tone, and octatonic scales; quartal and quintal harmonies; asymmetric meters; and metric modulation. Emphasis is on experiential tasks and the skill of audiation; in addition to class meetings, students attend a weekly prepared-singing appointment. Taken concurrently with MUS 2021.

Prerequisite: MUS 2012

MUS 2030: Music Appreciation (3)

An introduction to music as an art. The aim is to acquaint students with musical masterpieces as well as their styles and periods.

MUS 2040: Hymnology (3)

A study of the hymns of the Christian church. Offered in alternate years.

MUS 2071, 2081: Class Instruction: Keyboard Lab III, IV (1, 1)

The intermediate-level labs further the development of functional keyboard skills gained in MUS 1051 and 1061. Skill outcomes may include but not be limited to sight-reading, technique, accompanying, open score reading, harmonization, transposition, improvisation, and performance of more advanced keyboard literature. Courses fulfill requirements for piano secondary.

Prerequisite: MUS 1061, or permission of instructor

MUS 2072, 2082: Class Instruction: Voice III, IV (1, 1)

A more advanced study of voice with emphasis on students' ability to demonstrate principles of good singing. Course fulfills requirement for voice secondary. May be repeated as MUS 3072, MUS 3082, MUS 4372, MUS 4382 for more advanced study.

MUS 2073, 2083: Musical Theatre Lab III, IV (1, 1)

A more advanced study of musical theatre literature. Required of Musical Theatre majors. May be repeated as MUS 3073, MUS 3083, MUS 4373, MUS 4383 for more advanced study.

Prerequisite: Standing as a musical theatre major, or permission of instructor

MUS 2320: Diction for Singers I: Italian/German (1)

A study of Italian and German diction in singing through the use of the International Phonetic Alphabet. Students study the sounds of language, focusing on vowels, consonants, glides, and diphthongs. The object of this course is to teach accurate enunciation and pronunciation during the singing process.

MUS 2330: Diction for Singers II: French/Advanced IPA Applications (1)

A study of French diction in singing through the use of the International Phonetic Alphabet. To a lesser extent, English, Spanish, and Latin will also be covered. Students study the sounds of language, focusing on vowels, consonants, glides, and diphthongs. The object of these courses is to teach accurate enunciation and pronunciation during the singing process.

MUS 2340: Diction for Musical Theatre (1)

A study of the diction of singing through the use of the International Phonetic Alphabet. Students study the sounds of language as encountered in musical theatre repertoires of various styles, focusing on vowels, consonants, glides, and diphthongs. The object of this course is to teach accurate enunciation and pronunciation during the singing process.

MUS 2430: World Music (3)

A survey of musical styles outside of traditional Western art music traditions. This course includes consideration of music from South, Central, and Southeast Asia, Japan, the Middle East, sub-Saharan Africa, Latin America, the Caribbean, Europe, and North America.

MUS 2500: Foundations of Music Education (3)

A broad overview of the historical, philosophical, political, and social aspects of education, particularly as they relate to the teaching of music. Observation in the public schools is required.

Prerequisite: GPA 2.50, an acceptable background check

MUS 2560: Beginning Guitar (1)

Course designed to acquaint students with the guitar and similar instruments used for folk music; the mastery of chords and their fingering, methods of strumming and plucking strings, and other skills needed to accompany the singing of folk tunes and simple classic songs.

MUS 2610: Marching Band Pedagogy (1)

Marching Band Pedagogy will encompass basic playing techniques and diagnostic skills for all band instruments, focusing upon the specialized requirements for marching musicians.

MUS 2620: Choral Pedagogy (1)

Choral Pedagogy for instrumental majors will encompass basic choral singing techniques and diagnostic skills for the teaching of elementary, middle, or high school choral ensembles.

MUS 2630: Percussion Pedagogy (1)

Percussion Pedagogy will encompass basic playing techniques and diagnostic skills for all major percussion instruments.

MUS 2640: String Pedagogy (1)

String Pedagogy will encompass basic playing techniques and diagnostic skills for all major string instruments.

MUS 2650: Brass Pedagogy (1)

Brass Pedagogy will encompass basic playing techniques and diagnostic skills for all major brass instruments.

MUS 2660: Woodwind Pedagogy (1)

Woodwind Pedagogy will encompass basic playing techniques and diagnostic skills for all major woodwind instruments.

MUS 3000: Counterpoint (2)

This course furthers the study of counterpoint begun in MUS 2011 by examining pre-tonal counterpoint of the sixteenth century. Students will analyze, discuss, perform, and compose modal counterpoint in two, three, and four voices, suitable for a choir. Offered every other spring term.

Prerequisite: MUS 2021

MUS 3030: Form and Analysis (2)

This course surveys the various iterations of previously learned forms over the course of Western music history, as well as various analytical techniques apropos to the harmonic, tonal, and formal languages of those stylistic periods. Special attention is given to the impact analysis can have on performance. Each student will write an analytical paper that addresses the significance of analysis to performance in a piece of music from the students' repertoire. Offered every other spring term.

Prerequisite: MUS 2021

MUS 3050: Music Methods in the Elementary School (3)

A study of the educational foundations, history, and methods of teaching music in grades K-5. Emphasis is on group activities and materials for teaching music to elementary school children. Practicum hours required. Required of music education majors.

Prerequisite: MUS 1021, 1022, Admission to Teacher Preparation Program, GPA 2.50

MUS 3065: Instrumental Music Methods (3)

A study of the educational foundations, history, and methods of teaching instrumental music (band and orchestra) in middle and high school. Opportunities are provided for observation of classroom teaching as well as college class demonstration lessons. Practicum hours required.

Prerequisite: MUS 2021, 2022, 2150, 3150, 3160, Admission to Teacher Preparation Program and minimum GPA 2.50

MUS 3070: Choral Methods (3)

A study of the educational foundations, history, and methods of teaching choral music in middle and high school. Practicum hours required.

Prerequisite: MUS 2021, 2022, 2050, 3150, Admission to the Teacher Preparation Program, and GPA 2.50

MUS 3080: Church Music Education (3)

Orientation to the ministry of music and its purposes. Emphasis is on music education in the church with particular attention to the organization, rehearsal, and performance of graded choirs and adult choirs.

MUS 3110: Church Music in Worship and Renewal (3)

A study of music and worship, with emphasis on liturgy, the evangelical tradition, worship planning, hymnology, and other congregational music.

MUS 3120: Choral Arranging (2)

A study of the techniques of composing and arranging music for solo voice and vocal ensembles. Principles of composing melodies, voice leading, part writing, notation, and characteristics of various voices will be covered through arrangements of existing music and student compositions.

Prerequisite: MUS 2021, MUS 2022

MUS 3130: Conducting I (2)

The elementary theory and practice of conducting; development of the basic physical skills necessary to function as a conductor; application to instrumental and choral groups.

MUS 3140: Choral Techniques (3)

Continued study in the art of conducting with special emphasis on choral rehearsal techniques and performance practices. Practicum hours required.

Prerequisite: Admission to the Teacher Preparation Program and minimum GPA 2.50

MUS 3150: Western Music History I (3)

An overview of the development of Western music from antiquity to c. 1800, exploring musical traditions within the contexts of European and American religious, political, and social structures.

