

SPARTANBURG METHODIST COLLEGE

General Catalog

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**SPARTANBURG METHODIST COLLEGE
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SPARTANBURG, SOUTH CAROLINA 29301-5899
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This catalog is prepared for the convenience of the students, faculty, and staff of Spartanburg Methodist College. This document does not represent a contract between the College and its students. The College reserves the right to alter the contents of this publication as circumstances dictate. When changes are necessary, every reasonable effort will be made to notify students of such changes. Official copies of changes will be filed in the Office of the Registrar, the Office of Academic Affairs, and on-line (www.smesc.edu).

Spartanburg Methodist College does not discriminate on the basis of sex, race, creed, national origin, age or physical handicap in the educational programs or activities operated by the College. The College is an Equal Opportunity Employer.

**ACADEMIC CALENDAR
2008-2009
FALL SEMESTER**

| | | |
|---------------------|-----------------|--|
| Monday | August 11 | Faculty return |
| Tuesday – Friday | August 12-15 | Faculty Workshops |
| Friday | August 15 | New Students Move In |
| Saturday | August 16 | Freshman Service Project Day |
| Sunday | August 17 | Freshman Orientation |
| Monday | August 18 | Freshman Registration/ Sophomores Return |
| Tuesday | August 19 | Validation Day; Assessment Test for Freshman |
| Wednesday | August 20 | First Day of Classes |
| Tuesday | August 26 | Last Day to Register or Drop/Add by 3:30 PM |
| Wednesday | September 3 | Convocation |
| Tuesday | September 23 | Last Day to Withdraw from Course with a “W” |
| Saturday | September 27 | Family Day: Homecoming |
| Friday | October 10 | Residence Halls close 5 PM |
| Monday – Tuesday | October 13-14 | Fall Break |
| Tuesday | October 14 | Residence Halls open 3 PM |
| Wednesday | October 15 | Mid-term grades due; “I” grades cleared |
| Monday – Thursday | October 27 – 30 | Sophomore Pre-registration |
| Monday – Friday | November 3 – 7 | Freshman Pre-registration |
| Tuesday | November 25 | Residence Halls close 5 PM |
| Wednesday | November 26 | No classes held |
| Thursday – Friday | November 27 -28 | Thanksgiving Holidays |
| Sunday | November 30 | Residence Halls open 3 PM |
| Monday | December 1 | Classes resume |
| Monday | December 1 | Last Day to Withdraw, FA, or Reinstate |
| Friday | December 5 | Last Day of Classes |
| Saturday – Thursday | December 6 – 11 | Final Examinations |
| Wednesday | December 10 | Residence Halls close 5 PM |
| Thursday | December 11 | Grades Due – 12:00 noon |
| Tuesday | December 23 | College closes at noon for Christmas holidays |

**2008-2009
SPRING SEMESTER**

| | | |
|---------------------|------------------|--|
| Monday | January 5 | College re-opens at 8:00 AM |
| Friday | January 9 | Faculty Workshop |
| Monday | January 12 | Students Return/Residence Halls open 3 PM |
| Tuesday | January 13 | Validation Day |
| Wednesday | January 14 | First Day of Classes |
| Tuesday | January 20 | Last Day to Register or Drop/Add by 3:30 PM |
| Tuesday | February 17 | Last Day to Withdraw from Course with a "W" |
| Wednesday | March 4 | Mid-term Grades Due; "I" Grades Cleared |
| Friday | March 6 | Residence Halls close 5 PM |
| Monday – Friday | March 9 -13 | Spring Break |
| Sunday | March 15 | Residence Halls open 3 PM |
| Monday | March 16 | Classes Resume |
| Monday – Thursday | March 23-26 | Sophomore Pre-registration |
| Monday – Friday | March 30-April 3 | Freshman Pre-registration |
| Friday – Saturday | TBA | Alumni Weekend |
| Friday | April 10 | Good Friday Holiday |
| Wednesday | April 15 | Awards Day |
| Monday | April 27 | Last Day to Withdraw, FA or Reinstate |
| Friday | May 1 | Last Day of Classes |
| Saturday – Thursday | May 2 – 7 | Final Examinations |
| Wednesday | May 6 | Residence Halls close 5 PM |
| Thursday | May 7 | Grades Due – 12:00 noon |
| Saturday | May 9 | Commencement |

**SUMMER 2009
SESSION I**

| | | |
|-----------|---------|---|
| Tuesday | May 26 | Residence Halls open 3 PM |
| Wednesday | May 27 | First Day of Classes |
| Friday | May 29 | Last Day to Register or Drop/Add by 12:00 Noon |
| Wednesday | June 10 | Last Day to Withdraw with a "W" |
| Thursday | June 25 | Last Day of Classes and Exams Residence Halls close 5 PM |
| Friday | June 26 | Grades Due 12:00 Noon |

**SESSION II
(To Be Determined)**

| | | |
|----------|---------|--|
| Monday | June 29 | Residence Halls open 3 PM |
| Tuesday | June 30 | First Day of Classes |
| Thursday | July 2 | Last Day to Register or Drop/Add by 12:00 Noon |
| Friday | July 3 | Holiday |
| Tuesday | July 14 | Last Day to Withdraw with a "W" |
| Thursday | July 30 | Last Day of Classes and Exam Residence Halls close 5 PM |
| Friday | July 31 | Grades Due 12:00 Noon |

TABLE OF CONTENTS

| | |
|--|-------------------|
| Calendar of Events | 3 |
| Introduction | 7 |
| History and Mission Statement | 8 |
| Institutional Relationships | 10 |
| Facilities | 12 |
| Admissions | 15 |
| General Information About Admissions | 16 |
| Freshman Admissions | 16 |
| Provisional and Probationary Admissions | 17 |
| Transfer Student Admissions | 18 |
| International Student Admissions | 18 |
| Continuing Education | 19 |
| Credits from Other Colleges, Universities, and Other Sources | 20 |
| Academic Degrees | 23 |
| General Information About Academic Programs | 24 |
| Basic Degree Requirements | 26 |
| Degree for University Transfer | 27 |
| Degree for Career Program | 30 |
| Academic Regulations | 33 |
| Academic Calendar | 34 |
| Final Examinations | 35 |
| Grading System | 35 |
| Class Attendance Policy | 38 |
| Grievance Procedures | 42 |
| Course Descriptions | 47 |
| Finances and Financial Aid | 69 |
| Fees and Charges | 70 |
| Payment Plans | 72 |
| Refunds | 73 |
| Financial Aid Grants | 75 |
| Loan Programs | 77 |
| Requirements to Retain Financial Aid | 77 |
| Work and Service Programs | 78 |
| Endowed Programs | 79 |
| Endowed Scholarships | 81 |
| Annual Scholarships | 96 |
| Student Programs and Services | 101 |
| Personnel | 111 |
| Index | 119 |
| Campus Map | inside back cover |

INTRODUCTION

HISTORY

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

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

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

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

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

MISSION STATEMENT

The mission of Spartanburg Methodist College, a two-year, coeducational institution related to the United Methodist Church, is to develop the worth and abilities of each individual through programs relevant to academic and personal needs. The College strives for a values-oriented atmosphere in the Christian tradition in which students can develop sensitivity to the needs of others and from which they can assume responsible positions in society.

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

THE SMC HONOR CODE

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

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

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

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

EDUCATIONAL OPPORTUNITIES

Spartanburg Methodist College offers three associate degrees. Specific details on each degree program may be found on pages 29-31 in this catalog.

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

STATEMENT ON ACADEMIC FREEDOM

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

Instructors and students are vital members of a community of scholars. Instructors are entitled to academic freedom in the classroom in discussing the subject matter of the course but should be careful not to introduce controversial

material which has no relation to the subject. At the same time, students are entitled to freedom in the classroom to question, in a spirit of academic collegiality, the subject matter which has been introduced.

NON-PROFIT STATUS

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

INSTITUTIONAL RELATIONSHIPS

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

Spartanburg Methodist College is governed by a volunteer Board of Trustees consisting of both United Methodists and others, both laity and clergy. The Board is solely responsible for policies governing operation of the College and the legal and financial activities related to programs and services offered by the College. Even though the membership of the Board is elected by the South Carolina Conference of the United Methodist Church, the Board exercises independent judgment.

ACCREDITATION

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

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

OFFICE OF ASSESSMENT ACTIVITIES

The Office of Assessment Activities and Academic Advising is responsible for the College's Institutional Effectiveness (IE) program. As an institution engaged in an ongoing quest for quality and accountability, Spartanburg Methodist College demonstrates how well it fulfills its mission through activities coordinated by the Office of Assessment Activities and

Academic Advisement. The College employs a comprehensive system of planning and evaluation in all major aspects of its operation. Planning and evaluation of teaching and learning and administration and educational support services provide documentation of effectiveness and support the use of results in decision making on the campus.

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

INSTITUTIONAL MEMBERSHIPS

Spartanburg Methodist College is affiliated with the following:

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

LOCATION AND FACILITIES

Location

Spartanburg Methodist College is located on a 110-acre campus in the western area of Spartanburg County, SC. Interstates I-26 and I-85 provide easy access to the College. See the College map at the back of this catalog.

