



**Southern Wesleyan University
Graduate Bulletin**

2015-2016

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This catalog is intended to represent accurately the academic programs, policies, and personal expectations of the university for the academic year. However, routine changes in programs and in financial charges may occur and will apply to the academic year. Because the university reserves the right to withdraw or add offerings and make other necessary changes after this catalog has been printed, this publication is a guide and is not an irrevocable contract between the student and the university. The university is not liable for inadvertent errors or for statements made by faculty or academic advisors contrary to published requirements.

SOUTHERN WESLEYAN UNIVERSITY

Southern Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters 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 Southern Wesleyan University.

The teacher education programs at Southern Wesleyan University are accredited by The Council for the Accreditation of Educator Preparation (CAEP), <http://www.caep.org>. This accreditation covers initial teacher preparation programs and advanced educator preparation programs at the main campus in Central and other learning centers operated at Southern Wesleyan. The university's teacher and administrator education programs are also approved by the South Carolina Board of Education. (Documents describing accreditation are on file in the Office of the President and may be reviewed upon request.) In addition, Southern Wesleyan University is a member of the National Association of Schools of Music.

Degree program(s) of study offered at Southern Wesleyan University have been found exempt from the requirement of licensure by the University of North Carolina under provisions of North Carolina General Statutes Section (G.S.) 116-15(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

The university is a member of the Council for Christian Colleges and Universities (CCCU) and of the South Carolina Independent Colleges and Universities (SCICU). Its students who are residents of South Carolina are eligible to apply for South Carolina Tuition Grants.

The school is recognized and listed by the U.S. Office of Education and by the Veterans Administration. It is authorized by Federal law to enroll non-immigrant alien students.

Southern Wesleyan University has an established policy concerning the availability of student records. This policy complies with the Family Educational Rights and Privacy Act of 1974, as amended. The act, with which the university intends to comply fully, was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data. The university policy on the availability of students' educational records is on file in the Office of Academic Records and may be obtained upon request.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972 and with Section 504 of the Rehabilitation Act of 1973, Southern Wesleyan University does not discriminate on the basis of race, national origin, sex, or physical handicap in any of its policies, practices, or procedures. The university reserves its right to operate as a church-related institution and to develop policies consistent with the religious tenets of its sponsoring denomination, The Wesleyan Church.

Federal legislation, Title II, Section 207, of the Higher Education Act, requires states and institutions having teacher preparation programs to submit annual reports on teacher preparation and licensing. The institutional reports include the pass rates of students on tests required for state certification, the number of students in the program, and the institution's accreditation status, among other information. The state report summarizes the institutional reports and state requirements and provides a rank ordering of the institutions based on the pass rates reported. Southern Wesleyan University provides an abbreviated report in this catalog and a full report at the following website:

<http://education.swu.edu/title.htm>

Table of Contents

ABOUT THE UNIVERSITY	4
Aspirations	4
Mission and Values	4
Doctrinal Statement.....	5
Southern Wesleyan University Learning Outcomes.....	5
Programs and Formats.....	6
Campus and Learning Center Facilities	6
ADMISSIONS INFORMATION	7
Application to a Master’s Degree Program.....	7
General Graduate Admission Requirements	8
GRADUATE PROGRAMS ACADEMIC INFORMATION	11
Transfer policy	11
Candidacy.....	11
Credit Hour.....	11
Registration	11
Class Attendance	11
Tardy Policy	12
Grades	12
Good Standing and Academic Probation	13
Withdrawal from Courses	15
General Graduation Requirements	16
Academic Honesty	16
Privacy of Student Educational Records	18
FINANCIAL INFORMATION.....	20
Payment of Accounts	20
Delinquency Policy	21
Refund Policies	21
Veterans' Benefits.....	21
Active Duty Military	22
STUDENT LIFE INFORMATION.....	23
Community Expectations	23
Gender Discrimination	25
Student Complaints	26
SCHOOL OF BUSINESS	30
Master of Business Administration	30
Master of Business Administration with Health Care Administration Concentration.....	31
Master of Science in Management and Leadership.....	32
SCHOOL OF EDUCATION.....	33
Master of Education in Classroom Leadership.....	35
Master of Education in Administration and Supervision	35
DESCRIPTION OF COURSES	38
DIRECTORY 2015-2016.....	47
UNIVERSITY CALENDAR	53
INDEX	55

ABOUT THE UNIVERSITY

Aspirations

Since its founding by The Wesleyan Church in 1906, Southern Wesleyan University has been a Christian community of learners that recognizes God as the source of all truth and wisdom. The university seeks to create an atmosphere in which members of the community work together toward wholeness by seeking to integrate faith, learning, and daily life.

Located in Central, South Carolina, the university is a half-way point between Charlotte, North Carolina, and Atlanta, Georgia. It is thirty minutes from the foothills of the Blue Ridge Mountains and ten minutes from Clemson University, with whom it shares some cooperative programs. Southern Wesleyan welcomes persons with a wide variety of backgrounds and abilities. Younger and older, undergraduate and graduate, residential and commuting, and traditional and non-traditional students work and interact with a faculty guided by a Christian understanding of the liberal arts.

The university evolved from a small Bible institute and its first charter as Wesleyan Methodist College in 1909 into a four-year, private, liberal arts college, regionally accredited in 1973. Historically, the founders of the college understood linguistic, quantitative, and analytical skills to be the foundation of a liberal arts education. Further, they believed that the cultivation of this curriculum within the context of faith, worship, studies in religion, and service to others created a fertile soil for intellectual and spiritual growth. Thus, the college ensured that every student would be well grounded in these areas by developing a general education curriculum of liberal arts studies. That tradition is alive today. All undergraduate programs—traditional and non-traditional—contain a core curriculum in the liberal arts.

As a ministry of The Wesleyan Church and in service to the global Church, Southern Wesleyan prepares students for graduate study and leadership in such fields as religion, education, music, business, medicine, law, and a variety of civic and social service professions. Graduate programs are offered in fields in which the university has demonstrated particular strengths—education and business. Although the university serves the Southeast, the student population is a wholesome blending of cultural, ethnic and regional diversity drawn from the entire United States and the international community encouraging broader understanding and development of Christian values.

Ideal graduates of Southern Wesleyan have a healthy respect for themselves and others as bearers of God's image. Their respect encourages care for personal and social health—mentally, physically, and spiritually. They seek a biblical social awareness that cares for people and their environment. Through the completion of courses in world history, culture, and the arts (in traditional and non-traditional classes and in international settings), they are prepared to serve society with respect for the past and a vision for the future. Southern Wesleyan graduates are prepared to confront a rapidly changing world with skills in communication, information processing, analysis, synthesis, and problem-solving.

Mission and Values

University Core Values

Christ Centered: Purpose, Scholarship, Community, Transformation

- Purpose:* A specific calling for a unique role in our world.
Scholarship: Academic excellence in an innovative faith-centered environment.
Community: Belonging to a connected and compassionate body of learners.
Transformation: Christ's redemptive work in individual and corporate life.

Comprehensive Statement

We believe that every individual has a God-given purpose, brought to fruition by the sanctifying power of the Holy Spirit. Through the challenge of scholarship and participation in a consecrated community of learners we are both individually and corporately continuously transformed into the image of Christ.

University Mission

Southern Wesleyan University is a Christ-centered, student-focused learning community devoted to transforming lives by challenging students to be dedicated scholars and servant leaders who impact the world for Christ.

Doctrinal Statement

As a university owned and organized for the purposes of The Wesleyan Church, Southern Wesleyan University shares a common understanding of doctrine and God's revealed will as described in the Church's "Articles of Religion," "Membership Commitments," and "Elementary Principles." The following is a summary of the doctrine set forth in the Articles of Religion, but the statement is not intended to replace or in any way supersede the more explicit affirmations found in the most current version of The Discipline of the Wesleyan Church.

We believe in God the Father, the Son, and the Holy Spirit.

We believe that Jesus Christ, the Son, suffered in our place on the cross, that He died but rose again, that He now sits at the Father's right hand until He returns to judge all humanity at the last day.

We believe in the Holy Scriptures as the inspired and inerrant Word of God.

We believe that by the grace of God every person has the ability and responsibility to choose between right and wrong, and that those who repent of their sin and believe in the Lord Jesus Christ are justified by faith.

We believe that God not only counts the believer as righteous, but that He makes believers righteous, freeing them of sin's dominion at conversion, purifying their heart by faith and perfecting them in love at entire sanctification, and providing for their growth in grace in every stage of his spiritual life, enabling them through the presence and power of the Holy Spirit to live victorious lives.

Southern Wesleyan University Learning Outcomes

The learning community at Southern Wesleyan University fosters in participants

- biblically informed personal wholeness reflected in healthy, growth-enhancing relationships with God, themselves, and others;
- the ability to participate articulately in the significant conversations of the human race from a well-informed, reasonable, and distinctively Christian perspective; and
- the ability to effect positive change through skillful, values-driven engagement with their world.

Such that graduates . . .

1. Bear witness to a deepening relationship with God through Christ reflected in integrity of thought, affection, and action.
2. Have established lifestyle habits that facilitate ongoing growth intellectually, spiritually, physically, socially and emotionally.
3. Approach issues of both a theoretical and practical nature from a consistently biblical perspective, tempered by awareness of personal biases and divergent views.
4. Lead positive change by seeking justice for, reconciliation with, and service to others in a manner that reflects understanding of social dynamics.
5. Recognize and value truth and beauty in themselves and their surroundings as reflections of the Creator.
6. Critically and creatively construct their own well-reasoned perspectives in discussing current trends, ideas and events, drawing on understanding of the breadth of human knowledge.
7. Demonstrate skill in listening, reading, scholarship, writing, public speaking and the use of technology.
8. Solve problems effectively using scientific research, critical thinking, and creativity.
9. Work collaboratively in diverse cultural groups to achieve positive results.
10. Master professional or discipline-specific knowledge and skills sufficient to be productive in the field to which they are called.

Programs and Formats

Southern Wesleyan University seeks to meet the educational needs of diverse student populations through both traditional and innovative approaches. For those students who seek an excellent residential campus experience in the context of a strong Christian environment, the university provides a residential campus program at its facility in Central, South Carolina. There the rich traditions of academia are coupled with dorm-life, sports, chapel, and artistic performances.

SWU's residential campus program offers a wide variety of undergraduate majors in areas such as business, recreation, teacher education, music, English, communication, religion & ministry, biology, chemistry, math, computer science, forensics, pre-medicine, medical technology, history, psychology, social science and human services.

To serve the needs of the working adult, Southern Wesleyan University offers adult evening programs in an innovative framework. Learning centers in Greenville, Columbia, North Augusta, Charleston, and Central as well as facilities in Spartanburg and Greenwood provide opportunities to conveniently complete undergraduate and graduate programs by attending classes one evening a week. The Adult & Graduate Studies programs continue year-round and students enter the program at numerous times during the year.

Undergraduate programs offered in the adult evening format include an associate degree in general studies. Also offered are bachelor of science programs in business administration and human services. Some undergraduate programs may also be offered either partially or completely in an asynchronous distance format.

Southern Wesleyan University also offers graduate programs for working adults at locations around the state of South Carolina including the Master of Business Administration (MBA), the Master of Education in Classroom Leadership (MEDCL), the Master of Education in Administration and Supervision (MEDAS), and the Master of Science in Management (MSM).

Campus and Learning Center Facilities

Central

Southern Wesleyan University occupies a three-hundred acre campus near the town of Central (the central point on a railway line running between Charlotte and Atlanta). Instructional facilities on campus include Folger Fine Arts Building (1964), Brower Classroom Building (1966), Gibson Science Building (1966), Ellenburg Lecture Hall (1966), John M. Newby Education Center (2003) and the Newton-Hobson Chapel & Fine Arts Center (2008). Claude R. Rickman Library (1975) is conveniently located at the center of the campus. Providing individual and group reading and study areas, the library contains over 115,000 cataloged volumes, including the Wesleyana Collection, as well as access to electronic books, reference sources, and online databases with nearly 27,000 journals in full-text.

Student residence halls include Childs Hall (1947), Stuart-Bennett Hall (1963, addition 1967), apartments (2000), and Mullinax Hall (2005). The Lowell E. Jennings Campus Life Center (1991) houses snack shop, bookstore, mailroom, and student services; and J. Walden Tysinger Gymnasium (1969) contains locker rooms, shower rooms, official-size hard maple basketball floor, fitness center, recreation areas, and offices for athletic personnel. The University Dining Commons (2005) houses conference services and student food services.

Most administrative offices are located in Correll Hall (1947). Adult and Graduate Studies administrative offices are located in Terry Hall (1989). Admissions is located in the Clayton Welcome Center (renovated 2009). In 1997, the university acquired Eagles Rest, which is used as a retreat and conference center. Bryant Lodge (2001) serves as a gathering place for university and community events.

Greenville

In Greenville, SWU offers its Adult and Graduate programs at its Learning Center in the Henderson Advertising Tower, 84 Villa Road, Greenville, SC. The facility has sixteen classrooms, a computer lab and office space.

Columbia

In Columbia, SWU offers its Adult and Graduate programs at its Learning Center at 1021 Pinnacle Point, Suite 120, Columbia, SC 29223. The facility has nine classrooms, a computer lab, a study room, and office space.

Charleston

In Charleston, SWU offers its Adult and Graduate programs at its Learning Center at 4055 Faber Place Drive, Charleston, SC. The facility has ten classrooms, a computer lab and office space.

North Augusta

In North Augusta, SWU offers its Adult and Graduate programs at its Learning Center in the Business Technology Center, 802 East Martintown Road, N. Augusta, SC. The facility has ten classrooms, a computer lab and office space.

ADMISSIONS INFORMATION

Admission to Southern Wesleyan University is dependent upon scholastic attainment, character, and potential to profit by the programs offered. The university welcomes applicants without regard to race, color, national origin, religion, sex, or physical handicap, so long as they have a genuine desire for a post-secondary education and possess character traits that will enable them to fit into a Christian collegiate environment.