Prerequisites: MUS 1021, MUS 1022

MUS 3160: Western Music History II (3)

An overview of the development of Western music from c. 1800 to the present, exploring musical traditions within the contexts of European and American religious, political, and social structures.

Prerequisite: MUS 1021, MUS 1022

MUS 3170: American Music (3)

A survey of music in the United States from the Colonial period to the present; special attention to distinctively American developments in music style and forms.

MUS 3180: Survey of Jazz (3)

An overview of jazz, including its history, style periods, musical forms, major composers and performers, and an exploration of the contemporary scene.

MUS 3230: Conducting II (1)

Refinement of techniques developed in MUS 3130. Continuation of building a functional conducting technique. Emphasis on score preparation, ear training, and musical expression beyond time beating. Nuance, artistic conducting emphasized. One-hour individual instruction per week.

MUS 3270: Piano Pedagogy I (2)

A survey of independent piano teaching for beginning students. Students will become familiar with basic learning styles, teaching materials for beginning students, and independent studio business practices. Lesson observation and supervised teaching of a beginner-level student will be required.

MUS 3280: Piano Pedagogy II (2)

A survey of group piano instruction, with a focus on college-level piano classes for secondary students. Students will become familiar with available teaching materials, classroom technology, course structure and pacing, and lesson planning. Weekly attendance, observation, and teaching in the group piano setting will be required.

Prerequisite: MUS 3270

MUS 3310, 3320: Advanced Accompanying I, II (1, 1)

Further training in accompanying with emphasis on junior and senior recitals.

Prerequisites: MUS 1070, MUS 1080

MUS 3370: Piano Repertoire for Teachers (2)

A survey of teaching repertoire from the early-intermediate to early-advanced level. Students will become familiar with pedagogical and classical teaching materials, including anthologies, leveled keyboard series, and technical studies. Students will also become familiar with books and resources available to music instructors. Lesson observation and supervised teaching of a college-age student will be required.

Prerequisite: MUS 3270

MUS 3380: Ensemble Literature for Pianists (1)

Students will examine and perform educational and standard ensemble literature for piano(s).

Prerequisite: MUS 1070

MUS 3410: History of Musical Theatre (3)

The history of musical theatre from the recorded beginnings of music and drama in Italy to the present day, with emphasis upon 20th- and 21st-century genres featured in London's West End and New York's Broadway traditions. Major figures discussed will include composers, lyricists (including librettists/book-writers), producers, directors, choreographers, performers, and conductors. Literature will be explored within a social-historical context.

MUS 3460: Orchestration and Music Technology (3)

A survey of the techniques and considerations of orchestration for both small and large instrumental ensembles and timbral choirs. Students also receive an introduction to music notation technology and sound engineering software as a means of applying orchestration techniques.

MUS 3800: Instrumental Conducting (3)

Continued study in the art of conducting with special emphasis on instrumental rehearsal techniques and performance practices. Practicum hours required.

Prerequisite: Admission to Teacher Preparation Program and minimum GPA 2.50

MUS 3990: Special Topics (1-6)

Variable subject content. (Repeatable course)

MUS 3999: Junior Recital (1)

Variable subject content. (Repeatable course)

MUS 4010: INTRODUCTION TO COMPOSITION AND ARRANGING (2)

This course encompasses a study of the basic principles of composition and arranging. Students explore these principles via discussion, listening, constructive critique, short assignments, the maintaining of composition sketchbooks, and composing pieces for different chamber ensembles. It is highly recommended that this course be taken concurrently with, or after having taken, MUS 3460. Offered on an ad hoc basis.

Prerequisite: MUS 2021, and permission of instructor

MUS 4120: Church Music Literature (3)

A study of traditional Protestant and evangelical repertoires, solo and choral, from the Reformation through the present day.

MUS 4130: Piano Literature I (2)

Survey of keyboard music from 1700 through the Classical Period. Offered in alternate years.

MUS 4140: Piano Literature II (2)

A study of piano literature from the Romantic, Impressionist, and Contemporary periods. Offered in alternate years.

MUS 4160: Keyboard Literature for the Church (1)

A service playing course for the church pianist. Emphasis will be on congregational accompanying, service music, and improvisation.

MUS 4170: Art Song Literature (3)

A survey of art song literature with particular emphasis on German and French repertoire. Selected British, American, Spanish, Russian, and Scandinavian art songs will also be discussed. Literature will be explored within a social-historical context.

MUS 4180: Opera Literature (3)

A chronological survey of operatic literature from the Baroque era to the present day with an emphasis on major composers and major works. Literature will be explored within a social-historical context. Offered in alternate years.

MUS 4181: Voice Pedagogy (2)

A study of the principles of vocal technique; survey of practical teaching literature for voice. Offered in alternate years.

MUS 4182: Voice Pedagogy: Supervised Teaching (1) *

A continued study of the principles of vocal techniques with one hour of supervised teaching.

Prerequisite: MUS 4181

MUS 4201, 4202: Church Music Field Work I, II (1, 1)

Practical experience in the church music program under faculty guidance; critical analysis and discussion of problems. One hour a week.

MUS 4230: Informal Keyboard Improvisation (2)

A study of the art of hymn, gospel, and sacred solo accompanying.

MUS 4240: Music Ministry Administration (2)

A discussion of the non-musical responsibilities of the minister of music including the church music budget, the music library, equipment purchase, staff relations.

MUS 4270: Advanced Topics in Piano Pedagogy (2)

This discussion-based class will address the challenging issues young piano instructors may encounter following graduation. Discussion topics will emerge from assigned weekly readings and from student-generated ideas. Topics to be covered include but are not limited to the following: (1) business development for the independent studio, (2) teaching children with learning disabilities, (3) assessing the potential benefits and pitfalls of competitions and festivals, (4) selecting repertoire that would entice more defiant students and (4) using technology in the private piano studio.

MUS 4600: Contemporary Church Production (3)

This course will give students experience in components of contemporary church production including lighting, live video broadcasting, ProPresenter, small scale video production for bumpers and promotions, and small-scale set design.

MUS 4610: Church Music Instrumental Methods (2)

A study of the fundamentals of playing, writing for, and rehearsing instruments commonly used in traditional and contemporary worship. Instruments covered in this class include keyboard, guitar, bass guitar, and drums. Common styles associated with the use of these instruments are covered to better prepare the student to successfully lead worship in a variety of settings.

MUS 4999: Senior Recital (1)

Variable subject content. (Repeatable course)

APPLIED MUSIC

The student earning a degree, major, or minor in music will register for credit in a primary instrument each semester required by the program. In addition, the student will register for a secondary instrument, as required each semester, until the proficiency exam is passed. See the degree outlines for required credit and the Music Department Handbook for guidance in meeting performance standards. Course Numbering System: The first digit indicates the level or year of study. 1 = Freshman, 2 = Sophomore, 3 = Junior, 4 = Senior. All Primary courses are fixed credit 2 hours. All Secondary courses are fixed credit 1 hour. Applied Music courses are repeatable for credit.