FACILITIES (See Campus Map on inside back cover)

1. **Phil Buchheit Administration Building** – Constructed in 1966, enlarged in 1979, renovated in 1995, and expanded with the addition of a new lobby in 1998, this facility houses administrative offices for the President, Vice President for Business Affairs, Vice President for Enrollment Management, and Registrar. The Offices of Admissions and Financial Aid are also located in this facility.
2. **The Phyllis Buchheit Board Room and The Vassey Information Technology Center** - Constructed in 2007, this facility houses an expanded board room and the office of the Executive Director of Information Technology and Computer Services.
3. **Charles P. Hammond Hall** - As the first building on campus, Hammond Hall was constructed by the students of TII in 1913 and serves as a men's residence hall with 67 rooms accommodating approximately 75 students. This hall has laundry facilities. An annex was constructed in 1960. The last renovation was completed in 1991. This residence hall is equipped with fiber optic connections in each room for computer access to the campus network and Internet.
4. **William G. Willard Hall** – Opened in 1967, Willard Hall has three floors and is the residence hall for 114 men. This hall has laundry facilities. This residence hall is equipped with fiber optic connections in each room for computer access to the campus network and Internet.
5. **Rembert Bennet Burgess Student Center** – Built in 1965, this building houses the campus dining room, Fireplace Room, a student lounge, commuter student lounge, bookstore, counseling center, offices of the Director of Residence Life, the Dean of Students, and the Student Support Services staff. The Burgess Student Center also houses the Gosa Room, a meeting room named for the late Mary Lynn Gosa, long-time Director of Residence Life at Spartanburg Methodist College. There is also a post office with boxes for the distribution of mail to students, faculty, and staff.
6. **Walter S. Montgomery Science Building** – Erected in 1967, this building houses classrooms and faculty offices on the first floor while the second floor holds the laboratories, workrooms, and faculty offices.
7. **Frank Walker Building** – Constructed in 1935 and renovated in 1981, this three-story building contains classrooms, student computer laboratories, independent learning center that includes a computer-assisted instruction laboratory and tutorial services. The offices of the Vice President for Academic Affairs, the Executive

Director for Academic Services, and faculty members are in the Walker Building.

8. **William S. Moore Student Athletic Activities Building** – Built in 1939 and renovated in 1998, this facility houses the maintenance department offices, work areas, and storage space. The first floor is a basketball court with a seating capacity of 400. The facility is used for physical education classes and intramurals and as a practice area for men's and women's intercollegiate teams. The William S. Moore Student Athletic Activities Building is also the site of several student activities throughout the year.
9. **Yearbook Building and Storage Facility**
10. **Campus Safety Office**
11. **Outdoor Volleyball Court**
12. **Vera Davis Parsons Hall** – Erected in 1981, this residence hall provides living space for 48 students. This hall has laundry facilities. This facility is reserved for use as an honors residence hall. This residence hall is equipped with fiber optic connections in each room for computer access to the campus network and Internet.
13. **Eliza Judd Hall** – Opened in 1929, Judd Hall is a women's residence with 31 rooms housing 62 students. It was renovated in three stages between 1983 and 1988. Judd has a laundry room, lobby, parlors, and a commons area for campus activities. This residence hall is equipped with fiber optic connections in each room for computer access to the campus network and Internet.
14. **Bridges Residence Hall** – Constructed and opened in 2003, this three-story, 93-bed facility offers two, three, and four bedroom units that include a commons area and bathroom in each suite. Bedrooms are equipped with fiber optic connections for computer access to the campus network and Internet, cable connections to the College's television network, and private telephone lines. Each floor in this residence has laundry facilities and snack and beverage machines. The central lobby provides a setting for meetings, workshops, and extracurricular activities. An elevator serves all three floors.
15. **Maintenance Building**
16. **James S. Barrett Learning Center** – Built in 1976, this facility houses the David E. Camak Auditorium, Eila S. Jones Classroom Suite, Lemuel Asbury Grier, Sr. Memorial Room, Broadus R. Littlejohn, Sr. Music Suite, faculty offices, and Jesse L. Bridges Arena as well as dressing facilities, training and exercise rooms, and athletic trainer office and facilities.

17. **Eva S. Grant Softball Field** – Constructed in 1989 with improvements added in 1994, this field was named in memory of Eva S. Grant, 1918-1991, an alumnus and Trustee of the College.
18. **Olin D. Johnston Outdoor Athletic Facility** – Named in honor of the late Mr. Johnston who was a graduate of Textile Industrial Institute and served as governor of South Carolina and as a U.S. Senator, this facility was originally laid out in the mid 1970's. It consists of the Fred Nash Soccer Field, the C.B. (Slim) Mooneyham Baseball Field, and the William C. Buchheit Tennis Complex. Renovation work was begun in 1995 and completed in 1999.
19. **Sparrow Residence Hall** – Constructed and opened in 2006, this facility is a three-story, 118-bed residence hall arranged in three-person and four-person suites. Each suite includes a commons area, a private bath for the suite, and individual bedrooms/study areas. The bedrooms offer students telephone, television, and computer connections, a study desk, and closet space. Special rooms have been designated for students with disabilities. A spacious lobby and an inviting courtyard and fountain offer students relaxed living space. This facility was made possible in part from a generous gift from Mr. John Sparrow and is dedicated to the memory of his parents and in honor of his family.
20. **H. Lester Kingman Hall** -- Erected in 1968, this building is a women's residence hall with 60 rooms which houses 120 students. This hall has laundry facilities. Renovation was begun in 1991 and completed in 1994. This residence hall is equipped with fiber optic connections in each room for computer access to the campus network and Internet.
21. **Marie Blair Burgess Learning Resources Center** – Built in 1947 and renovated and enlarged in 1974, the LRC houses the library, multi-media center, control center for campus television cable system, offices for librarians and faculty as well as the offices of the Vice President for Institutional Advancement, the Director of Alumni Relations, the Director of Development and Church Solicitation, the Director of Gift Planning, and the Director of Athletic Fund Raising. The Board Room of the Board of Trustees is also located on the first level of the LRC. Renovation of the first floor was completed in 1995.
22. **William Milton Davis Mission Chapel** – Constructed in 1976, the Chapel seats 140 and houses the Office of the Chaplain, a conference room, and a workroom. The Chapel is used for personal devotion and meditation, dramatic performances, small concerts, and other events as well as the regularly scheduled worship services of the campus.
23. **Storage Building**

ADMISSIONS

ADMISSIONS

GENERAL INFORMATION

In keeping with its Mission, Spartanburg Methodist College is committed to equal opportunity for all academically qualified students. The College does not discriminate on the basis of race, color, sex, religion, creed, age, national or ethnic origin in the administration of its educational policies, admissions policies, assignment of residence hall facilities, use of physical facilities, scholarships and loan programs, and the granting of financial aid and scholarships. Student admission categories include entering students, transfer students, re-admit students, transient students, special students, international students, and dual enrolled students. Qualified students may enter at the beginning of any term (fall, spring, or summer).

FRESHMAN ADMISSIONS

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

In making admission decisions, the College examines high school rank, SAT scores (ACT scores are also acceptable), and the high school grade point average. The philosophy of the institution is to admit men and women who demonstrate reasonable promise of benefiting from the College's educational programs of study.

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

FRESHMAN APPLICATION PROCEDURES

1. Students must complete the formal application for admission and return it to the College as early as possible in the senior year. **Applications should be mailed to the Office of Admissions, Spartanburg Methodist College, 1000 Powell Mill Road, Spartanburg, South Carolina 29301-5899.** A non-refundable application fee of \$20 must be submitted with the application. An electronic application may also be completed at the College's web site: www.smcsc.edu.
2. Students must request that official copies of their high school records and/or all college transcripts be sent to the Spartanburg Methodist College Office of Admissions. These records may be obtained from the appropriate high school counselors or from the Registrar's office at other colleges attended. The high school transcript should include class rank. If the applicant is a

high school GED graduate, a copy of the GED Exam Score Report including the report of examination results, or any bona fide certification of completion of high school equivalency must be submitted. College transfer applicants submitting official college transcripts of sixteen or more transferable semester hours earned at an accredited college/university are exempt from the requirement to submit their high school transcripts and/or for submitting the results of the GED examination. Upon graduation from high school, students must request that the high school forward an official copy of the final high school transcript certifying graduation to the Office of Admissions.

3. Students must submit results from the Scholastic Aptitude Test (SAT Code 5627) or from the American College Testing program (ACT Code 3878). Students twenty-one (21) or older or those submitting sixteen or more semester hours of transferable college credit from an accredited college or university are exempt from the requirement to submit the SAT/ACT scores.
4. Students must return the completed medical history and physical forms to the SMC Admissions Office before beginning classes. Students must be covered by their own health insurance, either as an individual or as part of family coverage. Proof of such insurance is required as part of the admissions process.
5. Students must submit the Free Application for Federal Student Aid (FAFSA) in a timely manner for processing. The Spartanburg Methodist College Financial Aid Office uses this information to make financial aid awards to prospective students.

DUAL ENROLLMENT

Spartanburg Methodist College recognizes the need to provide academically talented high school students with opportunities for acceleration of their future collegiate programs. To meet that need, the College has established a dual enrollment program in which high school seniors, while continuing normal high school courses and activities, enroll in courses for college credit at Spartanburg Methodist College. Dual enrollment students must have earned a cumulative 3.25 grade point average on college preparatory courses in high school in order to be eligible for this program. Information on the application process and information about fees for the dual enrollment program are available in the Admissions Office.

PROVISIONAL AND PROBATIONARY ADMISSIONS

Some applicants may be admitted as provisional or probationary students when their high school performance or SAT/ACT scores indicate that there may be problems in successfully completing college level work. These students may be required to take Transitional Studies courses. Students admitted as provisional or probationary must make satisfactory progress to continue enrollment.