Each application is considered individually, taking into account basic admissions requirements and the individual's unique abilities and circumstances. Acceptance is determined by the Director of Admissions in consultation with the Admissions Committee. Applicants are notified in writing as soon as a decision is made. Admission requirements vary depending on the program for which the student has applied.

Application to a Master's Degree Program

For a candidate to be considered for admission, the following must be submitted to SWU's Admissions Office:

1. Submission of a completed AGS application.
2. \$25 non-refundable application fee.
3. Official transcripts from degree-granting institution of course work attempted or completed and transcript of any graduate work. (If less than 60 hours from degree-granting college, you must provide a transcript of all college-level work.)
4. Two letters of recommendation from persons qualified to judge the applicant's moral character, professional expertise, and capacity for graduate-level work.
5. Evidence of required employment and/or experience.
6. Scores on the Graduate Record Exam, Miller Analogies Test or Graduate Management Admissions Test, as specified for the degree program, if requested by the Graduate Admissions Committee.
7. Applicants to the MEd program must provide proof of teacher certification.
8. For applicants for whom English is a second language, official TOEFL or IELTS score.
9. Satisfactory interview with designated committee or academic division, if required.

If you have any questions regarding admission requirements for your degree program, please contact your local admissions coordinator.

Graduate Admission Status

Regular--Applicant meets all requirements and has completed all program prerequisites.

Conditional--Applicant is admitted by action of the Graduate Admissions Committee, which may specify special requirements. Any specified requirements must be met no later than the end of the second graduate class. Regular admission after an “admission on condition” requires earning a grade of 3.0 in each of the first two courses taken in the master’s degree program.

General Graduate Admission Requirements

The following criteria apply to all graduate programs:

1. Bachelor's degree from a regionally accredited college or university.
2. The specified minimum cumulative grade point average on all undergraduate course work or on the final 60 hours of undergraduate course work. Based on a 4.0 scale, M.Ed. requires 3.0; other programs require 2.7.
3. Official transcripts of all college-level course work, both undergraduate and graduate.
4. Two letters of recommendation from persons qualified to judge the applicant's moral character, professional expertise, and capacity for graduate-level work.
5. Official TOEFL score of at least 550 (paper test), 213 (computer test) or equivalent evidence of proficiency in English (for applicants for whom English is a second language).
6. Satisfactory interview with designated committee or academic division, if required.
7. Experience and employment, as specified for each program.
8. Satisfactory score on the Graduate Record Exam, Miller Analogies Test, or Graduate Management Admissions Test, as specified for the degree program, if requested by the Graduate Admissions Committee. Official records are required from the testing organization.

Additional Requirements for International Student Admission into an Online Graduate Program

International students seeking admission into a fully online graduate program must provide evidence of English proficiency using one of the following, taken within the past two years:

- Official TOEFL score:
 - 570, with no individual score below 50, and TWE score of at least 5—paper test version
 - 80, with no individual score below 20—online version
- Official IELTS score of 7

On the request of the prospective students, if one of the above test scores is unavailable, one of the following criteria may be used to demonstrate proficiency in English.

1. Completion of equivalent of U.S. bachelor’s degree at a university where the curriculum and instruction were exclusively in English.
2. GRE scores of no less than 287 overall, with at least 150 on Verbal Reasoning and 4 in writing, taken within the past two years.
3. GMAT scores of no less than 550 overall, with at least 35 on the Verbal section, and an AWA score of at least 5, and IR score of at least 6, taken within the past five years.

Master of Business Administration (MBA)

Additional Admission Requirements

1. Evidence of current employment and at least two years of significant work experience, and eighteen undergraduate semester hours in business administration, management, human resource management, or marketing; or three years of managerial experience
2. Appropriate work experience for those currently unemployed includes five years of significant work experience and eighteen undergraduate-semester hours in business administration, management, human resource management, or marketing; or five years of managerial experience.

Master of Business Administration with Health Care Administration Concentration (MBA-HCA)

Additional Admission Requirements

1. Evidence of current employment and at least two years of significant work experience, and eighteen undergraduate credit hours in business administration, management, human resource management, or marketing; or three years of managerial experience.
2. Appropriate work experience for those currently unemployed includes five years of significant work experience and eighteen undergraduate credit hours in business administration, management, human resource management, or marketing; or five years of managerial experience.
3. Experience in a health care setting is required for all who enter this program.

Master of Education in Classroom Leadership (MEDCL)

Additional Admissions Requirements

1. Current employment with a minimum of one year experience as an administrator or teacher such that the teacher's classroom can serve as a "laboratory" for the completion of course requirements. For candidates not meeting the minimum requirement for employment, the committee will consider additional evidence, including internships and volunteer work, and two letters of recommendation – at least one from a school administrator or teacher who would be willing to open a classroom for the candidate to complete course requirements, and one from someone who has knowledge of the candidate's ability to perform in an educational setting.
2. Valid teaching certificate from the State of South Carolina or equivalent out-of-state certification.
3. A student without a GPA of 3.0 may appeal for admission. Such an appeal must be accompanied by minimum GRE scores of 287 on math and verbal and a 4 in writing.

The MEd program curriculum does not lead to initial teacher certification in the State of South Carolina.

Master of Education in Administration and Supervision (MEDAS)

Additional Admissions requirements

1. Valid South Carolina professional teacher's certificate
2. Two years teaching experience
3. Successful completion of an undergraduate program of study with a GPA of at least 3.0 (if less than 3.0, students must have satisfactory scores on the GRE (minimum of 287 on math and verbal and a 4 in writing) and/or approval of the Graduate Admissions Committee)
4. For candidates not meeting the minimum requirement for employment, the committee will consider additional evidence, including internships and volunteer work, and two letters of recommendation – at least one from a school administrator or teacher who would be willing to open a classroom for the candidate to complete course requirements, and one from someone who has knowledge of the candidate's ability to perform in an educational setting.

Disclaimer

The guidelines for renewing or adding an endorsement to your South Carolina Educator Licensure are established by the South Carolina Department of Education. Contact the South Carolina Department of Education for individual course requirements for licensure renewal and add on endorsements. Licensure and renewal requirements may change due to changes made by the South Carolina Department of Education. It is the candidate's responsibility to be aware of changes and his/her course needs.

Individuals from states other than South Carolina must contact their state department of education for audits of transcripts and course requirements unique to each state.

Master of Science in Management and Leadership (MSML)

Additional Admission Requirements

In addition to the general admission requirements listed above, an applicant for admission to the Master of Science in Management program must:

1. Provide evidence of current employment and of work experience; one year of significant work experience and twelve undergraduate semester hours in business administration, management, human resource management, or marketing; or three years of managerial experience relevant to the program.
2. Appropriate work experience for those currently unemployed includes three years of significant work experience and twelve undergraduate semester hours in business administration, management, human resource management, or marketing; or three years managerial experience.

Additional Graduate Admission Information

Requests for general information about the SWU adult-evening programs or questions about application should be directed to the Adult and Graduate Studies admissions office in your area or inquire at www.swu.edu.

Central	864-644-5557
Charleston	843-266-7981
Columbia	803-744-7981
Greenville	864-672-7981
Greenwood	864-644-5557
N. Augusta	803-426-7981
Spartanburg	864-672-7981

GRADUATE PROGRAMS ACADEMIC INFORMATION

The university offers the following graduate programs: Master of Business Administration, Master of Education in Classroom Leadership, Master of Education in Administration and Supervision, and Master of Science in Management. All graduate programs are offered at selected approved sites in South Carolina. They are all designed with the working adult in mind.

Transfer policy

For all programs, with the exception of the MEDAS, a maximum of two three-semester hour graduate-level courses for a total of six semester hours may be transferred from other regionally accredited institutions provided that

- The grade for the transferred course is 3.0 (B) or greater.
- The course was completed within the previous five years.
- The program director judges the course to satisfy specified requirements in the graduate curriculum.

Candidacy

Candidacy for the master's degree is achieved upon regular admission to the respective program.

Credit Hour

A single unit of credit or “semester credit hour” represents for the average Southern Wesleyan University student approximately 40 hours (2250 minutes) of academic work supervised by a member of the university faculty toward mastery of appropriate learning outcomes. The academic work can be either inside or outside a classroom setting and may take the form of engagement in lectures, laboratories, recitations, discussion groups, field work, reading, individual study, simulations, academic writing, etc.

Registration

When a student enters a core group (e.g., GRMAS0002 or NABBM0001), registration for each subsequent course in the sequence is automatic as long as the student is classified as a member of that group.

Class Attendance

To receive credit for a course, a student must be present for at least 75% of the class meetings in the course. A tardy is defined as missing more than 30 minutes of class without a valid excuse. Each tardy counts as half of an absence. Two tardies will count as one absence. No credit will be given in a course in which the total number of combined absences and tardies exceeds 25% of the total class meetings. In most cases, missing more than one session or being tardy more than three times exceeds the 25% limit. Any student who misses more than 25% of the sessions for any course will receive a grade of “F” for that course.

Face to face sessions are held once a week for four hours. At these sessions, the entire class meets with the facilitator who maintains attendance records and submits the records.

Attendance in distance learning courses is based on the completion of at least one designated assignment by the due date/time posted within the course site for each session. Distance learning activities may include lecture, assignments, readings, forums, and assessments (e.g. quizzes, tests).

5+1 courses are a combination of online and classroom activities. Students are expected to attend all campus class meetings as well as to adhere to posted online deadlines for assignments. Classroom attendance will be taken in class by the instructor. Online attendance is based on completion of at least one designated assignment by the due date/time posted within the course site for each session.

Any absence or tardy must be reflected in the class participation portion of the student's final grade.

Tardy Policy

A tardy is defined as missing more than 30 minutes of class without a valid excuse. Each tardy counts as ½ of an absence. Two tardies will count as one absence. The class participation grade for a course may also be affected by a tardy.

Grades

Southern Wesleyan University uses letter grades as an indicator of the level to which a student has mastered the objectives of a given course. While efforts are made to eliminate subjectivity and bias, grades should be looked on as approximations. They are not an end in themselves but merely provide some evidence of how well the institutionally set goals have been met by a given individual. Students are encouraged to set their own learning goals and to use grades as only one measurement among many.

Grades serve the school in many ways, including:

- Giving feedback to students
- Determining whether credit is given for a course
- Determining how well material has been mastered overall
- Helping to improve instruction
- Sharing with stakeholders such as advisors, parents, employers, funding agencies, accreditors and graduate schools

Primarily, grades are directly related to the achievement of specified learning outcomes stipulated in a course syllabus or other official course materials. In some cases a portion of the grade may involve other learning related to the broader topic of the course or the overall Southern Wesleyan University learning outcomes. Grades may also indicate the level of student engagement with the learning experience measured through such things as class participation, attendance, timeliness, and optional activity or research.

The following meanings are represented by the letter grades:

- A **Advanced:** The student has gone beyond the simple mastery of the course objectives. He or she can integrate the concepts presented with previously learned material as appropriate to the course. In addition, key ideas can be applied in new and complex settings bringing fresh insights and creativity. Work is of consistently high quality.
- B **Proficient:** The student has gained competence with respect to the course objectives and is able to satisfactorily apply concepts most of the time. Work is of moderate to high quality.
- C **Basic:** The student performs adequately in relation to most of the course objectives. There may be some areas of weakness and he or she sometimes applies ideas incorrectly or incompletely. Work is of moderate quality with some inconsistency.
- D **Below Basic:** The student has minimal grasp of the course objectives. Many important concepts are only partially mastered and he or she struggles to make adequate application. The quality of work is inconsistent and/or marginal.
- F **Failure:** The student has not demonstrated mastery of many or most of the course objectives. The quality of work is not sufficient to warrant gaining credit for the course.

Faculty members at Southern Wesleyan University are hired both to teach and to make expert judgments of how well students master course objectives. The judgments are arrived at in a wide variety of ways depending on the course content and the skill and preference of the instructor. Southern Wesleyan University does not endorse one particular methodology, but it does require that faculty adhere to the above grade definitions. Faculty are also asked

not to include items in the final grade that have no relation to the course outcomes, program outcomes or student engagement with the topic.

All grades are reported in a system of eleven letter grades designated as “A” thru “F” with appropriate plus and minus additions reflecting the following scheme:

A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0
NC	No Credit (does not affect GPA)
P	Pass
S	Satisfactory completion but no credit toward graduation
I	Incomplete
W	Withdrew

Incompletes

Under extenuating circumstances a student, with permission of the appropriate academic dean and the faculty member involved, may be allowed to carry an incomplete grade until all required course work is completed.

The faculty member and the student will mutually determine the amount of time needed to complete the work, within a maximum of five (5) calendar weeks from the last day of classes. An Incomplete (I) grade that is not made up within the time frame allowed will be administratively changed to the grade of Failure (F).

The faculty member will recommend an incomplete only after ascertaining that all daily work is passed and that the student lacks completing only a relatively small amount of the semester's work.

Grade Point Average

A student's Grade Point Average (GPA) is calculated by dividing the number of grade points earned by the number of credits attempted (excluding P and S grades).

If a course is repeated, only the highest grade will be used to calculate the cumulative GPA.

For purposes specifically indicated in this catalog, the GPA is calculated on all work attempted.

A minimum GPA of 3.0 (on all work attempted) within a five-year period from initial enrollment in the program is required for graduation.

Good Standing and Academic Probation

For a graduate student to remain in good standing, he or she must maintain a GPA of 3.0 (B) or higher. Students whose GPA falls below 3.0 (B) will be placed on academic probation. If a GPA of 3.0 (B) is not achieved at the end of the next two courses taken at SWU, the student will be academically suspended.

Any student in a master's program who receives grades lower than 2.7 (B-) for two courses (3.0 (B) or lower in the M.Ed. Program) will meet with the assigned student services coordinator and be placed on academic probation. If another course grade lower than 2.7 (3.0 in M.Ed.) is earned, the student will not be permitted to continue in the program. Appeals to action taken under this policy must be submitted to the dean for consideration.