Primary Course Fee: \$250.00

Secondary Course Fee: \$125.00

MUS 1000: Voice Seminar (0)

MUS 1100: Piano Seminar (0)

MUS 1110: Instrumental Seminar (0)

MUS 1003, 2003, 3003, 4003: Voice Primary (2)

- MUS 1004, 2004, 3004, 4004:** Voice Secondary (1)
MUS 1005, 2005, 3005, 4005: Piano Primary (2)
MUS 1006, 2006, 3006, 4006: Piano Secondary (1)
MUS 1007, 2007, 3007, 4007: Euphonium Primary (2)
MUS 1008, 2008, 3008, 4008: Percussion Primary (2)
MUS 1009, 2009, 3009, 4009: Trombone Primary (2)
MUS 1013, 2013, 3013, 4013: Trumpet Primary (2)
MUS 1014, 2014, 3014, 4014: Tuba Primary (2)
MUS 1015, 2015, 3015, 4015: Saxophone Primary (2)
MUS 1016, 2016, 3016, 4016: Clarinet Primary (2)
MUS 1017, 2017, 3017, 4017: Flute Primary (2)
MUS 1018, 2018, 3018, 4018: Bassoon Primary (2)
MUS 1019, 2019, 3019, 4019: Oboe Primary (2)
MUS 1020, 2020, 3020, 4020: Applied Instrumental Secondary (1)
MUS 1023, 2023, 3023, 4023: Organ Secondary (1)

MUSIC ACTIVITIES (MUA)

All music majors are required to participate in a music ensemble for credit. Exact requirements are outlined in the degree descriptions. Twelve semester hours of ensemble credit is the maximum allowed to count toward a degree; not more than 2 semester hours of ensemble or music activity credit per year will transfer toward any degree at Shorter. See the Music Department Handbook for specific regulations. Ensemble credit may be registered as an elective by any qualified student. (Repeatable Courses)

- MUA 1100: Shorter Chorale (1)**
MUA 1150: Small Ensembles (0)
MUA 1200: Shorter Chorus (1)
MUA 1250: Men's Choir (1)
MUA 1260: Women's Choir (1)
MUA 1500: Opera Workshop (1)
MUA 1510: Opera Theatre (1)
MUA 1601-1602: Opera Chorus (1)
MUA 1700: Performance Seminar (0)
MUA 1800: Marching Band (1)
 Course Fee: \$75.00
MUA 1850: Jazz Ensemble (1)
MUA 1810: Winter Guard (1)
MUA 1820: Indoor Percussion (1)
MUA 1900: Symphonic Band (1)
 Course Fee: \$50.00
MUA 2201-2208: Handbell Choir (1)
MUA 2401-2404: Instrumental Ensemble (1)
MUA 2600: World Music Ensemble (1)
MUA 2700: Musical Theatre Workshop (1)
MUA 2900: Worship Lab (1)

NATURAL SCIENCE (NAS)

NAS 1010: Physical Science I (4)

An interdisciplinary course in the physical sciences. Selected topics from physics and chemistry will be considered. Three hours lecture, two hours lab (NAS 1011) per week.

Lab Fee: \$10.00

NAS 1020: Physical Science II (4)

An interdisciplinary course in the physical sciences. Selected topics from geology, geography, and astronomy will be considered. Three hours lecture, two hours lab (NAS 1021) per week.

Lab Fee: \$10.00

NAS 1500: Survey of Natural Sciences (3)

A non-laboratory survey across the scientific disciplines, focusing on concepts, scientific literacy and historical perspective on physics, chemistry, earth science, and biology. This course will provide a special emphasis on development of scientific ideas over history, from ancient times to the 20th century.

NAS 2001/2002: Science Seminar (1 each)

Student, faculty, and visiting lecturer presentations of scientific topics in a seminar forum.

Required for sophomore (2001/02) or rising sophomore students who have completed at least 14 credit hours of coursework and have declared a major within the Department of Natural Sciences or students who are seriously considering such a major. Repeatable course up to 2 credit hours with departmental approval.

NAS 2100: Scientific Literacy (3)

This course teaches students to locate and read peer reviewed journal articles. Students will learn to assess articles and think critically in order to synthesize information to compose scientific papers, abstracts, and reviews.

Prerequisites: ENG 1010, ENG 1020

NAS 2990: Selected Topics (1-4)

Variable subject content.

NAS 3001/02,4001/02: Science Seminar (1 each)

Student, faculty, and visiting lecturer presentations of scientific topics in a seminar forum.

Required for junior (3001/02) and rising junior science majors who have completed at least 27 hours of coursework. This course is also required for senior (4001/02) and rising senior science majors who have completed at least 54 hours of coursework. (Senior science majors who are enrolled in the teacher education program will not be required to register for NAS 4002). NAS 3001 and NAS 4001 are repeatable up to two credit hours with departmental approval.

Prerequisite: NAS 2100 is a prerequisite for NAS 3002.

NAS 3250: Introduction to Conservation Biology (3)

Causes and consequences of extinction of biological species and loss of intact ecosystems. The ways and means for preventing unnecessary loss of life-resources will be discussed. Cross-listed with EAS 3250.

Prerequisites: BIO 1010, BIO 1020, BIO 2040, BIO 2060, or permission of instructor

NAS 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

NURSING (NUR)

Admission to the Ben and Ollie Brady School of Nursing is a prerequisite to all NUR courses.

NUR 3110: Foundations of Care (6)

An introduction to the roles of professional registered nurses with an emphasis on the role of direct care giver. Basic concepts related to providing direct care, maintaining patient safety and quality of care will be included. Basic theoretical frameworks provide an underpinning for nursing care. Case study presentations, campus/simulated lab experience and clinical laboratory experiences will be utilized to teach selected knowledge, skills and attitudes needed for this role. *Four (4) hours of instructional time and six (6) hours of clinical time per week (NUR 3110/3111).*

Prerequisite: Admission to the Nursing Program

Corequisites: NUR 3120, NUR 3150

NUR 3120: Health Assessment (3)

An introduction to health assessment and basic nursing skills related to the care of individuals, groups, and populations. It is composed of three distinct components: health assessment, basic skill simulation, and laboratory/clinical performance. *Two (2) hours of instructional time and three (3) hours of clinical time per week (NUR 3120/3121).*

Prerequisite: Admission to the Nursing Program

Corequisites: NUR 3110, NUR 3150

NUR 3150: Pathophysiology-Pharmacology I (3)

An introduction to the basic principles of pathophysiology, pharmacology, pharmacokinetics, pharmacodynamics, calculation, and the safe administration of medications. The drugs will be presented by classifications; the content will focus on the mechanism of action, appropriate use, toxicities, drug interactions, patient teaching, and nursing responsibilities.

Prerequisite: Admission to the Nursing Program

Corequisites: NUR 3110, NUR 3120

NUR 3155: Pathophysiology-Pharmacology II (3)

A continuation of the basic principles of pathophysiology, pharmacology, pharmacokinetics, pharmacodynamics, calculation, and the safe administration of medications. This course incorporates pathophysiology, connecting the alterations in normal body functions and the body's response to pharmacologic and non-pharmacologic interventions. The drugs will be presented by classifications; the content will focus on the mechanism of action, appropriate use, toxicities, drug interactions, patient teaching, and nursing responsibilities.