SPECIAL STUDENT ADMISSIONS

Students who wish to enroll on a *limited basis* will be considered for admission as Special Students on the basis of their applications without having to submit transcripts of prior academic performance. Special students will ordinarily

be adult persons who do not enter a specific degree or certificate program or high school seniors whose academic capabilities have been confirmed by their principals and guidance counselors. Special students may not live in the residence halls.

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

TRANSFER STUDENT ADMISSIONS

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

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

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

TRANSIENT STUDENT ADMISSIONS

Students enrolled in other colleges or universities may attend Spartanburg Methodist College as transient students. An application for admission must be on file in the Office of Admissions. Transient students must have written permission to take particular courses offered at Spartanburg Methodist College. That permission must be signed by the Vice President for Academic Affairs, the Division Chairperson, or the Registrar of the parent college. No other credentials are required. The regular \$20 non-refundable application fee is required.

INTERNATIONAL STUDENT ADMISSIONS

International students must submit the following to the Office of Admissions: an application for admission; an official English translation of secondary level work or any post-secondary work; an official report of the Test of English as Foreign Language (TOEFL), or the Michigan English Language

Assessment Battery (MELAB), or the Michigan Test of English Language Proficiency (MTELP). An applicant should be proficient in the use of the English language as defined by a minimum score of 525 (paper-based test), 195 (computer-based test) or 70 (internet-based test) on the TOEFL, 80 on the MELAB, or 85 on the MTELP to be ready for the regular college curriculum.

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

An affidavit of total financial support either notarized or issued by a bank official must be filed before matriculation at the College. The financial declaration must cover the net amounts necessary for a two-year period for a total of approximately \$26,000 U. S. dollars (Two-year tuition net of average international discounts). A valid student visa must be in the applicant's possession *prior* to arrival on campus.

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

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

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

CONTINUING EDUCATION: NON-CREDIT SEMINARS

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

ADMISSION OF STUDENTS WITH DISABILITIES THAT AFFECT ACADEMIC PERFORMANCE

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

For learning disabled students:

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

For physically disabled students:

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

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

IMPORTANT NOTICE:

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

RE-ADMISSION

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

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

CREDITS FROM OTHER COLLEGES, UNIVERSITIES, AND OTHER SOURCES

Spartanburg Methodist College accepts academic credits earned at other regionally accredited colleges and universities throughout the United States. In addition, the College may award credit for military service, for the Advanced Placement Program, and through the College Level Examination Placement Program (CLEP). **No more than a cumulative total of 30 hours of academic credit will be accepted from other colleges, universities, and other sources.**

CREDITS FROM OTHER COLLEGES AND UNIVERSITIES

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

1. The College has received an official transcript showing the credit hours earned and final grades from each course.
2. The course content must be similar to or the same as that of a Spartanburg Methodist College course.
3. A grade of C or better is recorded for each course to be transferred. (Grades of "D" are not accepted for transfer of credit.)
4. Courses and credit hours earned at another institution are entered on the official academic transcript, but quality points earned for grades earned at other institutions are not computed in the grade point average at Spartanburg Methodist College.
5. A maximum of 30 semester hours of credit may be accepted by transfer to be applied toward an associate degree awarded by Spartanburg Methodist College.
6. Credits from technical colleges are evaluated individually, and credit may be awarded as determined by the Vice President for Academic Affairs and the Registrar.
7. Transfer credit will not be awarded for remedial courses.

CREDIT FOR MILITARY SERVICE

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

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

ADVANCED PLACEMENT PROGRAM (AP) FOR CREDIT

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

SPECIAL CREDIT BY EXAMINATION OPTIONS

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

Spartanburg Methodist College accepts as credit toward graduation with the Associate in Criminal Justice degree the following courses from the South Carolina Criminal Justice Academy: CRMJ202, Criminal Evidence and Procedures; CRMJ203, Introduction to Criminal Law; HLTH 101, Health and First Aid; PHED 104, Physical Fitness which the police officers of this state complete in their line of training. Students must provide documentation of successful completion of these courses at SCCJA upon admission to Spartanburg Methodist College. These hours may not transfer to senior colleges if students elect to pursue a four-year degree.

ACADEMIC DEGREES

ACADEMIC DEGREES

GENERAL INFORMATION ABOUT ACADEMIC PROGRAMS

To fulfill its mission, Spartanburg Methodist College offers three degree options. The Associate in Arts degree is designed as a transfer degree and provides the general education courses necessary for successful transfer into a bachelor's degree program in liberal arts and education. The Associate in Science degree also provides the general education courses necessary for successful transfer into a bachelor's degree program in the sciences, computer science or mathematics. The Associate in Criminal Justice degree is designed for individuals already working in the criminal justice field and for individuals interested in careers in that field. For each of the degree programs, students are assigned full-time academic advisors trained to advise students in the selection of courses and in setting short and long-term academic goals.

STUDENT LEARNING OUTCOMES

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

Computer Information Technology Literacy: SMC graduates use current technology resources to collect and analyze data and to access, evaluate, and present information in solving problems and making decisions.

Critical Thinking/Problem Solving: SMC graduates make judgments and solve problems logically and sequentially. They solve problems using knowledge, comprehension, application, analysis, synthesis, and evaluation techniques (Reference: Bloom's Taxonomy), appropriate to the situation. Graduates effectively summarize written or oral course materials to demonstrate understanding.

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

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

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

Values Clarification: SMC graduates acknowledge moral and ethical guidelines as set forth in the SMC Honor Code. Graduates compare values and value systems as they apply to their own lives. They identify steps to use when confronted with ethical choices.

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

ACADEMIC ADVISEMENT PROGRAM

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

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

DEGREE PROGRAM DECLARATIONS

Students are placed in one of the degree programs based upon the choices declared on their admission application. The degree choice may be changed or reaffirmed at registration. To change the degree choice, students must complete an Academic Petition form available in the Registrar's Office. Students should discuss the desired change with their academic advisor. Students must return the completed petition to the Registrar who effects the change.

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

Transitional Studies students may not complete a degree declaration until they have completed their first semester, and the Registrar has evaluated their course work to determine that these students are making satisfactory progress toward graduation.

CATALOG DEGREE COMPLETION

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

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

ADVISEMENT AND TRANSFER INFORMATION

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

Faculty advisors have information regarding the transfer of SMC courses to various colleges and degree programs. The Counseling Center and Student Support Services also have copies of transfer guides.

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

BASIC DEGREE REQUIREMENTS

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

1. Must pass all required courses in the specific degree program.
2. Must complete the required number of credit hours for the degree program.
3. Must complete at least 34 credit hours at SMC; the last semester's work must be completed in residence.
4. Must attain a cumulative grade point average of 2.0 or higher on all work completed at SMC in courses numbered 100 or higher.

DISCLOSURE OF INSTITUTIONAL GRADUATION/COMPLETION AND TRANSFER-OUT RATES

Spartanburg Methodist College is pleased to provide the following information regarding our institution's graduation/completion and transfer-out rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation, completion and transfer-out status of students who enrolled during the 2004-2005 school year and for whom 150 percent of the normal time-to-completion has elapsed.

During the fall semester of 2004, 408 first-time, full-time degree seeking undergraduate students entered Spartanburg Methodist College. After three years, 37.5 percent graduated from our institution or completed their program and another 41.2 percent transferred to other higher education institutions, for a total success rate of 78.7 percent.

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

During the fall semester of 2004, 81 first-time, full-time degree seeking students received athletic financial aid. After three years 43.2 percent graduated from our institution or completed their program and another 44.4 percent transferred to other higher education institutions, for a total success rate of 87.6 percent. The following is a required break-down by sport:

| Sport | Graduated | Transferred | Successful |
|----------------------------|-----------|-------------|------------|
| Men's Baseball | 13% | 75% | 88% |
| Men's Basketball | 22% | 67% | 89% |
| Men's Cross Country | 50% | 33% | 83% |
| Men's All Other Sports* | 61.5% | 30.8% | 92.3% |
| Women's Basketball | 27% | 64% | 91% |
| Women's Cross Country | 75% | 25% | 100% |
| Women's All Other Sports** | 41.2% | 35.3% | 76.5% |

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

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

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

EARNING A SECOND DEGREE

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

GRADUATION CEREMONY

Spartanburg Methodist College holds a graduation ceremony in May of each year. Participation in the ceremony is available to May graduates and potential Summer Session I graduates who lack no more than seven hours of degree requirements, have the appropriate GPA, and are pre-registered in the College's Summer Session I. Summer Session II and December graduates from the prior year are also invited to participate in the May ceremony.

ASSOCIATE DEGREE PROGRAMS FOR UNIVERSITY TRANSFER

The Associate in Arts and Associate in Science degrees prepare students to pursue bachelor's degrees in business, education, English, humanities, liberal arts, mathematics, natural sciences, and social sciences. These degrees are based upon a core curriculum of liberal arts courses and elective hours of study in the student's interest area. Students who wish to pursue further study in criminology or criminal justice after graduation will find that the Associate in Criminal Justice degree transfers to baccalaureate institutions which offer a degree in Criminal Justice.

Each associate degree requires completion of at least 64 credit hours. The length of the degree program is appropriate and in keeping with standard length of associate degree programs.