A graduate student admitted conditionally based on an undergraduate GPA of less than 3.0 (B) must achieve at least a 3.0 (B) in each of his or her first two courses in order to continue in the program. If conditions are not met, administrative withdrawal from the program will occur.

No grade below C (2.0) may be applied toward a graduate degree. Students may view grades as soon as they are posted to the student database by logging into the MySWU web portal.

Academic Suspension

Academic suspension will result if a student fails to meet requirements to remove academic probation within the probationary period of two consecutive courses. Suspended students are not eligible for readmission until the lapse of six months. In such cases, a student should submit a Re-Entry Request. In addition, the applicant should explain the reason for the academic deficiencies, the manner in which the intervening time has been spent, and why the applicant should be given favorable consideration for readmission.

Students who have earned two grades of Incomplete (I), two grades of F, or a combination of one Incomplete (I) and one grade of F in courses at one time on their academic record will be administratively withdrawn. Arrangements must be made through the Academic Records Office to re-enter and retake specified courses and earn a grade of C- or above. (Students who earn a grade of F in general education and elective courses must retake the courses, if required for the degree, and earn a minimum grade of D.)

Grade-Appeal Procedures

The university has approved a formal procedure for resolving those occasions when a student actively disagrees with the grade received in a course:

1. No later than four weeks after the grade is posted, the student will confer with the instructor. If a grade inaccuracy is determined, the instructor will process a grade-change request. Conferral with the instructor should be via e-mail to document the request and response.
2. If an agreement cannot be reached, the student may contact his or her local Student Services Coordinator, in writing, within ten working days after the instructor's decision. The Student Services Coordinator will forward an AGS Academic Grade Appeal form to the student. The student should complete the form and submit it via e-mail to the Student Services Coordinator, along with all communication between the instructor and the student (including the final decision from the instructor), as well as any other supporting documentation.
3. The Student Services Coordinator will forward the appeal to the instructor's division chair within ten working days of the receipt of the completed AGS Academic Grade Appeal form. If the division chair can mediate an agreement between the student and instructor, a grade change may be processed through the registrar. If no agreement can be reached, or if the instructor is also the division chair, or if there is no division chair as in the case of Business & Education, the next step is applicable.
4. The Student Services Coordinator will forward the appeal to the academic dean of the appropriate college or school within ten working of the receipt of the completed AGS Academic Grade Appeal form. Any change in grade is processed through the registrar.
5. If the student disagrees with the academic dean's decision, the student may appeal in writing to the provost within ten working days after the academic dean's decision. The provost shall decide if the appeal should be forwarded to the Academic Council for review. The provost's decision to not forward the appeal to the Academic Council is final.

If the decision is to forward the appeal, the provost will assign the appeal to the Academic Council or its designated Appeals Committee to review all appropriate material, consult the parties involved, and determine the final grade.

The Council may retain the original grade or assign a new grade (which may be higher or lower than the original grade). The registrar will be informed of the final grade and will update the student's record accordingly. The decision of the Academic Council is final.

Leave of Absence

As per federal regulations, students may request a temporary Leave of Absence (LOA) from their program for any *unforeseen* or *unusual* circumstances. Students may request an LOA in writing using the Leave of Absence Request form from the Student Services Coordinator at their site.

Students may request and be approved for more than one LOA in a 12-month period. However, the total number of cumulative days allowed for a leave of absence in a 12-month period shall not exceed 180 days within the 365-day period. The effective start date of an LOA will be no earlier than the last day of the student's currently enrolled course, and no additional charges will be incurred during an approved LOA. During an approved LOA, students are not considered withdrawn, and no return to the originating federal or state aid source is required.

Students may not receive federal financial aid disbursements while on an LOA. Southern Wesleyan University will not assess any additional charges to a student's account while he/she is on an approved LOA with an effective start date of the LOA being the last day of the currently enrolled course. Southern Wesleyan University will not grant approval for an LOA to start in the middle of an enrolled course; however, students must still contact the Student Services Coordinator if they plan to discontinue attendance in a currently enrolled course.

Students who do not return on the re-entry date noted on the Leave of Absence Request form will be administratively withdrawn from the program. Financial aid will be subject for return to the originating federal or state aid source. The student is responsible for any outstanding balance.

Temporary Withdrawal

A temporary withdrawal, grade of W, is appropriate if a student requests a withdrawal from a course that is in progress, whether or not the student attended. A temporary withdrawal must be filed before the half-way point of the course to avoid a grade of F. If the student fails to contact the Student Services Coordinator or contacts the Student Services Coordinator after the half-way point, the student will be awarded a grade of F.

A student's financial aid award will likely be affected by a temporary withdrawal. Consequently, the student should contact his or her Financial Aid Counselor to discuss the financial implications of withdrawal.

A temporary withdrawal may affect a student's anticipated graduation date, and the student may be administratively withdrawn from additional courses if the course in question is a pre-requisite.

No student may earn more than two grades of W. A grade of W will not be included in the calculation of the grade point average.

Withdrawal from Courses

A permanent withdrawal is appropriate when a student wishes to discontinue courses in the AGS program. The Student Services Coordinator for the student's site must be contacted to initiate the appropriate withdrawal process.

If a student must discontinue attendance in a course after one-half of the scheduled workshops have met, a grade of "F" must be awarded. For all withdrawals, appropriate charges will apply for the course. To avoid an "F" on transcript, the following guidelines must be followed:

- 5 week course – a withdrawal form must be submitted before the 3rd meeting
- 6 week course – a withdrawal form must be submitted before the 4th meeting
- 7 week course – a withdrawal form must be submitted before the 4th meeting

Re-entry Process

If students who have been administratively withdrawn or have chosen to withdraw wish to re-enroll, they must first complete a Re-Entry Request found on the Southern Wesleyan website, or contact their local Student Services Coordinator to request a Re-Entry Request. The Offices of Academic Records and Student Accounts will approve or deny the request. The approval or denial will be forwarded to students with additional instructions. All previous accounts must be paid before a student may re-enter.

If a Re-Entry Request is approved, the student will schedule an academic advisement appointment with his or her Student Services Coordinator to develop a class schedule.

Students re-entering after withdrawal will be subject to the current catalog policies and degree completion requirements at the time of their re-entry.

Residency Requirement

A student must attend classes on the Central campus of Southern Wesleyan University or at another approved site and complete at least eighty percent of the required hours of the curriculum in residency with Southern Wesleyan University (note exception for students in the M. Ed. Program who transfer in courses in their area of certification). (See transfer policy, above.)

General Graduation Requirements

Complete the specified curriculum with a minimum cumulative GPA of 3.0 (on all work attempted) within a five-year period from initial enrollment in the program.

- Complete each core course with a grade of 2.0 or higher.
- Meet all specific program requirements.
- Pay all tuition, fees, and other charges.
- Apply for graduation.

Conferral of Degrees

Degrees are conferred two times per year: at the May and December commencement ceremonies. Final degree requirements must be completed or in progress at Southern Wesleyan University by the scheduled ceremony date to qualify for a given ceremony.

Graduation information and application forms are e-mailed in February and September to potential graduates who must apply by the deadline stated in the informational material.

Academic Honesty

Honesty in all matters—including honesty in academic endeavors—is a valued principle at Southern Wesleyan University. It is the expectation of the university that all those joining the academic program will act with integrity in all matters. Because of this principle, members of this community of learners (students, faculty, facilitators, staff, and administrators) are also expected to honor one another.

Honesty is particularly important when it comes to academic work. Because the university awards academic credit based on the assessment of each student's work, and because that academic credit represents the university's validation of learning, dishonesty by a student strikes at the heart of the value of the degree for all students and alumni. For this reason any form of academic dishonesty (including cheating, plagiarism, and falsification of documents) constitutes a serious breach of trust.

No form of academic dishonesty will be tolerated. Students are encouraged to help each other maintain these high standards. All academic dishonesty observed should be reported to the faculty directly. Faculty members are in charge of their classrooms and are encouraged to be present during exams. In the case of exams given outside of a classroom setting (such as online), efforts should be made to safeguard the integrity of the evaluation.

All community members are encouraged to avoid increasing temptations for dishonesty. At the beginning of the course, faculty members are encouraged to convey and to interpret their policy on plagiarism (academic dishonesty involving the use of another's material, methods, or ideas without properly acknowledging the originator).

If there is evidence of academic dishonesty (cheating, plagiarism, or misuse of another's intellectual property) either by voluntary confession, report of another student, or on the basis of work submitted, the faculty member should:

1. Notify the provost.
2. Be advised by the provost of any previous academic dishonesty by that student.
3. Confront the student in the presence of another faculty member or appropriate administrator 24 hours or more after the work is submitted. (If there is danger the evidence may be lost, such evidence may be seized at once.)
4. Implement the appropriate discipline for the student's response, inform the student of the right to appeal, and report the discipline implemented in writing to the provost.
 - a. student's unprompted confession - NC or 0 for work involved
 - b. admission after confrontation by faculty member - NC or 0 on work and 10% course-grade reduction
 - c. denial of guilt and faculty member believes innocence - no penalty
 - d. denial of guilt but faculty member believes guilt – F for the course
5. In the event that there is evidence the student either encouraged others to be involved in the academic dishonesty, or conspired with others in the process by giving, receiving or using unauthorized aid, the faculty member should consult with his or her academic dean and recommend to the provost a response which may include academic dismissal from the university.

Once the provost receives documentation and any recommendations from the faculty member, he or she will respond in one of the following ways.

1. If a first offense, a letter will be sent to the student indicating that evidence of the incident will be kept on file, and warning of possible academic dismissal should the student be implicated again.
2. If a first offense but involving multiple students or outside parties, the provost will consider the recommendation of the faculty member and the dean and act to protect the integrity of the university. If academic dismissal is recommended, the student will be permitted to discuss the matter with the provost prior to action.
3. If a second offense, the student will meet with the provost to discuss the evidence and appropriate action. This meeting may result in academic dismissal from the institution.
4. Should a student outside the course involved be implicated in an act of academic dishonesty, that student will be confronted by the provost and a record of the event will be placed in the student's file. Should a second offense occur, steps will be taken for dismissal as described above.

While faculty and administrators must take academic dishonesty seriously in order to protect the value and integrity of university degrees, every effort will be made at each step of the process to work with students redemptively.

Appeals (Cases of Alleged Academic Dishonesty)

If a student is charged with academic dishonesty and the matter is not resolved with the faculty member, the student may appeal to the instructor's Division Chair, in writing, within ten working days after being informed that the grade for the course will be F. If the Division Chair can mediate an agreement between the student and instructor, a grade-change request may be processed, if necessary.

If no agreement can be reached or if the instructor is also the Division Chair, or if there is no Division Chair as in the case of Business and Education, the student may appeal the decision to the appropriate Academic Dean, in writing, again within ten working days. The Academic Dean shall investigate and render a decision.

Within ten working days after being informed of the decision, either the instructor or the student may appeal the Dean's decision to the Academic Council. The Academic Council or its designated Appeals Committee will review all appropriate material, consult the parties involved, and determine the final penalty. The decision of the Academic Council is final. Academic dishonesty discovered outside the context of a course or after a course is complete will be dealt with in a manner appropriate to the situation. The penalty may include such sanctions as rescinding of credit previously awarded, expulsion from the university, revocation of certificates, honors or diplomas, and, in case of fraud, appropriate legal action. Appeals in these cases will be heard by the Provost, with final appeal to the Academic Council.

Other Academic Appeals

When a student feels an exception is warranted to any academic policy listed either in the university catalog or in the student handbook, the student may appeal for such a variance in the following manner:

1. The student may appeal to the Student Services Coordinator who will forward the appeal to the appropriate administrator(s). All appeals must be in writing and contain a statement of what exception to the policy is desired, a thorough explanation of the rationale and supporting documentation order to be considered. The administrator(s) will then make a decision.
2. If the request is deemed appropriate and it is determined that a change is in order, the administrator will notify the appropriate parties. If the administrator determines that no change is warranted, the he or she will contact the student with the decision. This will be the final step for almost all appeals.
3. If the student feels there is compelling evidence that the decision of the administrator was biased or that all documentation was not appropriately considered, the student may appeal the decision in writing within 10 working days to the Provost will investigate and render a decision. A decision by the Provost that the policy decision cannot be appealed is final. If, after consultation with the Provost the decision is to reconsider, the Provost shall, within 10 working days, assign the appeal to the Academic Council to review all appropriate material, consult parties involved, and make a determination. The decision of the Academic Council is final. A quorum of half of the council members is necessary for an appeal to be heard.

Privacy of Student Educational Records

The student's permanent academic record is maintained in the Office of Academic Records.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education. 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational institutions that receive any federal funding. Southern Wesleyan University is subject to FERPA.

FERPA affords eligible students certain rights with respect to their education records. An "eligible student" is a student who is at least 18 years of age or who is enrolled at a postsecondary institution. Education records are records that contain information directly related to a student and are maintained by the university or by a party acting for the university. FERPA rights include:

1. The right to inspect and review the student's education records within 45 days after Southern Wesleyan University receives the student's request. The university will make arrangements for access to the records and will notify the student of these arrangements. The student will be required to present proof of identification for access to the records.
2. The right to challenge, in writing, the content of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The student shall be granted a hearing if the outcome of the challenge is unsatisfactory to the student. The student may submit an explanatory statement for inclusion in the education record if the outcome of the hearing is deemed unsatisfactory by the student.