Prerequisites: NUR 3110, NUR 3120, and NUR 3150

Corequisites: NUR 4110, NUR 3230

NUR 3220: Vulnerable Populations (5)

An exploration of the nursing care of vulnerable populations, those with chronic illness, and persistent, severe mental illnesses. The focus of this course is the role of caregiver and manager of care. Opportunities for clinical laboratory experiences include acute care, long-term care, and community health settings. *Three (3) hours of instructional time and six (6) hours of clinical time per week (NUR 3220/3221).*

Prerequisites: NUR 4110, NUR 3230, and NUR 3155

Corequisites: NUR 3210, NUR 4210, and NUR 4120

NUR 3230: Community & Global Health (5)

A study of community health and professional nursing practice to promote the health of populations. Emphasis is placed on partnership development and empowerment of populations for the improvement of a community's health. Knowledge, skills, and attitudes to appreciate individuals and groups from diverse cultural groups, and how beliefs, customs, lifestyles, and behaviors impact health care practices will be emphasized.

Prerequisites: NUR 3110, NUR 3120, and NUR 3150

Corequisites: NUR 4110 and NUR 3155

NUR 3400: Pediatrics (3)

This course builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with infants, children, adolescents, and their families. Students will explore the concepts of health promotion, disease prevention, and alterations in health related to infants, children, and adolescents. Emphasis is on whole-person care of child-rearing families. Management and planning of the nursing process will include concepts from a variety of culturally diverse settings and nursing in the community.

Prerequisites: NUR 3110, NUR 3120, NUR 3155, NUR 3230, and NUR 4110

Corequisites: NUR 3220, NUR 4120, and NUR 4210

NUR 3990: Special Topics (1-6)

Variable subject content. Repeatable course.

NUR 4110: Adult Health I (8)

A study of the knowledge, skills, and attitudes necessary to plan, implement, and evaluate nursing interventions for adults with commonly occurring health problems. Opportunities for clinical experiences will occur in acute and community health care settings. *Four (4) hours of instructional time and twelve (12) hours of clinical time per week.*

Prerequisites: NUR 3110, NUR 3120, and NUR 3150

Corequisites: NUR 3230 and NUR 3155

NUR 4120: Research & Evidence Based Practice (3)

A study of basic research principles is introduced as the process to develop an evidenced based practice model. The course will focus on the ability to identify practice issues, evaluate research findings, use research and clinical evidence to make informed practice decisions, and identify potential research problems that may improve patient care outcomes.

Prerequisites: NUR 4110, NUR 3230, and NUR 3155

Corequisites: NUR 3210, NUR 4210, and NUR 3220

NUR 4130: Leadership/Management & Professional Issues (3)

A study of basic concepts of nursing leadership and management. This course emphasizes the role of the professional registered nurse as the manager/designer/coordinator of care as well as member of a profession. Concepts of patient-centered care, safety of care, resources and finance, information management and informatics, quality management and health care outcome measurements will be identified and discussed.

Prerequisites: NUR 3210, NUR 4210, NUR 4120 and NUR 3220

Corequisites: NUR 4220, and NUR 4230

NUR 4200: Women's Health and Nursing the Childbearing Family (3)

This course builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with normal pregnancy, labor and delivery, common complication of pregnancy and women's health. Students will explore the concepts of health promotion, disease prevention, and alterations in health related to pregnancy and women's health. Emphasis is on whole-person care of families during pregnancy and the health of women. Management and planning of the nursing process will include concepts from a variety of culturally diverse settings and nursing in the community.

Prerequisites: NUR 3110, NUR 3120, NUR 3150, NUR 3155, NUR 3230, and NUR 4110

Corequisites: NUR 3220, NUR 4120, and NUR 4210

NUR 4210: Adult Health II (4)

A continuation of NUR 4110 – Adult Health I. A study of the knowledge, skills, and attitudes necessary to plan, implement, and evaluate nursing interventions for adults with commonly occurring health problems.

Prerequisites: NUR 4110, NUR 3230, and NUR 3155

Corequisites: NUR 3210, NUR 4120, and NUR 3220

NUR 4220: Senior Practicum (6)

An intensive clinical course which provides an opportunity for students to synthesize and integrate previous learning. Student will work with an instructor and assigned registered professional nurse as they begin the transition from student to professional nurse. This course will integrate the roles of professional nursing.

Prerequisites: NUR 3210, NUR 4210, NUR 4120 and NUR 3220

Corequisites: NUR 4130 and NUR 4230

NUR 4230: Quality of Care-Capstone Course (3)

A capstone course focusing on the synthesis of prior knowledge and skills as well as to incorporate all quality and safety competencies in professional nursing practice. Students will complete and formally present a senior project which demonstrates achievement of program outcomes.

Prerequisites: NUR 3210, NUR 4210, NUR 4120 and NUR 3220

Corequisites: NUR 4130 and NUR 4220

NUR 4310: Adult Health III - Critical Concepts (3)

Critical Concepts is designed to focus on health issues relating to care of the adult in the acute care setting with advanced medical-surgical health issues. In addition, urgent and critical nursing care responses to symptomatology are addressed. Emphasis is on refining use of the nursing process to provide nursing care for individuals with specific health care needs/problems.

PHYSICS (PHY)**PHY 1030: General Physics I (4)**

A calculus-based introduction to physics covering classical mechanics, fluid dynamics, and heat. Three hours lecture, three hours lab (PHY 1031) per week.

Prerequisite: MAT 2610, or permission of instructor

Lab Fee: \$10.00

PHY 1040: General Physics II (4)

Continuation of PHY 1030 covering electricity and magnetism, optics and light, and the structure of the atom. Three hours lecture, three hours lab (PHY 1041) per week.

Prerequisite: PHY 1030, or permission of instructor, **Lab Fee:** \$10.00

PHY 1990: Selected Topics (1-4)

Variable subject content. (Repeatable Course)

Prerequisite: PHY 1040, or permission of instructor

POLITICAL SCIENCE (POS)**POS 2110: American Government (3)**

A study of the development, structure, and operation of American national government as established by the Constitution of the United States. We will focus our analysis on three major areas: the Constitution and the debates of the founding era, the institutions of modern American government, and the political behavior of the American mass public.

POS 3170: American Political Thought (3)

A survey of American political thought from the colonial period to the present.

POS 3180: Western Political Thought (3)

A survey of the political ideas in Europe from ancient times to the modern period.

POS 3190: Contemporary Political Thought (3)

A study of the conflicting political ideologies of the 19th, 20th, and 21st centuries and their influence on domestic and international politics in the contemporary world.

POS 3250: Geography and World Politics (3)

An analysis of the impact of geographical factors on global issues and world politics including economic, environmental, and political relations and policies within and among nations.

POS 3260: International Relations (3)

An introduction to the major paradigms and basic concepts of international politics, including power, national interests, intergovernmental actors, and non-governmental actors.