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

ASSOCIATE IN ARTS DEGREE

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

| <u>Subject/course Requirement (A.A.)</u> | <u>Semester Hours</u> |
|--|-----------------------|
| English 101, 102 | 6 |
| Computer Science | 3 |
| History (6) or History (3) and (3) of Social Science (other than the Social Science requirement) ² | 6 |
| SMC 101, 102, 103 ¹ | 3 |
| Literature | 3 |
| Mathematics (112 or higher) | 3 or 4 |
| Physical Education/MILI ¹ | 2 |
| Public Speaking or Oral Communication | 3 |
| Religion 103, 211, 212, or 215 | 3 |
| Religion (any RELI other than RELI requirement), Literature (any LITR other than LITR requirement), Art Appreciation, Music Appreciation, or Drama Appreciation | 3 |
| Science | 8 |
| Social Science ² | 6 |
| Electives | <u>15</u> |
| Total | 64-65 |

¹See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 29.

²"Social Science" shall be interpreted to mean ANTH 101; Economics (BSAD 201,202); Political Science 202,203; Psychology 101; Sociology 101; History 101,102,112,201,202 (other than that course used for History requirement).

ASSOCIATE IN SCIENCE DEGREE

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

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

| <u>Subject/Course Requirements</u> | <u>Semester Hours</u> |
|---|-----------------------|
| English 101, 102 | 6 |
| Computer Science | 3 |
| History | 3 |
| SMC 101,102,103 ¹ | 3 |
| Literature | 3 |
| Mathematics 121,122,210,221,222 or 112 ² | 6-8 |
| Physical Education/MILI ¹ | 2 |
| Public Speaking or Oral Communication | 3 |
| Religion 103, 211, 212, or 215 | 3 |
| Social Science ³ | 3 |
| Science (Other than Physical Science) ⁴ | 8 |
| Electives | <u>21</u> |
| Total | 64-66 |

¹See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 29.

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

³"Social Science" shall be interpreted to mean ANTH 101; Economics (BSAD 201,202); Political Science 202,203; Psychology 101; Sociology 101; History 101,102,112,201,202 (other than that course used for History requirement).

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

ASSOCIATE DEGREES IN CAREER PROGRAMS

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

ASSOCIATE IN CRIMINAL JUSTICE DEGREE

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

| <u>Subject/Course Requirement</u> | <u>Semester Hours</u> |
|--|-----------------------|
| English 101, 102 | 6 |
| Computer Science 101 or 217 | 3 |
| History | 3 |
| SMC 101,102,103 ¹ | 3 |
| Literature | 3 |
| Mathematics 112 or higher | 3 or 4 |
| Physical Education/MILI ¹ | 2 |
| Political Science 202 | 3 |
| Psychology 101 | 3 |
| Public Speaking 201/Oral Communication | 3 |
| Religion 103, 211, 212, or 215 | 3 |
| Science | 4 |
| Sociology 101 | 3 |
| Criminal Justice 101,112,203 ² , 211 or 212 | 12 |
| Criminal Justice Electives (choose 2 of the following) 110, 202 ² , 210 | 6 |
| Electives (to be chosen in consultation with advisor) | <u>4</u> |
| Total | 64-65 |

¹See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 29.

²Spartanburg Methodist College accepts as credit toward graduation with the Associate in Criminal Justice degree the following courses from the South Carolina Criminal Justice Academy: CRMJ202, Criminal Evidence and Procedures; CRMJ203, Introduction to Criminal Law; HLTH 101, Health and First Aid; PHED 104, Physical Fitness which the police officers of this state complete in their line of training. Students must provide documentation of successful completion of these courses at SCCJA upon admission to Spartanburg Methodist College. These hours may not transfer to senior colleges if students elect to pursue a four-year degree.

PARALEGAL STUDIES PROGRAM

Spartanburg Methodist College offers a two-year, non-academic-credit certificate program in Paralegal Studies. Graduates of this program may become employed as paralegals in a variety of settings, including business and industry, government, and the legal system. For information about this program, interested students should contact the program director, Yvonne Harper, at (864) 587-4278.

ELECTIVES AND COURSE SELECTION FOR DEGREES

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

ALTERNATIVE COURSE REQUIREMENTS

Students who transferred to Spartanburg Methodist College after having completed 24 or more credit hours at another accredited college or students classified as non-traditional students are exempt from the completion of the SMC 101-103 required sequence of courses. Because this exemption does not entail exemption of credit hours for these courses, students must earn an additional 3 hours through elective hours. During the first advisement session, students should plan these hours with their advisors.

Non-traditional students may select First Aid and Personal Safety (HLTH 101) or Health Education (HLTH 201) in place of the two hours of Physical Education/MILI required in their respective degree programs.

TRANSITIONAL STUDIES PROGRAM

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

Faculty work closely with Transitional Studies students to develop academic and study skills and achieve their potential. Tutorial support and individualized laboratories are available to help students with their academic

skills. Students must meet Transitional Studies exit criteria prior to enrolling in English 101 and Math 103.

Because of the preparatory nature of Transitional Studies courses, those numbered 099 and 100 do not add into the cumulative credit hour totals nor quality point totals for use toward graduation requirements.

CANCELLATION OF DEGREE PROGRAMS

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

ACADEMIC REGULATIONS

ACADEMIC REGULATIONS

ACADEMIC CALENDAR

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

The 11 o'clock hour on Mondays, Wednesdays, and Fridays has been set aside so that students and College personnel may attend various campus meetings and the College's weekly Chapel service. The Freshman-Year Experience and Sophomore-Year Experience seminars usually meet on Mondays at 11:00 A.M. However, some of those programs may be scheduled during evening hours.

SUMMER COLLEGE CALENDAR AND CREDITS

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

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

TRANSIENT PERMISSION

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

CLASS AND FULL-TIME STUDENT STATUS

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

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

CREDIT HOUR OVERLOADS

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

AUDITING COURSES

Students may audit courses with the consent of the instructor and the Registrar and upon official registration and the payment of the designated audit fee. (See information on **Fees** in this catalog.)

INDIVIDUALIZED COURSES

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

FINAL EXAMINATIONS

Final examinations are scheduled during the examination period by the Vice President for Academic Affairs. **Attendance at final examinations is mandatory.** Make-up examinations are allowed only for emergency situations or situations beyond the student's control. Student requests for permission to take make-up examinations must be approved by the instructor of the course and the appropriate division chairperson. **If a student's account has not been paid or arranged for before final examinations begin, the student will not be allowed to take final examinations.**

GRADING SYSTEM

Grading is a matter of professional judgment of faculty members as long as it is done within the guidelines of the approved grading policy and in accord with the distributed syllabus. **Only the faculty member can change a grade once it has been assigned.** The College has an established academic

grievance procedure in case of dispute about grading. (See information on **Academic Grievance Procedure for Students** in this catalog.)

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

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

Incomplete: A designation of “I” will be given only when work is not completed because of illness or other acceptable circumstances beyond the student’s control. An “I” is not given simply because an assignment was not completed or the student wanted more time to try to improve the grade. It is the responsibility of the student who receives a grade of “I” to make the arrangements to complete the missing work. **The work must be completed and a grade turned in by the faculty member by the midpoint of the following semester as specified in the College calendar. If the work is not completed by that date, the faculty member will assign a grade of “F” for the course.**

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

DROPPING, ADDING, OR WITHDRAWING FROM A COURSE

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

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

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

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

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

REPEATING A COURSE

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

While a grade of “D” is a passing grade, students should note this grade indicates the lowest level of passing work and **most senior colleges and universities do not give transfer credit for courses in which the grade of “D” has been earned.** Students who plan to transfer should ascertain the transfer policy of the senior college or university of choice regarding acceptance of credit

for which a grade of “D” has been earned in order to determine the desirability of repeating the course at Spartanburg Methodist College. Students should also determine whether the transfer college computes grade point averages for admission by using all semester hours attempted since this practice has an effect on grade point and admission decisions. A “D” grade represents unsatisfactory work and students are strongly encouraged to repeat the course. This advice is especially important for foundation courses which provide information necessary for satisfactory performance at the next course level.

ACADEMIC HONORS

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

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

| | |
|-----------------|-------------|
| Summa Cum Laude | 3.80 – 4.00 |
| Magna Cum Laude | 3.65 – 3.79 |
| Cum Laude | 3.50 – 3.64 |
4. **Phi Theta Kappa:** A national honor society for two-year colleges which stresses academic excellence, leadership, fellowship, and service. Students must have earned at least 16 hours toward an associate degree at Spartanburg Methodist College, have achieved a grade point average of 3.5 or higher, be of good moral character, and possess recognized good qualities of citizenship.
5. **Psi Beta:** A national honor society in Psychology for two-year colleges which promotes scholastic achievement, builds a sense of community and identity, enhances leadership skills, encourages research, provides greater opportunity for student-faculty interaction outside the classroom, and benefits the campus and

community through programs and services. A GPA of 3.0 and having earned no less than a “B” in General Psychology (PSYC 101) and/or Developmental Psychology (PSYC 201), completion of at least 12 academic hours, and a high standard of personal behavior and integrity will merit one an invitation to Psi Beta.

CLASS ATTENDANCE POLICY

Absences from courses are discouraged because of their negative impact on student success. Each instructor’s course syllabus stipulates the maximum number of absences allowed for that course. The College’s policy is that **the total number of absences in a course may not exceed 13 percent of the total number of class sessions for the semester.** Make-up work is at the discretion of the instructor and may carry a grading penalty or a higher level of performance. Students exceeding the number of allowed absences specified in the syllabus may be withdrawn from the course and assigned a grade of FA (failure due to absences) by the instructor. If extenuating circumstances exist, students may appeal in writing to the faculty member for reinstatement to the class in

question. The burden of proof rests with the student. If the problem is not resolved at that level, the student may appeal to the instructor’s division chair.