3. The right to prevent disclosure of the student's education record except to the extent that FERPA authorizes disclosure without the student's consent. A student's education record may be released without the student's written consent:
 - to school officials with legitimate educational interests: a school official is an individual who has a legitimate need to review an education record in order to fulfill his or her professional responsibilities to Southern Wesleyan University;
 - to third parties endorsed by Southern Wesleyan University who perform an institutional service or function for the university;
 - to officials of another postsecondary institution in which a student seeks or intends to enroll;
 - in response to a judicial order or lawfully issued subpoena;
 - to authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs;
 - in connection with financial aid for which the student has applied or which the student has received;
 - to parents of an eligible student if the student is a dependent for IRS tax purposes as defined in Section 152 of the Internal Revenue Code;
 - to appropriate officials in connection with a health or safety emergency;
 - to the parents of a student under 21 years of age who is found in violation of any Federal, State, or local law, or of any rule or policy of Southern Wesleyan University, governing the use or possession of alcohol or a controlled substance;
 - when directory information is requested: directory information at Southern Wesleyan University includes student's name, local and permanent address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards (including scholarships) received, participation in officially recognized activities and sports, and weight and height of members of an athletic team.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
<http://www.ed.gov/policy/gen/guid/fpco/index.html>

 - Students may withhold disclosure of directory information by submitting the non-disclosure form available in the Office of Academic Records. Written requests for non-disclosure will be honored for a maximum of one year. In the absence of a non-disclosure form, Southern Wesleyan University may release directory information about a student accordingly.

FINANCIAL INFORMATION

Adult & Graduate Studies (7-1-2015– 6-30-2016)

Application Fee (non-refundable)	\$25.00
Tuition Deposit (refundable upon request, if student does not enroll)	\$50.00
MBA/MSML Tuition Rate (per course)	\$1800.00
MEDCL, MEDAS Tuition Rate (per course)	\$1400.00
MEDAS (Internship Final Course)	\$4200.00
Master of Ministry Tuition Rate (per course)	\$1400.00
Wesleyan Pastor Master of Ministry Discount	\$70.00 per hour
Directed Study Tuition (1.5 x rate of tuition)	
Late Fee	\$25.00
Materials and Resource Fee	\$125.00
Transcript Fee	\$8.00

Payment of Accounts

By completing registration for any period of enrollment at Southern Wesleyan University, the student agrees to the financial responsibility for all charges on their student account. Students must make student account payments in full, or must have approval by the Office of Student Accounts and participate in one of the University's payment plans. The University has the right to take steps to collect the balance, including but not limited to the following terms:

- Assessing a finance charge and/or late fee to delinquent accounts.
- Allowing participation in graduation only if all financial obligations to the university have been met.
- Not releasing diplomas or transcripts until all accounts with the university (including parking fines, library fines, and business office and bookstore bills) have been settled.
- Placing a student's account with a third party collection agency.

You may make payments using personal funds by calling our Student Accounts Office at 1-800-282-8798, extension 5520 and using one of the following methods: MasterCard, Discover, VISA, eCheck, or American Express.

Payment Options

A variety of payment options are available to adult undergraduate and graduate students. At the time of enrollment, the student will be asked to select a payment plan. Thereafter, the student will be responsible for following the schedule of payments.

Course by Course Payment Plan: 100% of payment submitted three weeks prior to each course start date. If payment is not received by due date, a late fee of \$25.00 may be assessed.

Financial Aid Plan: Federal Pell Grants, State Grants and Stafford Loans (need and non-need based programs) are available for eligible students. Tuition is deferred based upon completed and approved Financial Aid paperwork. The student must pay tuition and fees not covered by financial aid on or before each payment due date in accordance with the payment-plan option selected.

Direct Bill Plan: Approved company tuition vouchers must be received one week prior to each course start date. Student must pay tuition and fees not covered by Direct Billing one week prior to the first night of class. 100% of your tuition must be paid directly to Southern Wesleyan University, by your employer, in order for this option to be considered a "Primary Option".

Deferred Billing: Signed and approved deferred-billing forms must be on file with Student Accounts for this option to be chosen. Deferred billing is a delayed payment option where payment is expected no later than 31 days after the class ends. Payment is deferred because the student is awaiting their employer's reimbursement. To qualify for this option, the employer must be able to reimburse the student for at least 75% of tuition fees. If tuition that is covered

by your employer-assistance plan does not cover 100% of your tuition cost, you are required to pay the difference no later than 31 days after the class ends. A \$20 service charge is assessed per course for this payment option.

Delinquency Policy

AGS students with outstanding balances that are participating in Deferred Billing are considered delinquent 32 days after course end date, allowing students 31 days to remit payment. Outstanding balances of AGS students that receive financial aid and/or that participate in Direct Billing will be considered delinquent sixty days past the due date. AGS Financial Aid recipients will be considered in default once the award period has ended with a balance due. AGS students participating in Course by Course, Deferred Billing, or Direct Billing are considered in default once delinquent on two consecutive payments. Outstanding balances of AGS students participating in the Course by Course payment plan are considered delinquent after the start date of the course.

Should a student default on their student account charges, they agree to reimburse the University the fees of any collection agency, which may be based on a percentage at a maximum of 33%. In the event the University has to incur any costs or expenses in collecting the student's account, the student agrees to reimburse all of the University's cost of collection. This includes reasonable collection, attorney, and litigation fees incurred by the University in efforts to collect. The student authorizes the University to release financial information about his/her account to those concerned with collecting the balance.

AUTHORIZATION- By completing registration for any period of enrollment at Southern Wesleyan University, the student authorizes the University, its vendor partners, its collection agencies, and its respective agents and contractors to contact them regarding their loan request, loan(s), including repayment of my loan(s), and/ or student account at the current or any future number that the student provides for their cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

CHANGE OF STATUS- The student will inform the University of any change in their name, address, telephone number, Social Security Number, or driver's license number.

Refund Policies

The following refund policies pertain to all adult and graduate programs:

1. Application fees are not refundable. Tuition deposits are refundable upon request, if student does not enroll.
2. If submission of appropriate withdrawal paperwork is received prior to fourteen days before the course start date, a Materials and Resource Fee will not be assessed.
3. If submission of appropriate withdrawal paperwork is received within fourteen days prior to the course start date, the student is eligible for a full-tuition credit for that course, and a \$125 Materials and Resource Fee will be assessed (which can be rescinded if the student returns the unused, unmarred textbook issued for the course or does not download the e-book).
4. If submission of appropriate withdrawal paperwork is received after the course start date but before the second workshop, 90% of the tuition (whether or not the student ever attended) will be credited and a \$125 Materials and Resource Fee will be assessed.
5. No refund will be given after the second workshop except on appeal. Appeals may be granted only in rare situations involving death in the immediate family, work transfer, military obligations, or serious personal or family illness.
6. Refunds will not be made for books that have been marred in any way or from which shrink-wrap has been removed. Generally, refunds will not be made for books required in any course that the student has attended one or more times.

Veterans' Benefits

Certain armed forces veterans and dependents who qualify under federal laws administered by the Veterans' Administration are eligible to receive educational benefits. Information about these programs is available through

state or county V.A. offices or from the Office of Academic Records. Funding is available to eligible, active military students. Southern Wesleyan University participates in all educational offerings for our veterans and is a Yellow Ribbon participant. Grade point average for those receiving veterans' benefits will be calculated on all work attempted. For certification of enrollment, those eligible should contact the Office of Academic Records.

Active Duty Military

Southern Wesleyan University offers tuition discounts to active duty military personnel and their spouses. This includes active drilling National Guardsmen and Reservists who have served in combat as evidenced by a letter from the student's commander, stating completion of active service in combat. The Military Discount is considered Institutional Aid. A student will not be eligible to receive the Military Discount if the combination of Institutional Aid and/or any governmental military benefits exceeds the cost of a course. Please contact the Student Accounts Office to be considered for this discount.

	Undergraduate Tuition Discount	Graduate Tuition Discount
Active duty personnel and active drilling National Guardsmen and Reservists who have served in combat	\$300 discount per course	\$150 discount per course
Spouses of active duty military personnel	\$75 discount per course	

Note: Spouses of National Guard or Reservists do not qualify for discount.

STUDENT LIFE INFORMATION

Community Expectations

Southern Wesleyan University is committed to community. We believe learning best takes place in the context of community. Our mission involves members of our community—students, faculty, administrators and staff—working "together toward wholeness through the integration of faith, learning, and living." We believe people become "whole" only as they interrelate to others. For this reason we seek to foster community at multiple levels.

The Ideal

The gold standard for community as set forth in the New Testament is "love." You cannot get around it. It is everywhere as you turn the pages of scripture. We believe God stamped His own image in people. They are deeply loved by God, and as a consequence, are of inestimable value. This value does not originate with the individual or relate to race, gender, age, personality, talent, beauty or wealth. Rather, worth arises solely from God and is extended equally to all. We are called to a fellowship of love because God loves and esteems each member. Jesus said it well in John 13:34. "A new commandment I give to you, that you love one another, even as I have loved you"

The kind of love that truly drives community willingly abandons self-interest for the sake of another. True community is not built by sticking to rules, but by heart attitudes characterized by love. Of course the ultimate example of this love was Jesus as seen in His death on our behalf (c.f. Romans. 5:8; John. 15:13; 1 John. 4:9-10). Paul describes the centrality of love in community life in 1 Corinthians. 13. There he lays out the ideal toward which all members of the university community should aspire. Each member would do well to reflect continuously on his descriptive statements in 1 Corinthians. 13:4-8a in seeking to be a positive part of the university.

Love is patient, love is kind, and is not jealous;
Love does not brag and is not arrogant,
Does not act unbecomingly;
It does not seek its own, is not provoked,
Does not take into account a wrong suffered,
Does not rejoice in unrighteousness, but rejoices with the truth;
Bears all things, believes all things,
Hopes all things, endures all things.
Love never fails. (NASB)

The Minimum

While a fellowship in which all actions are motivated by love is the ideal toward which we strive, the university recognizes that in a fallen world such attitudes will not always characterize all those within our community. For this reason we have identified certain minimal behavioral standards that must be adhered to when we interact with others at the university. Violations of these baseline expectations result in a response by the university to protect the learning community. When internal motivation is right, these behaviors will invariably be present. However, we expect those who choose to be part of the university community to exemplify these traits at all times irrespective of internal issues. In this way, the community can function with minimal friction.

Respect

Members of the community act respectfully toward one another. They do not take actions with the intent to harm another nor treat another rudely. Nor do they use abusive, foul or profane language or gestures. They listen quietly

when another is speaking and avoid personal attacks when debating ideas. Honesty in words and actions is also expected as a means of showing respect.

They do not threaten, harass or demean any member of the community. This includes harassment on the basis of sex, race, disability, nationality, age, or political persuasion. Activity or entertainment that promotes violence, exploitation, discrimination or sexually immoral and degrading practices is to be avoided by community members. Everyone is to feel safe physically and psychologically at the university. Also for this reason, weapons and explosives of any kind, simulated or real, are not permitted at the university functions without prior authorization.

The use of language that diminishes or profanes the name of God or otherwise maligns Him is not permitted. The gratuitous denigration of other religious viewpoints is also inappropriate.

While there is room for disagreement in community, such disagreements are handled in a mature fashion without attempts to tear down or embarrass the other party. At all times the dignity of the institution, its policies, and its representatives are to be upheld. Disruptive conduct that interferes with the normal activity of the university is not allowed.

Respect for one's own person and God's intended use of the body is also important. Individuals should dress inoffensively and professionally with sensitivity to standards of modesty.

The Wesleyan Church's stance on gender and human sexuality is biblical, historical, theological, practical and deeply convictional. The University believes that all sexual activity is only expressed privately between a man and a woman in the context of a covenant marriage. Because sexual expression is not merely physical, but deeply involves the mind, spirit and emotions, there is a need for sensitivity and caution at every level of intimacy. Intimate personal relationships between employees may be disruptive to the work environment and may be considered inappropriate behavior. Intimate relationships or sexual expression between employees and students is strongly discouraged and is considered inappropriate. In addition, we believe gender assignment is a beautiful genetic divine prerogative, not indicated by individual choice, and our living, learning and athletic offerings reflect that belief; therefore, students will receive such services in accordance with their birth gender.

In recognition of the holiness of the body and the injunction that it should only be under the control of the Holy Spirit (cf. Eph. 5:18), members shall abstain at all time and places from the use of alcohol, illegal drugs, and tobacco products.

Privacy

Members of the community take seriously the need for confidentiality of personal information gleaned while participating in the university. Individuals never share items learned in confidence unless given permission. Gossip is wholly inappropriate as it tends to tear others down. Disparaging others in the community either within or outside the university is unacceptable.

If a member of the community feels they or the larger community have been wronged by another, the first action taken is to go privately to the one they perceive to be at fault and seek to make things right.

Property

The property of others will be respected within the university fellowship. Destruction, defacement or theft of the physical property of the university or personal property of individuals will not be tolerated.

Protection of property extends to intellectual property as well. Individuals will refrain from "stealing" the words, ideas, or creative work of another. Examples of this include such things as cheating and plagiarism, acting as if the intellectual output of another was actually your own work. It may also involve the inappropriate acquisition and use of copyrighted material without proper permission.

The university's virtual property accessed through its network is also respected. University computers, servers and their contents are university property and are not used to retrieve or distribute obscene material; send harassing or abusive messages; engage in illegal computing activities; engage in non-university business or activity; nor to download or copy music, movies, or software in an illegal or unethical manner.

Gender Discrimination

Philosophy

Southern Wesleyan University endeavors to create an environment in which all members of the community are treated with the dignity and respect inherent in their position as creatures made in the image of God. Not only is gender discrimination a violation of federal law; it is contrary to principles of Christian conduct. Consequently, it is the policy of Southern Wesleyan University that discrimination against individuals on the basis of gender is unacceptable behavior and will not be tolerated.

Definition

Gender discrimination is defined as unequal treatment of a student based on gender that limits a student's participation in or receipt of benefits, services, or opportunities in the institution's programs and/or activities.

Title IX Coordinator

The Title IX Coordinator for Southern Wesleyan University is the Associate Vice President for Student Life. The campus phone number is 864-644-5144. The Coordinator receives the complaint from the student and assists the student in understanding the process.