POS 3270: Comparative Politics (3)

An analysis of the primary political systems that form the basis of modern nation-states, including liberal democratic systems, communist and post-communist systems, and the developing systems of the modern international community.

POS 3350: Politics of Developing States (3)

An introduction to the historical, political, and social forces that have shaped the evolution of developing states, often referred to as “Third World countries.” The course will also examine theoretical positions that attempt to explain the causes of underdevelopment. Cross-listed with HIS 3350.

POS 3400: Judicial Process (3)

An introduction to the organization and functions of the American judicial system, including the nature of law, the structure of the court system, the major actors in the court system, and the ability of courts to make policy.

POS 3430: Procedural Law (3)

This course will examine the practical aspect of criminal law and procedures. The course covers the nature of criminal liability, elements of various crimes, and defenses to criminal accusations. The course will cover criminal procedure, including the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments. Cross-listed with CRJ 3430.

POS 3710: The United States Congress (3)

A survey of the institution of Congress and its role in the American political system, including elections, representation, policy making, and its interactions with other actors in the political system, such as the president, the courts, and interest groups.

POS 3800: The American Presidency (3)

An examination of the origins and growth of the American Presidency. The constitutional role and historical development of the American Presidency will be considered in relationship to the meaning of democratic government, separation of powers, and the expansion of the federal government’s power during the twentieth and twenty-first centuries.

POS 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

POS 4010: Revolutions that Changed the World (3)

This course will look at some of the great 'turning points' of history that have shaped the world in which we live. The primary focus will be on political revolutions such as the American, French, Russian, and Chinese but will expand to topics such as the Industrial Revolution of the nineteenth century. Content will focus students’ attention toward technological and economic developments and new ideas and philosophies that have driven change in society or government. Cross-listed with HIS 4010.

POS 4050: Internship (3)

Supervised practical experience meant to complement knowledge obtained in the classroom. Students are given the opportunity to gain skills and explore career options. The internship requires 112 hours of supervised placement with a qualified professional in the field. Repeatable course up to 6 hours with departmental approval.

Prerequisites: a minimum 2.75 cumulative GPA, Junior or Senior standing, and departmental approval.

POS 4240: International Criminal Justice and Human Rights (3)

Post-authoritarian democracies inherit, among other things, a history of extensive human right violations. What is the best way to prosecute such violations? Is this a matter for the world, in the form of an international criminal court, or one best left to a nation? This course will look at what policies would be best: trial, bureaucratic purges, reparations, general amnesty, or commissions of truth and reconciliation. This course will also examine comparatively the strengths and weaknesses of the criminal justice system. Cross-listed with CRJ 4240.

POS 4230: Europe in the World (3)

This international history course examines Europe’s interaction with the rest of the world from the discovery of the New World and colonization to decolonization and the present. Special attention is given to both first- and second-wave imperialism, first in the Americas and later in Africa and Asia. Cross-listed with HIS 4230.

POS 4280: U.S. Foreign Policy (3)

A survey of the process and content of U.S. Foreign Policy. Cross-listed with HIS 4280

POS 4290: International Organizations and Law

This course provides an introduction to the field of international law and organization, examining the history of ideas, legal doctrines, and institutional and administrative structures developed to organize and legalize international economic and political life.

POS 4400: Constitutional Law I: Powers of the National Government

An analysis of the powers of the national government as established by the U.S. Constitution. Specific topics include a review of landmark Supreme Court decisions regarding the power of judicial review, the scope and limits of the powers of the branches of the national government, and the relationship of the national government to the states.

POS 4410: Constitutional Law II: Civil Rights and Liberties

An analysis of landmark Supreme Court decisions on the civil rights and liberties protected by the Bill of Rights and Fourteenth Amendment to the U.S. Constitution. Constitutional Law I is not a prerequisite of this course.

POS 4710: Campaigns and Elections (3)

An analysis of campaigns and elections in the American political system, including the democratic values impacted by these important processes. Focus will be placed on the rules governing the American political process, the realities confronted by candidates and campaigns, the strategies developed by campaigns, and the choices ultimately made by citizens.

POS 4720: Southern Politics (3)

A survey of the historical and political evolution of state politics in the southern United States within the context of the American political system.

POS 4750: Exit Exam (0)

Required of all Political Science majors.

POS 4900: Applied Research Methods (3)

Advanced application of research methods in political science. Students will be required to complete an original research project.

Prerequisite: Senior status, or permission of instructor

PSYCHOLOGY (PSY)**PSY 1010: Introduction to Psychology (3)**

An introduction to the study of human behavior. Such topics as the organism, development, perception, learning, sensory processes, personality, and group influences are considered in relation to human behavior. Prerequisite for all 3000 and 4000 level Psychology courses.

PSY 3050: Theory and Practice of Counseling (3)

A study of the concepts, assumptions, and practices of the major theoretical systems of counseling and psychotherapy. Includes an introduction to the skills of communication for helping relationships focusing on empathy, probing, and summarizing, challenging resistance, timing, and problem solving. Cross-listed with HUS 3050.

Prerequisite: PSY 1010

PSY 3060: Social Psychology (3)

Using both psychology and sociology, the course will address an individual's potential effect on culture/society and the reverse. Students will explore recent research in both disciplines.

Prerequisite: PSY 1010

PSY 3080: Health Psychology (3)

This course will examine the interface between health and human behavior. This interface will be explored both from a clinical and a general psychological standpoint.

Prerequisite: PSY 1010

PSY 3090: Marriage and the Family (3)

A study of contemporary marriage and the alternative family forms. Attention will be given to special problems arising from each type of relationship.

Prerequisite: PSY 1010

PSY 3110: Abnormal Psychology (3)

This course provides an examination of the various psychological disorders as well as theoretical and clinical of the study of psychopathology. Emphasis is on terminology, classification, etiology, assessment, and the treatment of major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology and symptoms. Cross-listed with HUS 3110.

Prerequisite: PSY 1010

PSY 3120: Sport Psychology (3)

Introduction to the psychology of sport and exercise. Includes the scientific study of people and their behaviors in these contexts and the practical application of that knowledge. Topics include personality, motivation, anxiety, competition and cooperation, group and team dynamics, leadership, goal setting, self-confidence, injury, moral and ethical considerations, and unhealthy behaviors. Cross-listed with SPM 3120.

Prerequisite: PSY 1010

PSY 3160: Gender Studies (3)

Analysis of changes in sex-role behavior and lifestyle in different classes and ethnic groups in society and their impact on individuals and the social structure.

Prerequisite: PSY 1010

PSY 3170: Group Processes: Theory/Practice (3)

The study and application of knowledge, skills, and values relevant to leadership and membership in groups through theory, skill practice sessions, and intensive group discussion. Students will participate in a group in order to experience group processes.

Prerequisite: PSY 1010

PSY 3310: Lifespan Development (3)

A survey of theory and research concerning continuities and changes throughout the entire lifespan (conception to death) as functions of the physiological, cognitive, emotional, social, and moral development of the normal individual. Cross-listed with HUS 3310.