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

NOTIFICATION OF SEMESTER GRADES

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

ACADEMIC PROGRESS, PROBATION, AND SUSPENSION

Standards of Academic Progress for Full-Time Students

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

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

Standards of Academic Progress for Part-Time Students

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

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

Academic Probation

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

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

While on academic probation, students may be advised to take a reduced load and/or repeat courses as directed by the advisor, the Coordinator of Assessment Activities and Academic Advisement, the Registrar, and/or the Vice President for Academic Affairs. When the academic performance meets or exceeds the standards of the enrollment, students are removed from probationary status and all restrictions previously imposed are removed.

Academic Suspension

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

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

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

DIRECTED WITHDRAWAL FROM THE COLLEGE

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

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

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

VOLUNTARY WITHDRAWAL FROM THE COLLEGE

Students voluntarily withdrawing during a term must obtain a withdrawal form from the Registrar and return the completed form to the Office of the Registrar. Students are responsible for making satisfactory arrangements for all financial obligations to the College, including the Business Office, Office of Financial Aid, Office of Student Development, and Library. Students failing to complete the withdrawal process will not be given an honorable withdrawal and grades of “FA” will be applied to all courses in progress when they leave.

Students will be allowed to withdraw from the College without academic penalty up to the date indicated on the College calendar, and the grade of “W” will be recorded on the student’s permanent record for each course. After the academic penalty period begins, grades will be recorded as “F”, “WP”, “WF”, or “FA”. Students who are forced to withdraw because of illness or other catastrophic circumstances may have grades of “W” recorded for all or some

courses with the permission of the Vice President for Academic Affairs. Written documentation must support appeals for “W” grades. Students who withdraw and wish to return in a later term must apply for re-admission.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

The policy of Spartanburg Methodist College is to work with students called to active military duty on a case-by-case basis. If the student is able to complete the course work early, then the appropriate grades will be awarded. If the student is in good standing with the College and has a reasonable chance of completing that work upon returning to the College, the student will be awarded incomplete grades for the course work and given adequate time (under no circumstances longer than 12 months) to finish the work when the active duty is

over. If it is not possible to complete the course work in a reasonable time to be defined solely by the College, then the College permits such students to withdraw without penalty and refunds to those students tuition and fees paid from their own resources. Students wishing to utilize this policy should contact the Office of Academic Affairs at 587-4256.

CONFIDENTIALITY OF PERMANENT RECORDS

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

Although student records are considered confidential under this act, an exception is provided for directory information. Directory information, which may be released to the public at large, includes the following: name, address, email address, telephone number, cell phone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degrees conferred, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. Students who prefer that Directory Information not be released must inform the Registrar's Office to that effect in writing no later than 30 days after the first day of the first semester of enrollment.

SPECIAL NOTE TO PARENTS: Spartanburg Methodist College, in compliance with the Family Educational Rights and Privacy Act of 1974 (**“the Buckley Amendment”**), releases no personal information restricted by that Act without written consent of the student. This Act prohibits College officials from disclosing any records, including grade reports, academic standing, transcripts of records, or any other records, files, documents, and materials in whatever medium, that contain information directly related to the student and by which the

student can be individually identified. Authorization for parental access to student records covered by the Act must be made in writing by the student and addressed to the Registrar of Spartanburg Methodist College. Exceptions to the student authorization for parental access may be made when the students are the legal dependents of their parents. Written verification of that dependency shall be required before any records are released.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted for services (such as an attorney, auditor, or collection agent); a member of the Board of Trustees; or a student serving on an official College committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. School officials have legitimate educational interests if they need to review an educational record in order to fulfill their professional responsibilities.

Amendments to The Family Educational Rights and Privacy Act in June of 2000 allow additional disclosure of certain disciplinary records without students' permission. Disclosure is allowed in situations involving crimes of violence and for violation of laws and campus policies related to alcohol and

controlled substances. Disclosure is required in situations involving alleged sexual assault. See the Spartanburg Methodist College Student Handbook for more specific explanations.

TRANSCRIPTS

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

ACADEMIC GRIEVANCE PROCEDURE FOR STUDENTS

The Academic Grievance procedure is provided to resolve student grievances pertaining to academic matters resulting from actions of faculty members or administrators. Various circumstances may serve as legitimate

grounds for student academic grievances. The list of academic grievances below is not all inclusive but provides examples of the types of complaints that might be appropriately grieved:

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

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

1. The student must submit a written statement of complaint to the involved instructor or administrator no later than 30 days after the end of the semester in which the grievance occurs. This statement must describe the specific complaint the student is making. It must also include the change the student is seeking. The faculty member/administrator will schedule a conference with the student within seven days of receipt of the written complaint to attempt to resolve the grievance.
2. If a resolution of the problem is not achieved in Step 1 above, the student may pursue the grievance in writing to the division chairperson. (In the event that the instructor involved is also the division chairperson, the student should go to Step 3.) The division chairperson will attempt to resolve the issue with the instructor and student.
3. If still not satisfied that a fair and equitable solution has been reached, the student may direct the written grievance, together with the appropriate documentation, to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall inform the student of the outcome of the petition in writing within seven class

days from receipt of the student's complaint. The decision of the Vice President for Academic Affairs is final.

**GRIEVANCES OF ALLEGED DISCRIMINATION RELATING TO AGE,
COLOR, DISABILITY, NATIONAL ORIGIN, RACE, RELIGION, OR
SEX**

Spartanburg Methodist College is committed to equal opportunity for all students. Questions and/or concerns about alleged discrimination relating to age, color, disability, national or ethnic origin, race, religion, creed, or sex should be referred to the Office of Academic Affairs, Walker Building, Room 208. The telephone number is (864) 587-4256.

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

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

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

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

1. If a faculty member alleges the student to be guilty of a violation, the faculty member will discuss allegations with the student and may require extra work, assign a grade deemed appropriate, or will discuss allegations with the student and recommend to the Vice President for Academic Affairs that the student be withdrawn from the course and assigned an appropriate grade. The faculty member must communicate this to the student in person and in writing. If the student accepts the faculty member's actions, the decision and consequences will be communicated in writing by the faculty member to the Division Chair and the Vice President for Academic Affairs, so that a notation can be made in the student's file. No further action is necessary.
2. If the student disagrees with the faculty member's decision and wishes to pursue the matter further, the student must submit a written statement explaining the circumstances to the Division Chair within 72 hours of being notified of the faculty member's decision (excluding weekends and holidays).
3. The Division Chair will attempt to resolve the matter. This may include investigation of the incident and discussions with all parties involved. The Division Chair will communicate his/her decision to the student and faculty member in person and in writing. If the student accepts the decision of the Division Chair, the decision and consequences will be communicated in writing by the Division Chair to the Vice President for Academic Affairs so that a notation can be made in the student's file. No further action is necessary.
4. If the student disagrees with the Division Chair's decision, the student must submit a written statement explaining the circumstances to the Vice President for Academic Affairs. The Vice President will refer the matter to the Chair of the Academic Judicial Board, who in turn will set a date and time for a hearing by the Academic Judicial Board. The hearing will be scheduled, and all parties notified, as soon as practicable.
5. The Academic Judicial Board will hear any testimony it deems necessary. This will normally include the accused student, the faculty member, and any witnesses. Parents, attorneys, or others not directly involved in the case, are not permitted to attend the hearing or address the Board. When the Board is satisfied that it has heard all relevant information, all parties except members of the Board will be excused so that the Board may begin deliberations. The Board will determine, by simple majority vote, if the student is responsible for a violation. If found responsible, the Board may consult the student's file to determine if any previous violations have occurred, and may take such into account in determining consequences (sanctions). The Academic Judicial

Board will verbally notify the student of its decisions at the conclusion of the hearing.

6. The Chair of the Academic Judicial Board will notify the Vice President for Academic Affairs in writing of the Board's decisions within 24 hours of concluding the hearing (excluding weekends and holidays).
7. The Vice President will notify the student in writing of the Academic Judicial Board's decisions. There is no appeal for the student beyond this stage. If the student has further concerns, they may be communicated to the Vice President for Academic Affairs as information.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

ANTHROPOLOGY

ANTH-101: CULTURAL ANTHROPOLOGY. 3 hours
 An introduction to the basic concepts, terminology, and research in cultural anthropology. Focus is upon cultural comparisons of social institutions in various societies from early preliterate to modern non-Western and Western societies.

ART

ARTS-201: ART APPRECIATION. 3 hours
 An introduction to the visual arts of the Western World with emphasis on artists and art produced from prehistoric to contemporary times. Course content also considers processes, vocabulary, and materials.

ARTS-202: INTRODUCTION TO DRAWING. 3 hours
 An introduction to the discipline of drawing and skills and techniques in a variety of drawing media. Emphasis on composition, design, and creative ideas.

ARTS-203: ADVANCED DRAWING. 3 hours
 An exploration of new skills and techniques in drawing while perfecting skills and techniques introduced in ARTS-202.
Prerequisite: ARTS-202 or permission of instructor.

ARTS-204: INTRODUCTION TO PAINTING. 3 hours
 An introduction to the discipline of painting and skills and techniques in a variety of painting media. Emphasis on composition, design, and creative ideas.
Prerequisite: ARTS-202 or permission of instructor.

ARTS-205: ADVANCED PAINTING. 3 hours
 An exploration of new skills and techniques in painting while perfecting skills and techniques obtained in ARTS-204.
Prerequisite: ARTS-204 or permission of instructor.