Grievance Procedure

Complaints of gender discrimination will be dealt with promptly, according to the following procedures. All complaints will need to be registered in writing, signed, and agreed to by the complainant. A student having a complaint should inform the Title IX Coordinator who will submit the complaint to the Vice President for Student Life. After securing from the student a written request for investigation, the Vice President for Student Life will investigate the complaint and recommend appropriate action (if any is needed). The investigation will be concluded and any redress recommended within ten working days of receipt of the written request. If the process is delayed beyond ten working days or if the student disagrees with the response, the student may appeal to the Student Life Council. The appeal must be in writing and must be made within ten working days of the student being notified of the initial determination. The Student Life Council will investigate the complaint and response and make a determination within ten working days of receipt of the written appeal. Upon notification of the decision of the Student Life Council, the student may ask for consideration by the President of the university. Again, the request must be in writing and must be made within ten days of receiving the council's decision. The decision of the President is final.

A Final Word about Rights & Responsibilities

The goals of the community at Southern Wesleyan University are to:

1. Foster learning, scholarship and research through the free exchange of ideas.
2. Provide encouragement and support to members of the community as they seek to grow toward wholeness amidst difficult and stressful life circumstances.
3. Hold members of the community to high standards of academic honesty, intellectual rigor, and realistic humility in the pursuit of truth.

By joining the community, members are agreeing to pursue these goals. They are also agreeing to work to maintain an environment within the community where certain rights are protected.

1. The right to free expression within the bounds of decency and order.
2. The right to be respected and treated with dignity.
3. The right to independent thought and reasoned dissent.
4. The right to feel safe and free from threat, force or violence.
5. The right to personal, constructive change.

While the university's officers of administration and instruction have authority to give structure to the community, to foster its ongoing health, and to intervene if there are serious problems, the weight of responsibility for the health of the community rests with the community as a whole and with each individual member. To enter into the university community is to enter into a commitment to support that community and seek its goals.

Student Complaints

From time to time students enrolled at Southern Wesleyan University may desire to forward a complaint with respect to the administration of university policy, procedures, promised benefits, or requirements by an agent or agents of the university. When such complaints have occurred and a student raises the issue and asks for some form of redress in writing (either electronic or hard-copy) from an employee of the university, the university will make efforts to investigate, and if warranted, to resolve the complaint within established procedures.

When a student complaint is received in writing by an employee of the university, he or she will contact the appropriate supervisor responsible for the matter of concern. That supervisor will either investigate the matter or assign the complaint to another, more appropriate party, for investigation. Normally, within ten (10) working days, a written response will be sent to the student by the assigned investigator addressing one of two things:

1. Indicating to the student that, upon investigation, no policy violation, injustice, threat, or inappropriate action on the part of the university was identified and clarifying any perceived misunderstanding. Or . . .
2. Indicating to the student the nature of the problem uncovered by the investigation and the steps the institution will take to remedy that problem.

If the student is not satisfied with the response and other methods of appeal are not stipulated by policy, within ten working days he or she may appeal to the member of the president's cabinet most responsible for the area of concern. The cabinet member's decision is final.

If the complaint directly relates to the actions of a member of the president's cabinet, the president will direct the investigation and render a decision. If the complaint refers to the university president, the student shall address the written concern to the chairman of the Board of Trustees for investigation.

Three offices will be responsible for logging and archiving documentation related to student complaints.

Provost's Office

Responsible for student complaints that relate to issues of academic policy or procedure, or any perceived injustice or misrepresentation related to instruction or evaluation. These complaints might relate to such things as grading issues, failure to follow the written syllabus, penalties related to academic dishonesty, faculty bias or behavior, transfer credit problems, advising issues, library matters, etc.

Student Life Office

Responsible for student complaints that relate to issues of athletics, counseling, health services, career services, residence life, commuter concerns, security, spiritual life, student life policy or perceptions of threat or prejudice outside the classroom or from other students.

President's Office

Responsible for student complaints that relate to the university in general and are not closely associated with either the academic program or student life. This office would also archive complaints related to enrollment, Human Resources, Development, buildings & grounds, dining service, financial aid, and business office functions and policies.

Definitions

Student Complaint	An expressed concern that meets the following criteria: <ul style="list-style-type: none">• Is from a student as defined below.• Is in writing either in electronic form or hard copy and is sent to an employee of the university. (Complaints not received in writing may be logged at the discretion of the employee.)• Relates to a perception of injustice, threat, or failure to act in accordance with a real or implied commitment on the part of the institution or its agents.• Is NOT a part of a defined appeals process in matters related to grades, academic policy, or student discipline.• Is related to an area or issue under Southern Wesleyan University's control.
Student	An individual who is or has been enrolled in a Southern Wesleyan University course or is applying for admission to the institution.

Grievance Procedure

All complaints need to be registered in writing, signed and agreed to by the complainant. The complainant should submit complaints to the President who will refer it to a committee for a thorough and confidential investigation. The university forbids any kind of retaliation against persons availing themselves of their rights under this policy. Disciplinary actions up to and including discharge or suspension will be taken against any employee or student who is found to have engaged in harassment or retaliation. Refer to the AGS Handbook for the complete procedure.

Student Discipline

Students should report Community Expectations violations to their Student Services Coordinator who will forward the report to the appropriate Administrator, Dean, or Division Chair.

The Administrator, Dean, or Division Chair will conduct a preliminary investigation of the alleged violation to determine if a formal discipline process is warranted.

During the preliminary investigation, the Administrator, Dean, or Division Chair may, in his/her sole discretion, interview witnesses and obtain statements concerning the complaint. Actions taken to investigate the complaint during the preliminary investigation are intended to be conducted confidentially to the extent it is practical, appropriate, and permitted by applicable law. However, any of the information provided or obtained during the preliminary investigation may be disclosed if the matter is referred to the Formal Hearing Procedures. The University reserves the right to withhold statements as deemed necessary. If the Administrator, Dean, or Division Chair determines that the complaint does not have merit, the matter is considered closed unless further information becomes available.

If the Administrator, Dean, or Division Chair perceives the matter as a serious violation of Community Expectations and/or infers the possibility of a threat, the violator may be requested not to participate within the community until the matter has been resolved. In this case, the accused will be notified in writing, and the letter should include the following:

1. Charges or allegations being addressed
2. Stipulations for restoration to the community
3. Instructions on how to appeal to the next highest authority and appropriate reasons for doing so
4. A time limitation for the one in violation to take action and the final consequences if the stipulations for restoration are not met

Disciplinary Appeals

Following discipline at any level, students are guaranteed the right to one appeal to the next highest level of authority. The appeal must be made in writing within 48 hours (2 business days) after receiving written notification of the disciplinary action. The letter of appeal must be based on at least one of the following:

- Significant or relevant new evidence
- Procedural error
- The discipline decision is arbitrary, unjustified, or inconsistent with University policy
- Extenuating circumstances

The appeals process includes an opportunity for the student who initiated the discipline to state and to defend his or her position to the next highest level of authority hearing the appeal, and the decision is final. Disciplinary appeals shall be made as follows:

1. Disciplinary action by a Division Chair is appealed to the Dean, who responds within five business days after receiving the written letter of appeal.
2. Disciplinary action by a Dean is appealed to the Provost, who responds within five business days after receiving the written letter of appeal
3. Disciplinary action by the Provost is authoritative and there is no further appeal. The Provost may choose to refer the decision to an AGS Student Appeals Committee.

Disciplinary Outcomes

There could be a variety of decisions regarding discipline for Community Expectations violations by students:

1. **Admonition/Warning** – Generally, this is a response given to students as a result of a minor first-time offense. Students are sent a letter regarding the details of the violation, and a copy is placed in the student's record.
2. **Restitution** – This sanction requires a submission of payment of fees made payable to the University as reimbursement for the costs of violations such as vandalism or intentional damage, and / or destruction of University property. The amount of restitution varies according to the property damaged or vandalized.
3. **Interim Suspension** - Suspension is placed in effect until after stipulations for restoration to the community have been met, or until a disciplinary hearing is held for the student who has alleged charges against him or her. This type of suspension is usually released pending a satisfactory resolution or when the outcome of the disciplinary hearing has been determined. Suspension of this type is usually temporary unless the student is found in violation, which requires continued or immediate suspension.
4. **Indefinite Suspension** - Dismissal or suspension from the University to be served for an indefinite period of time while legal action is pending. This type of suspension is usually released pending the outcome of the disciplinary hearing or any pending legal proceedings. Suspension of this type is usually temporary unless the student is found in violation or charges are upheld legally. This sanction can also be placed upon a student if he/she fails to comply with guidelines rendered from the University and be released if the student complies.
5. **Private Withdrawal** – In light of basic principles of the University, any student whose conduct is considered detrimental to the best interests of the University, whose overall influence is negative to campus morale, whose attitude is persistently antagonistic toward others, whose academic performance is regularly delinquent or whose stay in the University seems to be of small personal benefit or hostile to others, may be confronted by University personnel and given an opportunity to address such

- concerns. If not addressed to the satisfaction of the University, such a student may be given the option to withdraw privately or may be dismissed without formal charges.
6. **Suspension/Dismissal** – Dismissed for a period of time, no less than 6 months. The student in violation may not return to campus except to conduct official business with an administrative officer or faculty member, and then only with permission from the Provost. Readmission is at the sole discretion of University officials.
 7. **Expulsion** – A student is permanently excluded from the University. A written record is placed in the student's file. The student will receive academic credit only for courses already completed at the time of dismissal.
 8. **Other** - The University reserves the right to implement other disciplinary responses as appropriate. Examples may include a character, spiritual or educational assignment, community service, mandatory counseling and/or rehabilitation as deemed necessary.

SCHOOL OF BUSINESS

Jeannie Trudel, PhD, Dean

VISION STATEMENT

The School of Business at Southern Wesleyan University will encourage, equip and empower its students in discovering their Christ-centered purpose to transform communities in a changing, global marketplace.

CORE VALUES

Biblical

Develop stakeholders to be persons of integrity based on Biblical truth that transforms personal and professional lives.

Practical

Develop opportunities for students to experience their education beyond the classroom through activities such as internships, field trips, applied projects, and other experiential learning that adds value for stakeholders.

Innovative

Promote approaches to problems that emphasize creativity, entrepreneurship, technological implementation, globalization, and change.

Diversity

Develop a shared vision to build an understanding of the global economy and the importance of diverse people working together to build a better world.

Culture of Success

Work cooperatively to promote successful outcomes in an environment that encourages individuals to find God's purpose for their lives.

MISSION

The Mission of the Southern Wesleyan School of Business is to deliver a high quality business education with a Christian perspective that prepares students for positions of leadership and service.

Degrees Offered

Graduate business degree programs are offered in an accelerated format for working adults. Each class meets one night per week for six weeks. The programs are offered at five learning centers, and the MBA is also offered in a fully-online format.

Master of Business Administration

Learning Outcomes

Southern Wesleyan University MBA graduates will:

1. apply theoretical concepts to management situations.
2. Communicate effectively orally and in writing.
3. demonstrate a clear perception of business ethics based on Christian principles.
4. solve problems collaboratively in a diverse global environment.
5. Analyze data to formulate strategy and make effective business decisions.

Masters of Business Administration (MBA) Requirements

MBAM 5003	Foundations of Quantitative Analysis.....	3
MGMT 5053	Organizational Behavior.....	3
MBAM 5263	Leadership and Ethics.....	3
MBAM 5223	Quantitative Analysis of Business.....	3
MGMT 5243	Managerial Economics.....	3
MGMT 5063	Marketing Management.....	3
MBAM 5323	Accounting for Decision Making and Control.....	3
MGMT 5073	Human Resources Management.....	3
MGMT 5103	Advanced Financial Management.....	3
MGMT 5163	Management of Information Systems.....	3
MGMT 5363	International Management.....	3
MGMT 5033	Production and Operations Management.....	3
MGMT 5803	Business Policy, Strategic Planning.....	3

39 credit hours

Master of Business Administration with Health Care Administration Concentration

Learning Outcomes

Southern Wesleyan University MBA-HCA graduates will:

1. Apply theoretical concepts to business situations.
2. Communicate effectively orally and in writing.
3. Demonstrate a clear perception of business ethics based on Christian principles.
4. Solve problems collaboratively in a diverse global environment.
5. Analyze data to formulate strategy and make effective business decisions.

Master of Business Administration with Health Care Administration Concentration (MBA-HCA) Requirements

MBAM 5003	Foundations of Quantitative Analysis.....	3
MGMT 5053	Organizational Behavior.....	3
MGMT 5263	Leadership and Ethics.....	3
MBAM 5223	Quantitative Analysis of Business.....	3
MGMT 5243	Managerial Economics.....	3
MGMT 5063	Marketing Management.....	3
MBAM 5323	Accounting for Decision Making and Control.....	3
MGMT 5073	Human Resources Management.....	3
MGMT 5103	Advanced Financial Management.....	3
HCA 5423	Health Care Organizations and Delivery.....	3
HCA 5453	Health Information Systems.....	3
HCA 5463	Health Care Policy and Quality Systems.....	3
HCA 5483	Strategic Management in Health Care.....	3

39 credit hours

Further Information

For pricing, class start, and general program information, please call 1-800-282-8798.

Master of Science in Management and Leadership (MSML)

Learning Outcomes

Southern Wesleyan University MSML graduates will:

1. apply theoretical concepts to management situations.
2. communicate effectively orally and in writing.
3. demonstrate a clear perception of management ethics based on Christian principles.
4. demonstrate the ability to facilitate change in a global environment.

Master of Science in Management and Leadership (MSML) Requirements

MGMT 5053	Organizational Behavior.....	3	
MGMT 5263	Leadership and Ethics.....		3
MGMT 5143	Executive Economics.....	3	
MGMT 5273	Strategic Leadership.....	3	
MGMT 5123	Accounting & Finance for Managers.....	3	
MGMT 5063	Marketing Management.....	3	
MGMT 5073	Human Resources Management.....	3	
MGMT 5383	Organizational Change Management.....	3	
MGMT 5363	International Management.....	3	
MGMT 5823	Integrated Studies in Management.....	<u>3</u>	
			30 credit hours

Further Information

For pricing, class start, and general program information, please call 877-644-5557.