Prerequisite: PSY 1010

PSY 3410: Cultural Diversity (3)

The purpose of this course is to enhance students' abilities to understand, evaluate, and provide culturally sensitive and competent human services to members of diverse groups in society. Cross-listed with HUS 3410 and SOC 3410.

Prerequisite: PSY 1010

PSY 3500: Statistics for Psychology and Sociology (3)

An introduction to descriptive and inferential statistics for the social sciences. Topics include Z-scores, hypothesis testing, t-tests, ANOVA, correlation, and linear regression. Includes use of a current computerized statistical program.

Prerequisites: MAT 1110 and PSY 1010

PSY 3610: Psychology of Religion (3)

A study of psychological understandings of religious phenomena, with attention to theories of religion, moral and spiritual development, religious experience, and psychological factors in religious cultures.

Prerequisite: PSY 1010

PSY 3811: Research Methods I (3)

The course will focus on the development of a proposed research project in Psychology. Topics will cover research project topic generation, literature review, ethical behavior, and research design. Students will develop a research project and be required to provide a professional defense of their work.

Prerequisites: PSY 1010 and PSY 3500

PSY 3812: Research Methods II (3)

A research study will be conducted according to an already fully developed research proposal. Thus, the student will develop experimentation, statistical, and manuscript writing skills. In addition, the student will continue to gain ethical skills and knowledge.

Prerequisites: PSY 1010, PSY 3500, PSY 3800 and PSY 3811

PSY 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

PSY 4050: Internship (3)

Supervised practical experience meant to complement knowledge obtained in the classroom. Students are given the opportunity to gain skills and explore career options. The internship requires 112 hours of supervised placement with a qualified professional in the field. Repeatable course up to 6 hours with departmental approval.

Prerequisites: a minimum 2.75 cumulative GPA, Junior or Senior standing, and departmental approval.

PSY 4070: Sensation and Perception (3)

A study of the structures and functions of the major human sensory organs and how the information from these organs is understood by the brain. The course will cover the major theories, empirical work, and current research trends in the field.

Prerequisite: PSY 1010

PSY 4080: History and Contemporary Systems in Psychology (3)

An examination of the systems in contemporary in relation to their historical background and an evaluation of their fundamental assumptions, methodologies, and problems.

Prerequisite: PSY 1010

PSY 4170: Cognitive Psychology (3)

A study of the basic perceptual processes of attention and memory as well as more complex topics such as artificial intelligence, cognitive neuroscience, creativity, decision making, intelligence, language and problem solving.

Prerequisite: PSY 1010

PSY 4171: Physiological Psychology (3)

An overview of the nervous system and its functioning, including neural communication, development and evolution of the brain, the sensory systems, hormones and sex, sleeping and dreaming, and learning and memory.

Prerequisite: PSY 1010

PSY 4172: Learning and Behavior Modification (3)

A study of the major learning theories: behaviorism, cognitivism, and humanism; and concepts: memory, intelligence, and motivation. Emphasis is on the practical application of learning theory and concepts in order to facilitate change in human behavior.

Prerequisite: PSY 1010

PSY 4180: Addictive Behaviors (3)

This course addresses the multiple factors that contribute to addiction with a focus on alcohol and drug use, abuse dependency, treatment, and prevention. Cross-listed with HUS 4180.

Prerequisite: PSY 1010

PSY 4310: Personality Theories (3)

A study of representative psychological theories concerned with personality. A comparison of the theories will be made, and frameworks suggested for their evaluation.

Prerequisite: PSY 1010

PSY 4320: Forensic Psychology (3)

This course introduces students to the field of forensic psychology. Students will gain insight into the role that psychology plays in criminal justice and will be exposed to relevant theory, policy, and practice. Cross-listed with CRJ 4320.

Prerequisite: CRJ 2070 or PSY 1010

SOCIOLOGY (SOC)**SOC 1010: Introduction to Sociology (3)**

A fundamental course designed to acquaint the student with the field of sociology and its concepts. General principles, culture, collective behavior, personality, human ecology, social institutions, and social changes are studied.

SOC 3410: Cultural Diversity (3)

The purpose of this course is to enhance students' abilities to understand, evaluate, and provide culturally sensitive and competent human services to members of diverse groups in society. Cross-listed with HUS 3410 and PSY 3410.

Prerequisite: SOC 1010

SPANISH (SPA)

Native French, Spanish, or German speakers are not allowed to take any courses in their native language below FRE 3040, SPA 3020, or GER 3990, unless otherwise advised by the instructor. Students native in any of these languages may be exempt from the foreign language requirement in foundations. *See additional policy information in the undergraduate admissions portion of the catalog on page 33.

SPA 1500: Spanish Language I (3)

This course introduces students to the fundamentals of speaking, hearing, reading, and writing Spanish. The course meets for three lecture hours per week.

SPA 1510: Spanish Language II (3)

This course completes the introduction of the student to the fundamentals of speaking, hearing, reading, and writing Spanish and begins to prepare the student for language production and comprehension at the intermediate level. The course meets for three lecture hours per week.

Prerequisite: SPA 1500, or placement by exam

SPA 2500: Spanish Language III (3)

This course prepares the student for language production and comprehension at the intermediate level. The course meets for three lecture hours per week.

Prerequisite: SPA 1510, or placement by exam

SPA 2510: Spanish Language IV (3)

This course completes the study of language production and comprehension at the intermediate level. The course meets for three lecture hours per week.

Prerequisite: SPA 2500, or placement by exam

SPA 3010: Advanced Grammar and Composition (3)

This course focuses on composition and a thorough review of grammar with a continued emphasis on developing the basic skills of communication in Spanish. The course includes readings and discussion of Spanish literary selections, civilization, and culture.

SPA 3015: Advanced Conversation (3)

This course is focused on oral and reading proficiency. The course includes readings in classical and contemporary Spanish, group discussion, and class presentations with the goal to improve spontaneous production of the language.

SPA 3020: Selected Readings in Spanish (3)

Reading and discussion of selected works of contemporary Hispanic writers. (Repeatable Course)

Prerequisite: SPA 2020

SPA 3030: Introduction to Spanish Literature (3)

Reading and analysis of selected works of Spanish literature with emphasis on the twentieth century.

Prerequisite: SPA 2020

SPA 3050: Vocabulary Self Study (1)

This course is to be taken in conjunction with SPA 3010 or 3015. Students will prepare and complete a plan of study that includes a significant focus on new vocabulary. Supervising teacher will approve vocabulary lists and test students on the material. Students are expected to master no less than 400 words.

SPA 3110: Spanish Civilization and Culture (3)

A study of the geography, history, arts, and major figures of Spain from the beginnings to the present.

Prerequisite: SPA 3010

SPA 3150: Spanish Literature: Middle Ages to 1700 (3)

Reading and analysis of the major works of representative Spanish writers from the origins of Spanish literature through the seventeenth century.

Prerequisite: SPA 3010

SPA 3160: Spanish Literature: 1700 to the Present (3)

Reading and analysis of the major works of representative Spanish writers from 1700 to the present.

Prerequisite: SPA 3010

SPA 3250: Introduction to Latin American Literature (3)

An introduction to the pre-Columbian heritage, followed by a study of the prose of exploration, the Colonial period, and the wars of independence and modernism.