BIOLOGY

BIOL-101: PRINCIPLES OF BIOLOGY I. 4 hours
 An introduction to biological principles and techniques including the study of basic chemistry, cell structure, cell functions, inheritance, and introductory plant and animal anatomy and physiology. Emphasis on the cellular and subcellular level. Laboratory.

BIOL-102: PRINCIPLES OF BIOLOGY II. 4 hours
 An introduction to basic biological principles and techniques including the study of basic plant and animal anatomy and physiology, animal behavior, and ecology. Emphasis on the organismal level. Laboratory.
Prerequisite: BIOL-101 or permission of instructor.

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

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

Prerequisite: BIOL-101 or permission of instructor.

BIOL-201: BOTANY. 4 hours

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

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

BIOL-202: ZOOLOGY. 4 hours

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

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

BIOL-205: ENVIRONMENTAL SCIENCE. 4 hours

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

Prerequisite: One year of both high school biology and chemistry or BIOL-101, or permission of the instructor.

BIOL-210: HUMAN ANATOMY and PHYSIOLOGY I 4 hours

The course will include a review of appropriate general and organic chemistry, cell structure, cell reproduction, and metabolism. The gross and microscopic anatomy and the physiology of the tissues (histology), the integumentary, skeletal, muscular, and nervous (including sense organs) systems of humans will be studied in depth. Emphasis will be placed on relationship between structure and function and interrelationships among organ systems in health disease. Laboratory required. *Prerequisite: BIOL 101 or its equivalent or permission of the instructor.*

BIOL-211: HUMAN ANATOMY and PHYSIOLOGY II 4 hours

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

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

BUSINESS ADMINISTRATION

BSAD-105: BUSINESS COMMUNICATIONS. 3 hours
 Designed to prepare students to communicate effectively in the business community. Emphasis on the clear, concise style necessary to business writing. After a basic review of grammar, the course covers styles of business letters, memoranda, short reports, and oral reports.

BSAD-201: PRINCIPLES OF MACROECONOMICS. 3 hours
 Provides a fundamental understanding of the economy as a whole. Introduces the student to facts, concepts, and analytical methods of economics in a free market system.

BSAD-202: PRINCIPLES OF MICROECONOMICS. 3 hours
 Introductory analysis of economics of the individual units or markets in the economy. Emphasis is on market pricing, cost, and output determination within different market structures.
Prerequisite: BSAD-201 or permission of instructor.

BSAD-205: ACCOUNTING I. 3 hours
 This course in fundamentals of accounting involves principles upon which the accountant relies to determine a firm's net income and financial position. Accounting I deals primarily with understanding the accounting cycle and applying understanding to sole proprietorships.

BSAD-206: ACCOUNTING II. 3 hours
 A continuation of Business Administration 205. Accounting II deals with managerial and production accounting. Emphasis on partnerships and corporations. Requires more in-depth analysis than Accounting I.
Prerequisite: BSAD-205 or its equivalent.

BSAD-219: BUSINESS SYSTEMS THEORY AND DESIGN. 3 hours
 An overview of computer-based management systems, the role of the computer in decision-making, and the flow of information from an input design perspective. Emphasis is placed on the theory and design of business systems rather than systems in general.
Prerequisite: CSCI-217 or permission of instructor.

CHEMISTRY

CHEM-101: GENERAL CHEMISTRY I. 4 hours
 A study of the facts and principles of chemistry as related to an understanding of matter about us. Atomic structure is presented as a basis for the periodic nature of the elements and the resulting properties of compounds. Phenomena related to solids, liquids and gases are presented with an emphasis on problem solving. Laboratory with exercises that parallel text material.
Prerequisite: MATH-103 or permission of instructor. (Recommended for majors in chemistry, physics, pre-med, and engineering.)

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

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

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

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

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

Corequisite: MATH-103 or its equivalent.

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

An introductory study of carbon-containing compounds relying on concepts already developed in Introductory Chemistry I. A systematic study of organic compounds including their properties and reactions and their role in biochemistry, the chemistry of living systems. This course will include a review of inorganic chemistry concepts including structure of the atom, chemical bonding, physical and chemical properties and the periodic table, the states of matter, equilibrium, and energy changes.

Prerequisite: CHEM-105.

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

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

Prerequisite: CHEM-102.

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

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

Prerequisite: CHEM-201.

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

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

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

An introductory course in Web design and publishing. The course includes the most important topics of HTML and DHTML, from creating multimedia Web

pages with hypertext links, tables, frames, and forms, to using cascading style sheets and programming with JavaScript. Laboratory.

CSCI-121: ALGORITHMIC DESIGN I. 3 hours

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

CSCI-130: INTRODUCTION TO VISUAL BASIC. 3 hours

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

CSCI-215: NETWORKING. 3 hours

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

Prerequisite: CSCI-130.

CSCI-217: COMPUTER APPLICATIONS FOR BUSINESS. 3 hours

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

CSCI-221: ALGORITHMIC DESIGN II. 3 hours

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

Prerequisite: CSCI-121.

CRIMINAL JUSTICE

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

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

CRMJ-105: POLICE ETHICS. 1 hour

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

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

CRMJ-110: POLICE ADMINISTRATION. 3 hours

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

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

CRMJ-112: INTRODUCTION TO CRIMINOLOGY. 3 hours
Review of the extent of crime, types of crime, causes of crime, and the law enforcement officer's role in control of crime. Special attention to controversial issues in criminology with full discussion of different views.
Prerequisite or Corequisite: CRMJ-101 or permission of the program director.

CRMJ-202: CRIMINAL EVIDENCE AND PROCEDURES. 3 hours
Study of criminal evidence for police, types of evidence, criminal procedure in various courts, legal arrests and searches (constitutional requirements, etc.), court functions (indictments, grand and petit juries, etc.), and rights and duties of officers and citizens.
Prerequisite or Corequisite: CRMJ-101 or permission of the instructor.

CRMJ-203: INTRODUCTION TO CRIMINAL LAW. 3 hours
Study of the nature, types, and sources of criminal law. Classification and analysis of crime and criminal acts in general. Examination of selected specific criminal offenses.
Prerequisite or Corequisite: CRMJ-101 or permission of the program director.

CRMJ-210: JUVENILE RELATIONS. 3 hours
Examination of various theories relating to causal factors of juvenile delinquency and a study of the evolving juvenile justice system, to include law enforcement, courts, corrections, and prevention.
Prerequisite or Corequisite: CRMJ-101 or permission of the program director.

CRMJ-211: COMMUNITY-BASED CORRECTIONS. 3 hours
Survey of alternatives to incarceration which includes discussions on probation, parole, shock probation, work release, and other alternatives to incarceration. Discussions also address questions such as correctional philosophy, the legal implications of alternative systems and supervisory techniques.
Prerequisite or Corequisite: CRMJ-101 or permission of the program director.

CRMJ-212: PENOLOGY. 3 hours
A review of the history of development of jails and prison systems. Introduction to prison management, operations, and programs, current methods of classification, treatment, security. Career opportunities in penology also discussed.
Prerequisite or Corequisite: CRMJ-101 or permission of the program director.

CRMJ-213: COMMUNITY POLICING. 3 hours
Survey of the subject ranging from theory and definition of community policing to the actual duties of the officer supervising and evaluating programs. Emphasis is placed on maintaining an immediate and effective police response to individual crime incidents and emergencies with the goal of exploring new proactive initiatives aimed at problem solving.
Prerequisite or Corequisite: CRMJ-101 or permission of the program director.

CRMJ-214: VICTIMOLOGY. 3 hours
An introduction to victims of crime, their roles as victims, their treatment by the criminal justice system, and their willingness to report crimes and to prosecute.

Emphasis will be placed on the rights of the victim as well as victim compensation programs.

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

CRMJ-220: INTRODUCTION TO FORENSICS SCIENCE. 3 hours

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

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

DRAMA AND SPEECH

DRAM-101: DRAMA APPRECIATION. 3 hours

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

DRAM-102: INTRODUCTION TO ACTING. 3 hours

Introduction to fundamentals of acting methods, styles, development of techniques and practices of acting. Speech and movement training included.

DRAM-111: DRAMA WORKSHOP I. 1 hour

Participation in the production of a play, either as actor or crew member.

DRAM-112: DRAMA WORKSHOP II. 1 hour

Continuation of Drama Workshop I.

DRAM-113: DRAMA WORKSHOP III. 1 hour

Continuation of Drama Workshop II.

DRAM-114: DRAMA WORKSHOP IV. 1 hour

Continuation of Drama Workshop III.

DRAM-202: ORAL INTERPRETATION. 3 hours

Exploration of the art of oral interpretation of literature, while training to communicate the world of literature to an audience.

SPCH-103: ORAL COMMUNICATION. 3 hours

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

SPCH-201: PUBLIC SPEAKING. 3 hours

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

EDUCATION

EDUC-101: INTRODUCTION TO TEACHING. 3 hours

Designed to orient those considering a career in teaching to aspects of the public educational system, to the duties and roles of teachers, and to the requirements for teachers in South Carolina. Students will explore techniques for classroom management and methods for teaching diverse learners. Students will attend lectures and complete assignments on related topics, including current issues in education. Classrooms in the public schools will be visited/observed and students will be encouraged to be active participants in teaching/learning process by service as tutors and teacher aides.

ENGLISH AND LITERATURE

ENGL-100: ENGLISH BASICS. 3 hours

Provided for students who lack the basic writing skills needed for English 101. The course is designed to remove students' skill deficiencies and enhance chances for academic success through review and instruction in usage, syntax, punctuation, mechanics, and paragraph development. *Placement is dependent upon established criteria.* (May not be used for elective credit toward graduation at SMC. Quality points for 100 level courses are not calculated into grade point averages. This course does not transfer to other colleges).