SCHOOL OF EDUCATION

Sandra McLendon, EdD, Dean

Vision of the School of Education

In keeping with the vision of Southern Wesleyan University, the School of Education seeks to produce educators who have instilled principles related to faith, living, learning, and professionalism in order to significantly and positively affect student achievement.

Mission of the School of Education

The mission of the School of Education is to prepare men and women to become Christian educators by fostering scholarship and a Christian ethic of care in the image and nature of Jesus so as to produce teachers who are leaders and world changers within the education profession.

The mission statement of Southern Wesleyan University refers to preparing students “by educating them with excellence, by equipping them for service, by fostering spiritual growth and maturity, and by mobilizing them as leaders and world changers. In accord with the mission statements and its basic tenets, the School of Education has adopted as the theme statement, “**Educators who demonstrate scholarship within a Christian ethic of care.**”

Accordingly, courses in the School of Education seek to integrate the following dispositions:

- **The teacher candidate demonstrates an ethic of care towards self** by exhibiting a biblical approach to life that is demonstrated by a passion for learning.
- **The teacher candidate demonstrates an ethic of care towards learners** by displaying an enthusiasm about teaching as demonstrated by compassionate and respectful interactions with learners.
- **The teacher candidate demonstrates an ethic of care towards colleagues** by engaging in collaborative work practices as demonstrated by compassionate and respectful interactions with colleagues.
- **The teacher candidate demonstrates an ethic of care towards the community** by recognizing the community as an integral part of the learning process as demonstrated by valuing its pluralist nature.

Purpose of the Teacher Education Program

In keeping with the ultimate mission of the University to integrate faith, learning, and living, the School of Education, along with other Divisions of the College of Arts and Sciences offering teacher certification, seeks to instill principles related to faith, living, learning, and professionalism within those pursuing an education degree with the intention of obtaining teacher certification and becoming a classroom instructor who impacts the learning of PK-12 learners.

Goals of the Teacher Education Program

The goals of the School of Education are based on the Interstate New Teacher Assessment and Support Consortium (INTASC) Principles:

Standard #1: Learner Development

The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

Standard #2: Learning Differences

The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

Standard #3: Learning Environments

The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self motivation.

Standard #4: Content Knowledge

The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.

Standard #5: Application of Content

The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Standard #6: Assessment

The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.

Standard #7: Planning for Instruction

The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

Standard #8: Instructional Strategies

The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Standard #9: Professional Learning and Ethical Practice

The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

Standard #10: Leadership and Collaboration

The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

Principle #11: The teacher demonstrates dispositions that promote scholarship within a Christian ethic of care. (not INTASC)

All teacher candidates should see the *School of Education Teacher Candidate Handbook* for specific goals and objectives for individual education programs.

Master of Education

Master of Education in Classroom Leadership

The Master of Education program requires graduates of the program to develop the following Learning Outcomes:

Proposition 1: Teachers are committed to students and **their** learning.

Proposition 2: Teachers know the subjects they teach and how to teach those subjects to students.

Proposition 3: Teachers are responsible for managing and monitoring student learning.

Proposition 4: Teachers think systematically about their practice and learn from experience.

Proposition 5: Teachers are members of learning communities.

Proposition 6: Teachers are educational leaders who demonstrate scholarship within a Christian ethic of care.

The Master of Education in Classroom Leadership is offered in an online or face to face format.

Curriculum

EDUC 5113	Philosophy of Education.....	3
EDUC 5313	Instructional Technologies.....	3
EDUC 5263	Action Research I.....	3
EDCL 5373	Professional Leadership and Mentoring	3
EDCL 5131	Curriculum and Instruction	3
EDCL 5493	Assessment and Data Analysis.....	3
EDUC 5323	Behavior and Classroom Management.....	3
EDUC 5213	Contemporary Issues Involving Diversity in the Classroom.....	3
EDUC 5283	R2S Content Area Reading and Writing for EC/Elem w/Practicum.....	3
EDUC 5463	Action Research II.....	3
	Six hours of graduate electives.....	<u>6</u>
		36 credit hours

Section 7.10 of the AGS Student Handbook states that a requirement for graduation for the M.Ed. Program is “Completion of the curriculum within a five-year period from initial enrollment in the program with a minimum cumulative GPA of 3.0.”

Master of Education in Administration and Supervision

Learning Outcomes that are aligned to ELCC, ISLLC and SC Standards for evaluation of Educational Leaders

1. A building-level education leader applies knowledge that promotes the success of every student by collaboratively facilitating the development, articulation, implementation, and stewardship of a shared school vision of learning through the collection and use of data to identify school goals, assess organizational effectiveness, and implement school plans to achieve school goals; promotion of continual and sustainable school improvement; and evaluation of school progress and revision of school plans supported by school-based stakeholders.
2. A building-level education leader applies knowledge that promotes the success of every student by sustaining a school culture and instructional program conducive to student learning through collaboration, trust, and a personalized learning environment with high expectations for students; creating and evaluating a comprehensive, rigorous and coherent curricular and instructional school program; developing and supervising the instructional and leadership capacity of school staff; and promoting the how to develop motivating student learning environments. Infusing technology into leadership practices has become a recognized domain of practical knowledge essential to effective instructional leadership.
3. A building-level education leader applies knowledge that promotes the success of every student by ensuring the management of the school organization, operation, and resources through monitoring and

evaluating the school management and operational systems; efficiently using human, fiscal, and technological resources in a school environment; promoting and protecting the welfare and safety of school students and staff; developing school capacity for distributed leadership; and ensuring that teacher and organizational time is focused to support high-quality instruction and student learning.

4. A building-level education leader applies knowledge that promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources on behalf of the school by collecting and analyzing information pertinent to improvement of the school's educational environment; promoting an understanding, appreciation, and use of the diverse cultural, social, and intellectual resources within the school community; building and sustaining positive school relationships with families and caregivers; and cultivating productive school relationships with community partners.
5. A building-level education leader applies knowledge that promotes the success of every student by acting with integrity, fairness, and in an ethical manner to ensure a school system of accountability for every student's academic and social success by modeling school principles of self-awareness, reflective practice, transparency, and ethical behavior as related to their roles within the school; safeguarding the values of democracy, equity, and diversity within the school; evaluating the potential moral and legal consequences of decision making in the school; and promoting social justice within the school to ensure that individual student needs inform all aspects of schooling.
6. A building-level education leader applies knowledge that promotes the success of every student by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context through advocating for school students, families, and caregivers; acting to influence local, district, state, and national decisions affecting student learning in a school environment; and anticipating and assessing emerging trends and initiatives in order to adapt school-based leadership strategies.
7. A school or district administrator is an educational leader who demonstrates scholarship within a Christian ethic of care.

Curriculum

EDAS 5123	Ethics in Educational Leadership.....	3
EDAS 5224	Organizational Development with Practicum.....	4
	1 week break after EDAS 5224	
EDAS 5323	Educational Leadership for Curriculum and Instruction.....	3
EDAS 5343	Educational Leadership for Institutional Effectiveness.....	3
EDAS 5803	Advanced Educational Research I.....	3
EDAS 5424	School Operations and Management with Practicum.....	4
	1 week break after EDAS 5424	
EDAS 5523	Cultivating a Positive School Climate.....	3
EDAS 5623	Public and Community Relations.....	3
EDAS 5714	Politics, Law and the Schools with Practicum.....	4
	1 week break after EDAS 5714	
EDAS 5823	Advanced Educational Research II.....	3
EDAS 5906	Internship in Elementary Administration* Advising nights on 4 th night and 10 th night.	
or		
EDAS 5916	Internship in Secondary Administration* Advising nights on 4 th night and 10 th night.....	<u>6</u>
		39 credit hours

*All courses are 7 weeks except EDAS 5906 and EDAS 5916. These intern experiences are 12 weeks.

Content Area Electives

Literacy

EDUC 5913 R2S Foundations for READING W/ Practicum
EDUC 5923 R2S Assessment Strategies for Reading w/ Practicum
EDUC 5933 R2S Instructional Practices for Reading w/ Practicum
EDUC 5273 R2S Content Area Reading and Writing for Middle/Secondary w/ Practicum

Learning Disabled

EDSP 5113 Introduction to Exceptional Learners
EDSP 5213 Assessment of Exceptional Learners
EDSP 5233 Characteristics of Learning Disabled
EDSP 5243 Methods of Teaching Learning Disabled
EDSP 5503 Practicum in Special Education
EDUC 5273 Content Area Reading and Writing for General and Special Education w/Practicum
EDUC 5293 Behavior Management

Gifted and Talented Endorsement

EDUC 5553 Nature and Needs of Gifted and Talented Students
EDUC 5533 Introduction to Curriculum and Instruction for Gifted and Talented Students

Early Childhood Special Education

ECSP 5213 Introduction to Early Childhood Special Education
ECSP 5223 Partnerships in Early Childhood School Education
ECSP 5523 Assessment of Young Children with Disabilities
ECSP 5613 Procedures for Working w/ Young Children w/ Disabilities
ECSP 5623 Social/Emotional Development and Guidance for Young Children w/ Disabilities
ECSP 5503 Practicum in Early Childhood Special Education
PSYC 5123 Human Growth and Development

DESCRIPTION OF COURSES

Although courses generally will be offered on a regular basis, the university reserves the right to introduce or delete courses, depending on sufficient demand.

The fourth digit in the course number indicates the number of semester credit hours.

MASTER OF EDUCATION IN CLASSROOM LEADERSHIP - GRADUATE COURSES

ECSP 5213. Introduction to Early Childhood Special Education 3 credits

This course is designed to provide a broad overview of the characteristics, assessment techniques, methods of intervention, natural environments, community and family resources, and current issues of children from birth to age eight with diverse abilities and disabilities. The focus is to increase the awareness and understanding of individual needs and strengths in an early childhood and after school setting.

ECSP 5223. Partnerships in Early Childhood Special Ed.: Teaming with Parents & Professionals 3 credits

This course is an examination of the developing special needs child in a historical and current societal context focusing on the interrelationship of family, school and community. The process of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

ECSP 5523. Assessment of Young Children with Disabilities 3 credits

This course applies critical and reflective thinking to observation and assessment of young children with disabilities development. It also prepares teachers of young children with disabilities to use observation, documentation, and interpretation strategies to improve program quality in early childhood settings.

ECSP 5613. Procedures for Working with Young Children with Disabilities 3 credits

Focuses on various developmental and individual needs of young children with disabilities as related to group settings, curriculum decisions, and the design of early learning environments. Emphasis is on current issues, the role of the caregiver (family and/or teacher), the process of guiding and teaching, and the facilitation of development and learning of young children who are culturally, linguistically, and ability diverse.

ECSP 5623. Social/Emotional Development & Guidance for Young Children with Disabilities 3 credits

This course focuses on guidance and discipline of young children with disabilities through examination of theories, research and practical application for teachers in early childhood special education classrooms and parents at home. The course includes strategies for understanding and responding to special need children's behavior in ways that are congruent with the core values of early childhood education. Concepts of guidance relating to typical and atypical development, culture, and environment will be presented. Developmental stages of children's behavior, positive guidance strategies and teaching social-emotional skills are included.

ECSP 5503. Practicum in Early Childhood Special Education 3 credits

This course provides practical experience in teaching early childhood students with exceptional learning needs under the supervision of university faculty and local mentor teachers. Students will complete a minimum of 36 hours of field experiences in a public school early childhood special education setting.

EDCL 5183. Curriculum and Instruction with Practicum 3 credits

This course is designed to develop teachers as instructional leaders in the planning, implementation and evaluation of school-wide curriculum and instructional initiatives. As teachers continue to expand their expertise beyond the classroom, new roles in teacher leadership have emerged specific to the monitoring and assessment of school-based instructional programs. Teachers function as members of leadership teams, chair data committees and coordinate school-wide teaching and learning activities. This course examines the concepts, theory, and practices in curriculum development and prepares teacher leaders with the knowledge and skills necessary to research, refine, and implement curriculum and instructional practices that increase student achievement. The course includes a 12 hour field experience.

EDCL 5373. Professional Leadership and Mentoring with Practicum 3 credits

This course focuses on the teacher's role as leader not only in their classroom, but also school-wide. Many leadership opportunities exist at the building level which do not require administrative certification, but which are nonetheless vital to the effective operation of a school: department head, program or project coordinator, faculty mentor, and others. This course prepares teachers to oversee curriculum and manage projects to achieve school goals, use evaluation to improve programs, coach and mentor faculty, and develop a school's leadership capacity. The Professional Leadership and Mentoring course will have as a component a requirement that the participants complete the CERRA sponsored South Carolina Foundations in Mentoring. The course includes a 12 hour field experience.

EDCL 5493. Assessment and Data Analysis with Practicum 3 credits

This course is a study of the methods and instruments used to assess student success, including consideration of educational tests and measurements, alternative assessments, portfolio assessment, and performance assessments. Much of the content of this course will translate into improved assessment practices in the classroom teachers. The course includes a 12 hour field experience.

EDUC 5113. Philosophy of Education 3 credits

Introduction to contemporary philosophy of education as an academic discipline. Focuses on Anglo-American tradition and includes study of language analysis, argument analysis, conceptual analysis, as well as examination of ethical issues related to contemporary education. Special emphasis on the Judeo-Christian heritage that permeates the content and processes of teaching.

EDUC 5213. Contemporary Issues Involving Diversity in the Classroom 3 credits

Designed to offer students a thorough understanding of the many variances found in schools today—including differences in the ways students learn and approach the act of learning; the effects of cultural differences on learning; students of high ability; ADD and ADHD and other exceptionalities. Includes assessment plans, interview techniques, and curriculum design.

EDUC 5223. National Board Preparation 3 credits

Designed specifically for educators who are interested in pursuing National Board Certification or who want to be able to improve their teaching and student achievement by studying the Core Standards of National Boards and incorporating them into their classroom practice. Teachers will be given the opportunity to evaluate your teaching practices using the Five Core Propositions of the National Board for Professional Teaching Standards as a blueprint. Teachers will gain experience in descriptive, analytical and reflective writing about your teaching. This seven-week journey will help prepare you to begin the National Board Certification process if you choose to pursue full candidacy.