Prerequisite: SPA 3010

SPA 3300: Spanish-American Civilization and Culture (3)

A study of the geography, history, arts, and society of Latin America from pre-Columbian times to the modern period.

Prerequisite: SPA 3010

SPA 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

Prerequisite: SPA 3010

SPA 4100, 4110: The Golden Age I, II. (3, 3)

Spanish literature of the sixteenth and seventeenth centuries, with particular emphasis on Don Quixote and the principal dramatists.

Prerequisite: Senior standing

SPA 4900: Capstone Project (1)

Students will write a paper or present a multimedia presentation that summarizes their study abroad experience and how it relates to their major and global awareness.

SPORT MANAGMENT (SPM)**SPM 1500: Introduction to Sport Management (3)**

Survey of the historical, philosophical, and social foundations of sport and related fields. Specific topics from different area, such as sport sociology, psychology, and marketing, and their management implications will be analyzed. Prerequisite for all 3000 and 4000 level Sport Management courses except SPM 3120

SPM 3000: Contemporary Issues in Sport (3)

Examination of sport and society in areas such as ethics, gender, media, violence, performance-enhancing drugs, youth sports, safety, and education.

Prerequisite: SPM 1500

SPM 3030: International Sport (3)

This course seeks to understand the nature of the globalization of sport focusing particularly on opportunities and challenges in relation to the modern Olympic games, international sport, the public and private sector of sport organizations, leagues and tours, and sport facilities. Additional considerations will be given to cases of international sport corporations and organizations involved in Olympic, Paralympic, World Cup and Pan America sports.

Prerequisite: SPM 1500

SPM 3120: Sport Psychology (3)

Introduction to the psychology of sport and exercise. Includes the scientific study of people and their behaviors in these contexts and the practical application of that knowledge. Topics include personality, motivation, anxiety, competition and cooperation, group and team dynamics, leadership, goal setting, self-confidence, injury, moral and ethical considerations, and unhealthy behaviors. Cross-listed with PSY 3120.

SPM 3500: Sport Coaching (3)

Theories and philosophies of coaching, including team selection, scheduling, and school/community relations

Prerequisite: SPM 1500

SPM 3600: Sport Marketing (3)

This Sport Management course will examine the diverse and complex nature of sports marketing. We will introduce basic sport management marketing concepts and techniques, and then see how they are applied in sport organizations. Students will be exposed to the marketing process through lectures, readings, and assignments. Students will learn to create a sport marketing plan and the different components associated within a successful plan. Students will also have the opportunity to learn how to market themselves to desired employers.

Prerequisites: MKT 3400 and SPM 1500

SPM 3650: Social Media in Sport (3)

Social Media in Sport is designed to provide students the information and practical knowledge needed to cultivate growth for business and entrepreneurship opportunities within business administration. This course will illustrate the current and long-term consequences that irresponsible social media usage can have on a student's educational, athletic, and professional careers. It shows students ways in which they can use social media to promote their team, school, community, business and grow their own personal brand. Learning how to skillfully and safely utilize it now, will greatly help students to continue to use social media in the future.

Prerequisite: SPM 1500

SPM 3700: Sport Administration (3)

This course emphasizes principles of leadership and administration for sport, athletic, and business-related programs and organizations. Experiential learning and presentations relating to the administration of athletic and sport programs, with the intent of providing realistic pre-professional experiences in the field are integral aspects of the course. Intercollegiate, interscholastic, professional, public, and private athletic sport settings will be discussed.

Prerequisite: SPM 1500

SPM 3800: Sport Governance (3)

Sport Governance is an examination of the power and politics of sport organizations. The focus of this course will identify how amateur and professional organizations (locally, nationally, and internationally) and individual sport governing bodies function in the sport industry. This will include authority of organizations, organizational structures, and real-life policy issues as it relates to a sport context.

Prerequisite: SPM 1500

SPM 3990: Special Topics (1-6)

Variable subject content (Repeatable Course)

SPM 4050: Internship (3-12)

Intended as a full-semester load, to be completed on-site in field setting. Evaluation to be completed by both faculty and site supervisor. Repeatable course up to 12 credit hours with departmental approval. Approval of program chair required.

Prerequisite: SPM 1500

SPM 4100: Leadership in Sport (3)

This course will examine the role and responsibility of leadership in Sport and Recreation. An emphasis will be on leadership styles, techniques, issues, and problems in leading people.

Prerequisites: Junior Standing, ENG 1020, MGT 3300, and SPM 1500

SPM 4700: Event and Facility Management (3)

The purpose of this course is to provide students with an introduction to the planning and management of sports facilities and events as they relate to facility operations and event management principles. The course will focus on the differing styles of facility management including elements of logistics, planning, design, and management, while examining functions related to maintenance, security, operations, and evaluation. The course will emphasize problem solving in each of these domains.

Prerequisites: Junior Standing, ENG 1020, MGT 3300, and SPM 1500

SPM 4900: Sport Management Capstone (3)

The Capstone course is designed to culminate an integrative experience of leadership, biblical worldview, career, and intellectual interests through a portfolio and career development. This information will be utilized to develop a detailed career portfolio linking Program Broad Based Goals with career and intellectual interests. This approach allows the student to demonstrate that they have mastered acquired knowledge and skills and can apply them to professional practices. A presentation of the portfolio is required.

Prerequisite: Senior status

SPM 5100: Business of Sport (3)

This course introduces students to principles, opportunities, and challenges of sport as a business. The course includes the investigation into many of the sport industry sectors: Professional leagues and franchises, Olympics, amateur athletics, collegiate, interscholastic, youth, and recreational sports. Professional positions and future sport industry skill trends will be investigated.

SPM 5200: Risk Management in Sport (3)

This course examines relevant risk management practices and legal considerations for future sport management professionals. Areas of risk management that will be examined include facility and event operations, development of policies and procedures, strategic risk management planning, mitigation of liability, crisis communication strategies, crowd control, and training procedures as they relate to sport industry.

SPM 5300: Leadership & Administration in Sport (3)

This course will investigate & evaluate historical and contemporary theories in leadership and its application to future sport management professionals. Students will develop a personal and professional plan to become a leader in the sport industry.

SPM 5400: Sport Marketing (3)

This course explores various theories and practices of sport marketing, promotion, sponsorship, consumer behavior, and sales as they relate to and are applied to various sport management contexts.

Prerequisite: MKT 6920

SPM 5500: Sport Operations & Event Management (3)

This course provides both an in-depth investigation and the practical experience related to the effective management and operations of a sporting event. Students will organize, promote, host, and report on a sport-related event in the students' local area.

SPM 5900: Business Internship (3)

Internship opportunity for a Master's Level student who is enrolled in one of the following graduate level programs: Master of Management, Master of Management Non-Profit Human Services, Master of Business Administration (MBA), MBA Healthcare Management Concentration, MBA Sport Management Concentration, or Master of Accountancy (MACC). Allows the student to engage in experiential activity working at an appropriate business organization to gain experience, discover career options, and apply classroom theory to real world circumstances. Approval by College of Business Dean required. Cross-listed with ACC 5900, BUS 5900, MKT 5900, and MGT 5900.