ENGL-101: ENGLISH COMPOSITION I. 3 hours

Instruction in the expository skills of English composition including a review of basic English grammar, spelling, and punctuation. By composing short expository paragraphs and essays, students should increase the ability to use written language effectively. Library orientation is required.

Placement is dependent upon meeting established criteria or satisfactory completion of ENGL-100.

ENGL-102: ENGLISH COMPOSITION II. 3 hours

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

Prerequisite: ENGL-101 or its equivalent.

ENGL-206: CREATIVE WRITING. 3 hours

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

Prerequisite: ENGL-101 and permission of the instructor.

ENGL-211: JOURNALISM WORKSHOP I. 1 hour

The basics of writing for a newspaper with emphasis on news and feature articles, proofreading, and newspaper layout as well as the group dynamics of publishing a newspaper.

ENGL-212: JOURNALISM WORKSHOP II. **1 hour**
Continuation of Journalism Workshop I.

ENGL-213: JOURNALISM WORKSHOP III. **1 hour**
Continuation of Journalism Workshop II.

ENGL-214: JOURNALISM WORKSHOP IV. **1 hour**
Continuation of Journalism Workshop III.

LITR-201: ENGLISH LITERATURE I. **3 hours**
Survey of English literature from its beginning through the Neo-Classical Period, with emphasis on historical movements, types of literature, principal authors, and outstanding works of each period.
Prerequisite: ENGL-102 or its equivalent or permission of the instructor.

LITR-202: ENGLISH LITERATURE II. **3 hours**
Survey of English literature from the Romantic Period to the present time. A continuation of LITR-201.
Prerequisite: ENGL-102 or its equivalent or permission of the instructor.

LITR-203: AMERICAN LITERATURE I. **3 hours**
Survey of American Literature from Colonial times to the Civil War, tracing the development of the thought of each period as expressed by representative authors.
Prerequisite: ENGL-102 or its equivalent or permission of the instructor.

LITR-204: AMERICAN LITERATURE II. **3 hours**
Continuation of Literature 203 from the Civil War to present, showing literary developments through representative authors and works.
Prerequisite: ENGL-102 or its equivalent or permission of the instructor.

LITR-210: READINGS IN WORLD LITERATURE. **3 hours**
Survey of literature of both western and non-western cultures from ancient to modern times. Literary works may be selected based on a thematic approach or a major authors approach.
Prerequisite: English 102 or its equivalent or permission of the instructor.

ENGLISH AS A SECOND LANGUAGE

ESL-099: ENGLISH AS A SECOND LANGUAGE I. **3 hours**
A writing course designed for non-native students. Primary emphasis is on the fundamentals of sentence and paragraph writing including an intensive review of basic grammar. Speaking and listening drills are included as a secondary focus. Laboratory. (May not be used for elective credit toward graduation from SMC. Quality points for 099 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)

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

English as a Second Language II is an intensive writing course designed primarily for non-native students who have achieved basic competency in English according to scores on the TOEFL but are not yet fluent in English. It is designed to help foreign students achieve a level of English language proficiency which will prepare them for success in English Composition. Various ESL techniques will be used to refine writing skills. Beginning with a concentrated review of English structure and pronunciation with stress upon common problems for non-native speakers, the course will emphasize logical development of ideas in essay construction. Minor emphasis is placed on speaking and listening skills. All non-native students are normally required to pass this course prior to taking English 101 unless an exception is made by the Vice President for Academic Affairs or Registrar. (May not be used for elective credit toward graduation from SMC. Quality points for 100 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)

ESLR-099: ENGLISH AS A SECOND LANGUAGE READING I. 3 hours

A reading class designed especially for non-native speakers of English, ESL Reading 099 develops reading comprehension skills and vocabulary in the English language in order to enhance opportunities for academic success. Focus is on building skills by involvement and experimentation with the English language. (May not be used for elective credit toward graduation from SMC. Quality points for 099 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)

Prerequisite: Non-native speaker of English.

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

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

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

FRENCH

FREN-101: ELEMENTARY FRENCH I. 4 hours

An introductory course in modern standard French, designed to help students acquire basic conversational skills, understand grammatical patterns, and improve pronunciation. The course is intended for students who have had little or no experience in the study of French. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria.*

FREN-102: ELEMENTARY FRENCH II. 4 hours

A continuation of French 101, with continued emphasis on conversation, grammar, and pronunciation. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of FREN 101.*

FREN-201: INTERMEDIATE FRENCH I. 4 hours

An intermediate course in modern standard French, designed to help students acquire additional expertise in conversation, grammar, and pronunciation.

Students are also introduced through lecture, class participation, and readings, to French geography, history, and culture. The course is intended for students with two or more years in the study of French. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of FREN 102.*

FREN-202: INTERMEDIATE FRENCH II. 4 hours

A continuation of French 201, with additional emphasis on conversation, grammar, and pronunciation. Lecture, class participation, and selected readings help students gain knowledge of geography, history, and culture. The course is intended for students who have successfully completed French 201, or who through previous experience, have developed sufficient expertise in French. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of FREN 201.*

GERMAN

GERM-101: ELEMENTARY GERMAN I. 4 hours

An introductory course in modern standard German, designed to help students acquire basic conversational skills, understand grammatical patterns, and improve pronunciation. The course is intended for students who have had little or no experience in foreign-language study. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria.*

GERM-102: ELEMENTARY GERMAN II. 4 hours

A continuation of German 101, with continued emphasis on conversation, grammar, and pronunciation. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of GERM 101.*

HEALTH AND PHYSICAL EDUCATION

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

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

HLTH-201: HEALTH EDUCATION. 3 hours

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

PHED-101: BASIC OFFICIATING. 1 hour

Instruction in the rules and proper officiating procedures for football, basketball, baseball, softball, and volleyball.

PHED-102: GOLF. 1 hour

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

PHED-103: TENNIS. 1 hour

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

PHED-104: PHYSICAL FITNESS. **1 hour**
Mechanical techniques of running, execution of various lifts, and physiological benefits of a training program.

PHED-105: ARCHERY. **1 hour**
Instruction in archery history, shooting, techniques, scoring, care of equipment, laws, and safety.

PHED-106: FOLK AND SQUARE DANCE. **1 hour**
Introduction to various kinds of folk and square dances. Locomotor control, cultural understandings, and social interactions will be facilitated.

PHED-107: TEACHING OF PHYSICAL ACTIVITIES FOR CHILDREN **1 hour**
Instruction in games of low organization, lead-up games, relay games, rhythms, and movement activities.

PHED-108: VOLLEYBALL. **1 hour**
Instruction in volleyball history, basic skills, techniques, rules, playing strategy, and values of participation.

PHED-109: RACQUETBALL. **1 hour**
Mostly three-wall and some four-wall racquetball; history, basic skills, rules, strategy, and safety precautions. An additional fee may be charged.

PHED-110: BASKETBALL. **1 hour**
Instruction in basketball history, basic skills, knowledge, techniques, rules, and playing strategy.

PHED-111: SNOW SKIING. **1 hour**
Instruction in basic skills, knowledge, techniques, fundamentals, control of body movements, study of proper equipment, and safety. An additional fee will be charged.

PHED-112: ADVANCED SNOW SKIING. **1 hour**
Development of advanced skills, knowledge, techniques, fundamentals, control of body movements, and safety. An additional fee will be charged.
Prerequisite: PHED-111 or permission of instructor.

PHED-113: SOFTBALL. **1 hour**
Instruction in history, throwing and fielding techniques, proper footwork, pitching, hitting, and defensive position play for both slow-pitch and fast-pitch softball.

PHED-114: BOWLING. **1 hour**
Instruction in bowling history, equipment, skills, techniques, scoring, rules, and playing courtesies. An additional fee may be charged.

PHED-115: AEROBICS. **1 hour**
Strenuous fitness oriented activity course using various continuous dance routines with music.

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

Instruction in basic water safety skills including four basic strokes, floating, and diving. American Red Cross swimming outline will be followed. An additional fee may be charged.

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

American Red Cross Course outline for lifeguard training will be followed; opportunity to work toward completion of lifeguard certificate. An additional fee may be charged. *Prerequisite: Advanced swimmer level skills or permission of instructor.* Note: For American Red Cross Lifeguard Training Certification, candidates must have current ARC First Aid/CPR, HLTH 101 (or equivalent) certifications by the end of the course.

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

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

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

Instruction in the basic techniques of self-defense including philosophy, mental attitude, physical conditioning, and practice of self-defense techniques.

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

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

PHED-121: WELLNESS.**1 hour**

Instruction in diet, nutrition, weight control, exercise, personal fitness, stress management, eating disorders, depression and suicide, drugs and alcohol, relationships, sexuality, sexually transmitted diseases, AIDS, date rape, and safety.

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

Instruction in basics of angling including equipment selection, lures, bait, and description of various fish. Instruction includes casting and use of equipment.

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

Instruction offers practical and applied experience in group living and camp craft including camping trips and outdoor cooking, living in the out-of-doors; gear selection, map and compass reading, hiking, and first aid and safety procedures.

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

Introductory course designed to expose students to a variety of dances including jazz, ballroom, shag, line, and country/western dances. The class introduces modern dance technique and movement improvisation.

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

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

PHED-150: TAPING AND WRAPPING FOR ATHLETIC INJURIES.