EDUC 5263. Action Research I 3 credits

A study of the methodology involved in the implementation of behavioral research. Topics includes the vocabulary of research, major types of research, statistical techniques, research problems, the form of the research paper, and the use of technology. Requires practical application in a research project addressing a current issue in education and the completion of the research proposal consisting of the first three chapters of the research paper.

EDUC 5273. R2S Content Area Reading and Writing for Middle/Secondary w/Practicum 3 credits

This course is a R2S course designed so 6-12 teachers can acquire strategies to improve student reading comprehension and writing skills. Class members will participate in activities and strategies to help students be better able to read and understand information content area material and ideas and writing. This course will emphasize the following SC Literacy Competencies for Middle and Secondary: Standard 1: Foundational Knowledge; Standard 2 Curriculum and Instruction; Standard 3: Assessment and Evaluation; Standard 4-Diversity; Assessment 5-Literate Environment; Standard 6-Professional Learning and Leadership. Includes a 12 hour practicum.

EDUC 5283. R2S Content Area Reading and Writing for EC/Elem w/Practicum 3 credits

This course is a R2S course designed so k-5 teachers can acquire strategies to improve student reading comprehension and writing skills. Class members will participate in activities and strategies to help students be

better able to read and understand information content area material and ideas and writing. The participants will be able to recognize and build the instruction on the K-5 students' cultural and linguistic diversity including special needs and dual language learners; be an advocate for impartiality; optimize the use of both print and digital media; support practices that foster reading; This course will emphasize the following SC Literacy Competencies for PreK-5th grade: Standard 4-Diversity; Assessment 5-Literate Environment; Standard 7-Dual Language Learners (English Language Learners). Includes a 12 hour practicum.

EDUC 5313. Instructional Technologies 3 credits

Addresses the ever-changing issues in educational technology. Discusses the use of different media in the classroom, including computers. Includes the design of lessons that encourage classroom use of media to meet specific curriculum goals and that plan for student use of these technologies. Topics may include hypermedia, distance learning, audiovisual instruction, and basic trends in instructional technology.

EDUC 5323. Behavior and Classroom Management 3 credits

This course examines the strategies used in behavior and classroom management. Topics include management models, behavior modification, motivation, disruptive students, classroom expectations and procedures, communication, and record keeping. Managing materials and technology will also be addressed. Simulations and case studies will be examined.

EDUC 5333. Advanced Instructional Technology 3 credits

Instructional technology techniques that will build on the instructional experience for both the instructor and the learner. Topics include designing and planning technology enhanced instruction, the digital technologies, audiovisual technologies, and ethical issues involved in using technology. Prerequisite: EDUC 5313.

EDUC 5463. Action Research II 3 credits

A continuation of EDUC 5263, Action Research I. The student will conclude the research paper by completing the remaining chapters based on the implementation of the research proposal and collection and analysis of data. The student will formally present the research paper at the conclusion of the course.

EDUC 5513. Teaching for Creativity 3 credits

Focuses on the examination of theories of creativity, research in creativity and the teaching of creative thinking skills in the context of the classroom. Creativity is well-recognized as a factor in the expressions of giftedness. This course anchors students in the theories, definitions and facilitation strategies for creativity particularly as it applies to learners who are gifted, talented, and creative. This will enable teachers to better understand the nature and needs of the learner who is gifted, talented and creative, and determine the best practices for specific teaching strategies and general programming.

EDUC 5533. Intro to Curriculum and Instruction for Gifted and Talented Students 3 credits

A study of the theoretical and practical aspects of curricular experiences for gifted and talented students. Examines instructional models, to encourage a critical understanding of how principles and practical procedures are set forth in teaching models.

EDUC. 5553 Nature and Needs of Gifted and Talented Students 3 credits

An introduction to the field of gifted education including a history of gifted education, theories of intelligence, definitions of giftedness, methods of identification and a variety programming options in the conventional classroom/school setting. Practical aspects include the development of IEP's, learning styles assessments, interest assessments, and management plans.

EDUC 5813. Decoding and Spelling Strategies for Elementary Teachers (Phonology) (Project Read) 3 credits

A methods course that provides teachers with a basic decoding approach to reading based on systematic phonics using multi-sensory strategies and materials delivered through direct, concept teaching. Targeted for teachers of primary students, the approach can be adapted for any person at a beginning level in decoding written language.

EDUC 5833. Structure and Format of Language for the Elementary Classroom 3 credits
(Reading Comprehension) (Project Read)

A methods course that presents teachers with strategies related to the explanation of the underlying structure and format of language in both expository and narrative forms. The goal is to instruct teachers on how to assist students in the independent application and transfer of the concepts and skills into other curriculum areas. Intended for teachers of students in grades four through adult levels.

EDUC 5853. Word Function in Sentence Structure and Paragraph Development 3 credits
(Written Expression) (Project Read)

Designed to equip teachers with the strategies needed to assist in developing the mastery of sequence, as well as paragraph development and composition. This course is appropriate for teachers of students in grade one through adult levels.

EDUC 5863. Decoding Approach for Older Students with Difficulty Mastering the Reading Process 3 credits
(Linguistics) (Project Read)

Provides teachers with a decoding approach to use with older students who are still having difficulty mastering the reading process. The Linguistics curriculum presents the history of the written language, phonology, morphology, syntax vocabulary, affixes, roots, and word origins. Intended for teachers of students in grades four through adult levels.

EDUC 5913. R2S Foundations in Reading w/Practicum 3 credits

This is a R2S course designed to give an overview of reading and its curricular implications for Read to Succeed. Emphasis is placed on current theoretical and evidence-based foundations in place for the reading and writing processes and instruction. All participants will recognize theories in reading and writing; explain language and reading development; have knowledge and demonstrate understanding of proven strategies; exhibit affirmative dispositions related to their own reading and writing; and understand external influences on the policies regarding reading. The continued importance of professional learning and leadership as a career-long process is stressed. This course will emphasize the following SC Literacy Competencies for PreK-5th grade: Standard 1- Foundational Knowledge; 6- Professional Learning and Leadership. Includes a 12 hour practicum.

EDUC 5923. R2S Assessment of Reading w/Practicum 3 credits

This is a R2S course designed to assist participants broaden and deepen their understanding of the reading and writing progression with assessment and evaluation of the reading and writing processes. Participants will have a repertoire of different types of assessments and their characteristics; formative and summative assessments and the administration and interpretation; the use of assessment information to plan, evaluate, and adapt instruction; and the communication of assessment results and implications to varied audiences. This course will emphasize the following SC Literacy Competencies for PreK-5th grade: Standard 3-Assessment of Reading. Includes a 12 hours practicum.

EDUC 5933. R2S Instructional Practices w/Practicum 3 credits

This is a R2S course designed to demonstrate to participants instructional approaches and materials that will assist with implementing an integrated, comprehensive, and balanced curriculum to support student learning in reading and writing in K-5. The participants will be able to design and implement a complete and balanced curriculum while using content knowledge; implementing appropriate and a variety of instructional strategies; understanding the value of the K-5 student's background and prior knowledge; making connections for reading and writing with other disciplines by integrating instruction; using a variety of texts and formats; organizing instructional time based on proven best strategies and scaffolding for both oral and written language; encouraging students' communication by introducing and building vocabulary for K-5 students; encouraging fluency in reading through practice with varied texts. This course will emphasize the following SC Literacy Competencies for PreK-5th grade: Standard 2-Curriculum and Instruction. Includes a 12 hours practicum.

EDSP 5113. Introduction to Exceptional Learners 3 credits

Introduces pre-service teachers to the diverse needs of exceptional children. Included in study will be characteristics of various exceptionalities, including but not limited to learning disabilities, emotional/behavioral disorders, mental impairment, hearing impairment, visual impairment, gifted and talented, Autism, and other handicapping impairments including attention deficit/hyperactivity disorder. The aim of the class is to provide

information about laws and regulations governing special education, procedures and methods for teaching students with exceptionalities including the development and implementation of Individualized Educational Plans, and strategies for adapting curriculum and materials for students with exceptionalities in the regular classroom.

EDSP 5213. Assessment of Exceptional Learners 3 credits

Concepts and methods of assessment in special education with emphasis on administering, scoring, and interpreting standardized educational tests. Major topics covered are Response to Intervention, recent research on assessment practices, accommodations and modifications, the role of families in the assessment process, students with diverse cultural and linguistic backgrounds, standardized instruments, curriculum based assessment, interpreting tests and writing reports, assessment of young children, and transition assessment.

EDSP 5233. Characteristics of Learning Disabled 3 credits

Designed to provide students, who are currently teaching or who plan to teach, with the knowledge and disposition to successfully provide service to individuals who have been identified as having learning disabilities. Students will explore the moral, ethical, legal, and practical foundations involved in the identification of and provision of services to an individual with learning disabilities with a specific focus on Tier 1 and Tier 2 interventions. In addition, they will develop appreciation and respect for the opportunities and challenges faced by all stakeholders in an individual's life and will be able to promote collaboration as an integral part of provision of services.

EDSP 5243. Methods of Teaching Students with Learning Disabilities 3 credits

This course is designed to provide knowledge of methods, materials, and current research related to instructing and improving outcomes for students with learning disabilities.

MASTER OF EDUCATION IN ADMINISTRATION AND SUPERVISION – GRADUATE COURSES

EDAS 5123. Ethics in Educational Leadership 3 credits

Students gain an understanding of the characteristics and importance of a Christian ethic of care toward self, learners, colleagues and community. They will learn how to foster success of all students by demonstrating integrity and fairness. They will also learn how to judge sensitivity, ethics and diverse considerations in their interactions with others.

EDAS 5224. Organizational Development in Schools w/Practicum 4 credits

Students learn the value of leading with vision and commitment. They should know how to facilitate the development, communication, implementation and stewardship of a vision of learning that is shared and supported by the school, the district and its board of education and the community. A practicum (a minimum of 36 hours) is a component of this course.

EDAS 5323. Educational Leadership for Curriculum and Instruction 3 credits

Students will be able to understand philosophical, theoretical and political aspects to creating a quality curriculum. They will learn to use student development and learning theories and data analysis to improve curriculum, instruction and student performance at the school and district level.

EDAS 5343. Educational Leadership for Instructional Effectiveness 3 credits

Students will engage in authentic evaluation of the effectiveness of the instructional programs for student achievement of learning. This involves collecting, interpreting and using quantitative and qualitative data from a variety of sources for school and district improvement.

EDAS 5424. School Operations and Management with Practicum 4 credits

Students learn about management of the operations of a school and a school district. This course includes district procedures, human resources, facilities and space oversight, fiscal operations and safety and security issues based on indicators of equity, effectiveness and efficiency. A practicum (a minimum of 36 hours) is a component of this course.

EDAS 5523. Cultivating a Positive School Climate 3 credits

Students will cultivate a sensitivity and appreciation of diverse populations and learn skills in fostering a collegial climate that includes individual performance plans based on quantitative and qualitative data. Students learn how to formulate an effective discipline plan and develop abilities to engage in successful conflict resolution.

EDAS 5623. Public and Community Relations 3 credits

By developing an effective and interactive communications plan and public relations program for the school and district, students learn how to elicit and respond to feelings, needs, concerns and perceptions of others to build mutual understanding among all stakeholders to positively impact students.

EDAS 5714. Politics, Law and the Schools with Practicum 4 credits

Students gain an ongoing understanding of the larger political, social, economic, legal and cultural context in which their schools and districts are situated. They should be able to lead their schools through the necessary compliance of legal regulations, but will also demonstrate courage, foresight and initiative to confront influences that hinder the success of all students. A practicum (a minimum of 36 hours) is a component of this course.

EDAS 5803. Advanced Educational Research I 3 credits

This course engages students in action research. They also learn how to collect, interpret and use qualitative and quantitative data for school and district improvement. Students will write and defend a research proposal, including a literature review and description of methodology. The study will be conducted during the subsequent 12 weeks.

EDAS 5823. Advanced Educational Research II 3 credits

Students complete their individual research projects by writing a draft of their paper, receiving feedback for improvement and submitting a final version. Students will present their findings to their colleagues.

EDAS 5906. Internship in Elementary Administration 6 credits

Students will complete an internship in schools at the elementary for elementary certification, including a field experience (a minimum of 90 hours) and seminars. This course should be taken as last course in degree program.

OR

EDAS 5916. Internship in Secondary Administration 6 credits

Upon finishing this course, students complete an internship in schools at the elementary for secondary certification. This includes a field experience (90 hours) and seminars. This course should be taken as last course in degree program.

MASTER OF BUSINESS ADMINISTRATION WITH HEALTH CARE ADMINISTRATION COURSES

HCAM 5423. Health Care Organizations and Delivery 3 credits

This course is a comprehensive approach to healthcare systems, organization and delivery. Students will examine the evolution of the U.S. healthcare delivery system through to the current dynamic, integrated and managed care systems. Students will assess the interactions of regulatory, economic, political, and social aspects of the healthcare system on the structure and function of healthcare organizations. Students will explore transformational servant leadership qualities needed to promote change and effectively lead in the current era of health care reform.

HCAM 5453. Health Information Systems 3 credits

This course focuses on the critical role and types of e-health and information systems in the planning, operation, and management of health care organizations. Students will evaluate technology trends and clinical applications to determine the challenges and opportunities for the organization; assessing health information systems in the context of organizational objectives and improving patient care.

HCAM 5463. Health Care Policy and Quality Systems 3 credits

This course focuses on healthcare policy issues in the planning, organization and delivery of services. Students will explore the roles and influence of major stakeholders, regulations, and market pressures. Students will evaluate quality and safety systems used to implement policy and improve patient outcomes, along with the leadership qualities needed for transformational change.