THEATRE (THE)**THE 1010: Theatrical Production I (3)**

The basic concepts, elements, procedures, and craft techniques of theatrical stage technology and scenic design. Work on Shorter University theatrical productions is required.

THE 1150, 1160: Theatre Laboratory I, II (1, 1)

Students will participate in backstage and technical production areas in association with Shorter Theatre Department productions. This course may be registered multiple times as THE 2150, THE 2160, THE 3150, THE 3160, THE 4150 and THE 4160 for a maximum of eight hours of credit.

THE 1200: Professional Theatre Workshop I (1-3)

May be registered as THE 2200, THE 3200, and THE 4200 for additional credit.

THE 1360: Stage Movement I (3)

The foundations of body movement for the actor. Center alignment, physical conditioning and warm-up for the actor, gesture, movement analysis and scoring are explored. Major movement systems are introduced.

THE 1510: Theatre (0)

Students will participate in the play and/or musical production as an actor, technician, manager, or engineer. Course is repeatable.

Prerequisite: Permission of instructor (may require an audition)

THE 2010: Acting I (3)

This course is an introduction to 20th century acting systems, involving theoretical and practical application of these systems to be applied on the stage.

THE 2020: Acting II (3)

A continuation of the study of modern acting systems.

Prerequisite THE 2010

THE 2050: Voice for the Actor I (3)

This course focuses on the foundations of voice for the stage actor. Respiration, phonation, resonance, articulation, tension and vocal warm-ups and exercises are explored throughout the course.

THE 2150: Theater Lab III (1)

Participation in one-act plays and major productions. This course may be registered as THE 2150, THE 2160, THE 3150, THE 3160, THE 4150, and THE 4160 for additional credit. A total of eight hours credit may be applied to the degree.

THE 2160: Theater Lab IV (1)

Participation in one-act plays and major productions. This course may be registered as THE 2150, THE 2160, THE 3150, THE 3160, THE 4150, and THE 4160 for additional credit. A total of eight hours credit may be applied to the degree.

THE 2250: Theatre Appreciation (3)

An introductory survey course on the development of the physical theatre and its relationship to the dramatic works of the separate periods; a basic introduction to performed theatre.

THE 3000: Playwriting I (3)

An introduction to the art of playwriting, this course includes writing exercises in idea, plot, and character development. Students will develop and write a ten minute play.

THE 3020: Theatrical Production II (3)

This course is a continuation of the concepts of theatrical production, with an introduction to design and more advanced theatrical practices. Work on Shorter University productions is required.

THE 3050: Voice for the Actor II (3)

Further exercise designed to give the actor a responsive, expressive, and articulate voice. Continued work in IPA with a focus on dialects and accents.

THE 3110: Lighting Design (3)

This course explores lighting design from conception to realization. Both artistic and practical approaches are explored throughout the design process.

THE 3210: Development of Drama (3)

The major forms of Western dramatic literature from Aeschylus to Ibsen, and from 1870 to present including *avant garde* experimental theatre. Format will include discussion of assigned plays.

THE 3240: Survey of Dramatic Styles (3)

This class will teach a theatrical approach to appreciating, understanding, and interpreting the various styles of Dramatic Literature and production available through theatre history. Discussion and analysis of various pieces of dramatic literature from a practical production standpoint.

THE 3250: Introduction to Film (3)

An introduction to basic film concepts, conventions, criticism, theory, and the myriad practices of film art.

THE 3260: Technical Direction and Stage Management (3)

This course designed to increase communication and organizational skills in all areas related to technical direction and stage management.

THE 3310: Acting for the Camera (3)

This course that will explore the various acting styles, techniques, and genre's available in mass media today. This class also provides a brief history of the development of acting styles and conventions for film and television. Comparing and contrasting stage conventions with various media techniques will be explored.

Prerequisite: THE 2010

THE 3320: Audition Techniques (3)

Methods of auditioning for theatre and musical theatre. The course covers techniques of timed auditions, cold readings, callbacks, interview, improvisation, résumés, headshots, contracts, and casting agents.

Prerequisites: THE 2020, THE 2050, THE 3360

THE 3325: Theatrical Makeup (3)

The basic procedures and concepts of theatrical makeup. The proper application of corrective, age, and fantastical makeup for the theatre.

THE 3340: Script Analysis (3)

This class will provide working artists with tools that allow them to interpret and analyze theatrical works for both theoretical and practical application for the stage.

THE 3370: Stage Movement II (3)

Continuation of the study of body movement for the stage actor. Further examination of alignment, release of excess tension, warm-up for the actor, and movement analysis.

Prerequisite: THE 1360

THE 3380: Stage Combat (3)

This class provides students with an opportunity to learn techniques of period style fighting for the stage. Armed and unarmed combat will be explored.

Prerequisites: THE 2010, THE 1360

THE 3390: Period Styles. (3)

Acting techniques and styles from various periods in history, as well as acting conventions and practical application of theoretical knowledge of various periods of history will be explored.

Prerequisites: THE 2010, THE 1360

THE 3400: History of American Musical Theatre (3)

A study of the development of the American musical theatre as music and as theatre.

THE 3460: Theatre History I: Classical (3)

The major trends and aspects of Western theatrical history from its origins to the dawn of Realism (1870).

THE 3470: Theatre History II (3)

The major aspects of European and American theatrical history from Realism to the present.

THE 3500: Scene Painting (3)

Introduction to scenic paints and materials. The course includes practical projects in painting perspective and typical scenic textures and construction materials such as wood, brick, stone, marble, and moldings. Students also learn to create painter's elevations.

THE 3600: Introduction to Scenic Design (3)

An introductory course to the scene design process and the tools of the scenic designer. Scenic research, analysis, sketching, drafting techniques, design drawings, perspective grids and scenic renderings are explored and practiced.

THE 3650: Computer Aided Drafting (CAD) for the Theatre (3)

Computer aided drafting and its theatrical applications. Programs utilized include AutoCAD and Vector works.

THE 3660: Metal Work: Welding for Theatre. (1)

An introduction to basic theatrical welding techniques. Developing skills in arc welding, and both stick and wire feed.

THE 3990: Special Topics (1-6)

Variable subject content. (Repeatable Course)

THE 4010: Directing (3)

Theory and exercises in directing plays and musicals.

Prerequisites: THE 2020, THE 2050, THE 3370.

THE 4030: Acting III (3)

Studies in acting for Shakespearean plays. The concepts of scansion, literary devices, Elizabethan period style and character are explored and applied through the preparation and performance of sonnets, soliloquies, and scenes by Shakespeare.

Prerequisites: THE 1360, THE 2020, THE 2050, THE 3360

THE 4040: Acting IV (3)

Senior acting seminar. The course involves work in advanced acting scenes and plays. It is designed to address the post-graduation goals of each individual student.

THE 4050: Internship (3)

Structured opportunities for theatrical production and performance experience.

Majors only. Must be approved by Department Chair. Repeatable course up to 6 hours with departmental approval.

THE 4300: Senior Capstone (3)