HCAM 5483. Strategic Management in Health Care 3 credits

This is a capstone course for the program. It is designed to give the student an opportunity to develop the conceptual skills needed by effective health care managers.

Student will examine the strategic management and planning processes within the dynamic, complex, and evolving nature of the health care industry.

Students will demonstrate application, integration, and evaluation of (1) the strategic planning process (2) strategy map formulation of objectives and policies, (3) balanced scorecard measurement of strategic objectives and (4) management of change within the healthcare regulatory and fiscal environment. Prerequisite: Successful completion of all major program courses.

MASTER OF BUSINESS ADMINISTRATION COURSES

MBAM 5003. Foundations of Quantitative Analysis 3 credits

This course covers the basic quantitative areas of business administration in accounting, economics and quantitative methods. Online modules in each of the core areas provide skills and knowledge foundational to the MBA program.

MBAM 5223. Quantitative Analysis of Business 3 credits

Emphasizes the application of research methods to practical problems and the use of, rather than the derivation of, the methods. Applies quantitative and analytical techniques of probability, statistical inference, correlation and regression-decision theory, and forecasting. Prerequisite: MBAM 5003

MBAM 5243. Managerial Economics 3 credits

Practical applications of microeconomic principles to real-world business issues. This course is intended to provide managers and entrepreneurs with the decision-making tools used in planning and problem solving in their organizations. Prerequisite: MBAM 5003

MBAM 5323. Accounting for Decision Making and Control 3 credits

This course offers real world tools for decision making within the context of organizational strategy. Effective tools are linked with management concepts that affect decisions on how a business competes in the marketplace. Both financial and non-financial information are integrated for better strategic, organizational, and operational decisions. The student's analytical ability is developed through the use of problems and cases that stress application. Special topics concerning issues in management accounting and ethics are incorporated throughout the course. MBAM 5003

MANAGEMENT COURSES

MGMT 5033. Production and Operations Management 3 credits

Long, medium and short-range operations planning in both service and manufacturing organizations. Key topics: productivity and quality measures, production function, product design, plant location and layout, forecasting and scheduling, purchasing and materials management, inventory management, and operations strategy.

MGMT 5053. Organizational Behavior 3 credits

Understanding and leading individuals and groups in attaining both personal and organizational objectives. By focusing on managers and their relationships with employees, students evaluate social/psychological behavior and learn techniques for modifying behavior to meet organizational objectives.

- MGMT 5063. Marketing Management** 3 credits
The application of marketing theory to problem-solving related to product/service, price, promotion, and distribution for both profit-making and non-profit organizations. Case studies are utilized.
- MGMT 5073. Human Resources Management** 3 credits
The application of theories of human resources management to employee relations, recruitment, evaluation, grievances, development plans, and wage and salary administration.
- MGMT 5103. Advanced Financial Management** 3 credits
A study of corporate and business level financial analysis and planning, including capital budgeting, cost of funds, and capital structure and valuation. Prerequisite: Finance or Accounting.
- MGMT 5123. Accounting and Finance for Managers** 3 credits
Gives the student a firm understanding of financial and accounting terms, techniques, and practices. Topics cover the basics: interpreting financial statements, calculating inventory costs, cost of goods sold, understanding stocks and bonds, determining company profitability using ratio analysis techniques, and detailing cash flow.
- MGMT 5143. Executive Economics** 3 credits
An overview of economic theory necessary for establishing, revising, and interpreting business policy. Emphasis on the identification and interpretation of macro-economic and micro-economic phenomena necessary for sound management decision making.
- MGMT 5163. Management of Information Systems** 3 credits
Management of information processing, system development, statistical applications, and project management. Prerequisite: Computer literacy demonstrated by a transcribed course or approval by appropriate SWU faculty.
- MGMT 5263. Leadership and Ethics** 3 credits
This course examines the role of an organizational leader in fostering ethical behavior in the workplace. Case studies and discussion will identify various ethical perspectives leaders use in decision making and communication. Students can expect to focus on the importance of ethics and the impact leaders have on their followers' behavior.
- MGMT 5273. Strategic Leadership** 3 credits
This course is designed to explore the central role of a business leader in setting vision, formulating strategy and influencing employees, investors and customers. Students will learn to utilize various leadership styles as well as employ principles of communication, motivation and organizational change.
- MGMT 5343. Organizational Development** 3 credits
Integrates concepts and models from organization theory with changing events in the real world, providing an up-to-date view of organizations. Examples are presented that illustrate how companies are coping in the rapidly changing, highly competitive, international environment.
- MGMT 5363. International Management** 3 credits
The management and operation of transnational organizations and the situations unique to those operations. Adapting managerial policies and practices to diverse international cultural environments.
- MGMT 5383. Organizational Change Management** 3 credits
This course is designed to provide students with a conceptual framework addressing strategic change management in organizations. The focus is on understanding how to plan and implement change in the context of an organization's mission, goals, strategies, environment, structure, processes, and human capital. The integrative competencies and interpersonal skills required of individuals who initiate, manage and are affected by change will be examined.

MGMT 5443. Managing for Quality and Excellence 3 credits

This course presents the philosophies, methods, and tools of Total Quality Management (TQM) and investigates a new paradigm for management that goes beyond TQM as it is commonly viewed today. Emphasis is on a customer-value orientation and the course addresses a spectrum of issues related to TQM, from human management and organizational culture to customer value measurement and continuous improvement.

MGMT 5803. Business Policy and Strategic Planning 3 credits

A capstone course integrating the various disciplines encountered in the program. Requires the student to illustrate practical application through case analysis and critique. Development of strategy for an ongoing business is required. Prerequisite: Successful completion of all major program courses.

MGMT 5823. Integrated Studies in Management 3 credits

This course is the culmination of the MSML program with the application of strategic management principles relating to positioning, formulating, implementing, and evaluating the cross-functional decisions (strategy) that build successful organizations.

Emphasis will be placed on internal capabilities and competencies to achieve competitive advantage and operationalize the organization's mission and vision. Students will integrate best management practices and incorporate biblical and ethical standards in the capstone project. Prerequisite: Successful completion of all major program courses.

RESEARCH COURSES

RSCH 5043. Analysis and Decision Making for Managers 3 credits

Using case analysis as the basic tool, this course will aid the student in identifying the root causes of problems in business, identifying and analyzing options, and proposing solutions. Methods of research and creative problem solving will be explored.

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FACULTY, FULL TIME

(Dates in parentheses indicate the year of joining the faculty.)

Joni Addis, Technical Services Librarian. BA, Southern Wesleyan University; MLIS, University of South Carolina.

Lavinia Anderson, Associate Professor of Education. BS, Anderson University; MS, Columbia College; EdD, University of Phoenix. (2009)

Franklin Aviles Santa, Assistant Professor of Business. BA/BBA, University of the Sacred Heart; MBA, University of Phoenix; PhD, Inter American University of Puerto Rico. (2015)

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FACULTY EMERITI

Gloria J. Bell, Professor of English. BA, Southern Wesleyan University; MA University of North Carolina; PhD, University of Colorado. (1977)

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G. Fred Woodworth, Professor of Education. BA, Eastern Nazarene College; BEd, University of New Brunswick; MEd, University of New Brunswick; PhD, University of Connecticut. (1995-2014)

UNIVERSITY CALENDAR

ACADEMIC CALENDAR FOR RESIDENTIAL CAMPUS (2015 – 2017)

2015 FALL SEMESTER

August		
10	Monday	New Faculty Orientation
11,12	Tuesday, Wednesday	Faculty Retreat
14 - 16	Friday-Sunday	New Student Orientation
17	Monday	Enrollment Day
18	Tuesday	Classes Begin
19	Wednesday	Opening Convocation
21	Friday	Last Day to Enroll
27	Thursday	Last Day to Add a Course (Provided 90% of class meetings remain)
September		
14 - 16	Monday-Wednesday	Spiritual Emphasis
14	Monday	Last Day to Drop a Course without Record
17	Thursday	Constitution Day
October		
5 - 9	Monday-Friday	Fall Break
23	Friday	Last Day to Drop a Course
28,29	Wednesday, Thursday	Trustees' Meeting
November		
2	Monday	Registration for Spring Semester begins
2	Monday	Last Day to Apply for May Graduation
2-5	Monday-Thursday	Missions Conference
25 - 27	Wednesday-Friday	Thanksgiving Break
December		
5 - 10	Saturday-Thursday	Finals Week
11	Friday	Baccalaureate
11,12	Friday, Saturday	Commencement Ceremonies

2016 SPRING SEMESTER

January		
8	Friday	Faculty Professional Development Day
9	Saturday	New Student Orientation
11	Monday	Enrollment Day
12	Tuesday	Classes Begin
15	Friday	Last Day to Enroll
18	Monday	Martin Luther King, Jr. Day Holiday
22	Friday	Last Day to Add a Course (Provided 90% of class meetings remain)
25 - 27	Monday-Wednesday	Spiritual Emphasis
February		
8	Monday	Last Day to Drop a Course without Record
29 - March 4	Monday-Friday	Spring Break
March		
15	Tuesday	Day of Service
18	Friday	Last Day to Drop a Course
25	Friday	Good Friday Holiday
28	Monday	Registration for Fall Semester begins
28	Monday	Last Day to Apply for December Graduation
April		
13,14	Wednesday, Thursday	Trustees' Meeting
27	Wednesday	Honors Convocation
30 - May 5	Saturday-Thursday	Finals Week
May		
6	Friday	Baccalaureate
6,7	Friday, Saturday	Commencement Ceremonies
9 - 11	Monday-Wednesday	Planning, Assessment, and Development
10	Tuesday	Faculty Professional Development Day

2016 SUMMER SESSIONS

May Term	Wednesday May 11 - Friday May 27
June Term	Weekdays in the month of June
July Term	Weekdays in the month of July

2016 FALL SEMESTER

August		
8, 9	Monday, Tuesday	New Faculty Orientation
10	Wednesday	Faculty Retreat
12 - 14	Friday-Sunday	New Student Orientation
15	Monday	Enrollment Day
16	Tuesday	Classes Begin
17	Wednesday	Opening Convocation
19	Friday	Last Day to Enroll
25	Thursday	Last Day to Add a Course (Provided 90% of class meetings remain)
September		
12 - 14	Monday-Wednesday	Spiritual Emphasis
12	Monday	Last Day to Drop a Course without Record
17	Saturday	Constitution Day
October		
3 - 7	Monday-Friday	Fall Break
21	Friday	Last Day to Drop a Course
26, 27	Wednesday, Thursday	Trustees' Meeting
31	Monday	Registration for Spring Semester begins
31	Monday	Apply For May Graduation
November		
7 - 10	Monday-Thursday	Missions Conference
23 - 25	Wednesday-Friday	Thanksgiving Break
December		
3 - 8	Saturday-Thursday	Finals Week
9	Friday	Baccalaureate
9, 10	Friday, Saturday	Commencement Ceremonies

2017 SPRING SEMESTER

January		
6	Friday	Faculty Professional Development Day
7	Saturday	New Student Orientation
9	Monday	Enrollment Day
10	Tuesday	Classes Begin
13	Friday	Last Day to Enroll
16	Monday	Martin Luther King, Jr. Day Holiday
20	Friday	Last Day to Add a Course (Provided 90% of class meetings remain)
23 - 25	Monday-Wednesday	Spiritual Emphasis
February		
6	Monday	Last Day to Drop a Course without Record
27 - March 3	Monday-Friday	Spring Break
March		
15	Tuesday	Day of Service
17	Friday	Last Day to Drop a Course
27	Monday	Registration for Fall Semester begins
27	Monday	Last Day to Apply for December Graduation
April		
12, 13	Wednesday, Thursday	Trustees' Meeting
14	Friday	Good Friday Holiday
26	Wednesday	Honors Convocation
29 - May 4	Saturday-Thursday	Finals Week
May		
5	Friday	Baccalaureate
5, 6	Friday, Saturday	Commencement Ceremonies
8 - 10	Monday-Wednesday	Planning, Assessment, and Development
9	Tuesday	Faculty Professional Development Day

2017 SUMMER SESSIONS

May Term	Wednesday May 10 - Friday May 26
June Term	Weekdays in the month of June
July Term	Weekdays in the month of July

INDEX

About the University	4	Master of Business Administration with Health Care Administration Concentration	31
Academic Honesty.....	16	Master of Education in Administration and Supervision	35
Academic Suspension.....	14	Master of Education in Classroom Leadership	35
Active Duty Military	22	Master of Science in Management and Leadership	32
Admissions Information	7	Master of Science in Management and Leadership Learning Outcomes.....	32
Aspirations.....	4	MBA Courses.....	44
Calendar	53	MBA Learning Outcomes	31
Campus and Learning Center Facilities.....	6	MEDAS Courses.....	42
Candidacy.....	11	MEDCL Courses.....	38
Class Attendance	11	Mission and Values	4
Community Expectations	23	Payment of Accounts	20
Comprehensive Statement	4	Payment Options	20
Conferral of Degrees	16	Policy Against Gender Discrimination	25
Course Descriptions.....	38	Policy on Student Complaints	26
Credit Hour.....	11	Privacy of Records	18
Delinquency Policy	21	Programs and Formats	6
Directory.....	47	Re-entry Process	16
Doctrinal Statement	5	Refund Policies	21
Education Content Area Electives	37	Registration	11
Faculty.....	49	Research Courses	46
Faculty Emeriti	51	Residency Requirement	16
Financial Information	20	School of Business	30
Good Standing & Probation	13	School of Education	33
Grade Point Average	13	Student Life.....	23
Grade-Appeal Procedures.....	14	SWU Learning Outcomes	5
Grades.....	12	Tardy Policy.....	12
Graduate Admission Requirements	8	Temporary Withdrawal	15
Graduate Admission Status	8	Transfer policy	11
Graduate Programs	11	University Core Values	4
Graduation Requirements	16	University Mission.....	4
Incompletes	13	Veterans' Benefits	21
Leave of Absence	15	Withdrawal from Courses	15
Management Courses	44		
Master of Business Administration	30		