1 hour

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

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

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

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

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

HIST-112: HISTORY OF WORLD CIVILIZATIONS. 3 hours

Survey of major developments with special emphasis on Africa, China, India, Japan, Latin America, and the Middle East in the contemporary world.

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

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

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

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

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

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

MATH-103: COLLEGE ALGEBRA. 3 hours

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

MATH-112: INTRODUCTORY STATISTICS. 3 hours

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MILITARY SCIENCE

MILI-111: INTRODUCTION TO ROTC AND THE US ARMY I. 1 hour

Intended primarily for freshmen. Provides a basic orientation to ROTC and the US Army. Course topics include the role and structure of Army, military customs and courtesies, and basic marksmanship. (Fall Semester only.) Optional laboratory each week.

Enrollment for MILI courses will be at Wofford College through a Transient Permission arrangement. See the Army ROTC section of the catalog. Satisfies PHED or elective requirement.

MILI-112: INTRODUCTION TO ROTC AND THE US ARMY II.

1 hour

Continuation of MILI-111. Further introduces the student to the Army, basic military skills, and mountaineering/rough terrain skills. Topics include recent military operations, introduction to leadership, and basic mountaineering techniques. (Spring Semester only.) Optional laboratory each week.

Enrollment for MILI courses will be at Wofford College through a Transient Permission arrangement. See the Army ROTC section of the catalog. Satisfies PHED or elective requirement.

MILI-211: ROTC BASIC MILITARY SKILLS I.

2 hours

Designed for sophomores who have previously taken MILI-111 and MILI-112. Introduction to basic military skills utilized by all members of military forces. Topics include first aid, communications, nuclear, biological, and chemical operations, and leadership techniques and applications. Optional laboratory each week.

Enrollment for MILI courses will be at Wofford College through a Transient Permission arrangement. See the Army ROTC section of the catalog. Satisfies PHED or elective requirement.

MILI-212: ROTC BASIC MILITARY SKILLS II.

2 hours

Continuation of MILI-211. Topics include military map reading, army weapons, and fundamentals of physical training. Mandatory laboratory each week.

Enrollment for MILI courses will be at Wofford College through a Transient Permission arrangement. See the Army ROTC section of the catalog. Satisfies PHED or elective requirement.

MUSIC

MUSI-101: CHORUS.

1 hour

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

MUSI-102: CHORUS.

1 hour

Continuation of MUSI-101.

MUSI-103: CHORUS.

1 hour

Continuation of MUSI-102.

MUSI-104: CHORUS.

1 hour

Continuation of MUSI-103.

MUSI-111: APPLIED VOICE. 1 hour

Individual course of instruction designed to teach proper techniques of vocal production, diction, and effective performance along with building a vocal repertoire. Includes one 30-minute private lesson and one seminar type performance class per week. (May be repeated for four semesters for credit.)

Permission of the instructor.

MUSI-112: APPLIED VOICE. 1 hour

Continuation of MUSI-111.

MUSI-113: APPLIED VOICE. 1 hour

Continuation of MUSI-112.

MUSI-114: APPLIED VOICE. 1 hour

Continuation of MUSI-113.

MUSI-115: CLASS VOICE. 1 hour

Introduction to the techniques of proper vocal production. Emphasis on learning to sing in various vocal styles. Includes regular seminar type performances for class.

MUSI-116: CLASS VOICE. 1 hour

Continuation of MUSI-115.

MUSI-117: INSTRUMENTAL ENSEMBLE. 1 hour

Instruction in various wind instruments, strings, and hand bells.

MUSI-118: INSTRUMENTAL ENSEMBLE. 1 hour

Continuation of MUSI-117.

MUSI-119: INSTRUMENTAL ENSEMBLE. 1 hour

Continuation of MUSI-118.

MUSI-120: INSTRUMENTAL ENSEMBLE. 1 hour

Continuation of MUSI-119.

MUSI-121: APPLIED PIANO. 1 hour

Individual instruction in piano. Includes one 30-minute private lesson per week. Instructor will select repertoire as well as scales and appropriate music theory exercises which suit the student's skill level.

MUSI-122: APPLIED PIANO. 1 hour

Continuation of MUSI-121.

MUSI-123: APPLIED PIANO. 1 hour

Continuation of MUSI-122.

MUSI-124: APPLIED PIANO. 1 hour

Continuation of MUSI-123.

- MUSI-125: AUDITIONED CHORUS. 1 hour**
An auditioned choral ensemble, which will meet for rehearsals twice a week for a total of 2 1/2 hours. Preparing more challenging repertoire than the larger choral ensemble (SMC Singers), this ensemble will travel to more churches and other venues as representatives of the College than will be required of the larger group.
- MUSI-126: AUDITIONED CHORUS. 1 hour**
Continuation of MUSI-125.
- MUSI-127: AUDITIONED CHORUS. 1 hour**
Continuation of MUSI-126.
- MUSI-128: AUDITIONED CHORUS. 1 hour**
Continuation of MUSI-127.
- MUSI-201: MUSIC APPRECIATION. 3 hours**
Introduction to music, including vocabulary, history, and literature of music; designed to give an opportunity to develop appreciation of serious music.
- MUSI-203: ELEMENTS OF MUSIC. 3 hours**
Study of various elements of music necessary to enable the student to read music notation, understand basic chordal structures, keys, and cadences in their written and keyboard applications.

PHILOSOPHY

- PHIL-201: INTRODUCTION TO PHILOSOPHY. 3 hours**
An introduction to the main problems of philosophy and its methods of inquiry, analysis, and criticism. Works of important philosophers will be read and discussed.

PHYSICAL SCIENCE

- PSCI-101: ASTRONOMY AND PHYSICS. 4 hours**
An introduction to astronomy and physics. Topics in astronomy include the measurements of time and space, the solar system, sun, stars, and galaxies. Topics in physics include mechanics, electricity and magnetism, waves, sound, and light. Integrated laboratory work.
- PSCI-102: METEOROLOGY AND CHEMISTRY. 4 hours**
An introduction to meteorology and chemistry. Topics in meteorology include the structure of the atmosphere, winds, clouds, air masses, fronts, storm systems, and climate. Topics in chemistry include the elements, periodical chart, chemical compounds, chemical reactions, and radioactive elements. Integrated laboratory work.

PHYSICS

- PHYS-101: INTRODUCTORY GENERAL PHYSICS I. 4 hours**
An introductory course designed to accommodate students not majoring in pure science or engineering. Topics covered are mechanics, sound, and heat. Laboratory.

Prerequisite or Corequisite: MATH-122, or high school trigonometry, or permission of instructor.

PHYS-102: INTRODUCTORY GENERAL PHYSICS II. 4 hours

Continuation of PHYS-101. Topics covered are electricity, magnetism, light, and modern physics. Laboratory.

Prerequisite: PHYS 101 or permission of instructor.

PHYS-222: MECHANICS AND WAVE PHENOMENA. 4 hours

Calculus-based physics designed to accommodate science majors and engineering students. Topics covered: Vectors, laws of motion, rotation, vibratory and wave motion. Laboratory.

Prerequisite: MATH-221.

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

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

Prerequisite: PHYS-222.

POLITICAL SCIENCE

POLS-202: AMERICAN NATIONAL GOVERNMENT. 3 hours

Introductory survey of American government. Emphasis on topics in American politics, public opinion, political parties, elections, congressional presidential politics, judicial politics, and the Constitution of the United States.

POLS-203: STATE AND LOCAL GOVERNMENT. 3 hours

Introduction to state government with emphasis on legislative, executive, and judicial branches; state constitutions; local governments and their relationship with state government. Particular emphasis is given to South Carolina.

PSYCHOLOGY

PSYC-101: GENERAL PSYCHOLOGY. 3 hours

Introduction to facts, principles, and scientific approaches in study of behavior. Emphasis on basic terminology.

PSYC-107: HUMAN POTENTIAL SEMINAR. 1 hour

Objectives are to help students become more self-affirming, self-motivating, and self-determining. Exploration of the means by which a student's self-concept, value awareness, and self-motivation may be strengthened.

PSYC-201: DEVELOPMENTAL PSYCHOLOGY. 3 hours

Introduction to life-span developmental psychology, providing an overview of the physical, cognitive, emotional, and social developmental changes from conception to senescence with applications of these changes as they relate to the study of psychology or the teaching of children, youth, or adults.

Prerequisite: PSYC-101.

READING

READ-099: TRANSITIONAL READING I. 3 hours
 Designed to develop students' comprehensive and vocabulary abilities so that they will be better able to handle college-level reading assignments. Students review basic skills, such as grasping main ideas, and then move to college level skills, such as evaluating and raising questions about what is read and improving vocabulary skills by working with Greek and Latin roots. Designed to help remove skill deficiencies and enhance chances of academic success. *Placement is dependent upon established criteria.* Laboratory. (May not be used for elective credit toward graduation from SMC. Quality points for 099 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)

READ-100: TRANSITIONAL READING II. 3 hours
 Designed to enhance the development of students' comprehension and vocabulary abilities while offering direct instruction in content-area reading skills. Emphasis on applying study skills techniques and critical thinking to textbook passages. Designed to help remove skill deficiencies and enhance chances of academic success. *Placement is dependent upon established criteria or successful completion of READ-099.* Laboratory. (May not be used for elective credit toward graduation from SMC. Quality points for 100 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)

RELIGION

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

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

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

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

RELI-220: THE LIFE OF JESUS. 3 hours
 A study of the portrait of Jesus of Nazareth as given in the Synoptic Gospels, the Gospel of John and in consideration of the extra-biblical material. His acts and

teaching will be analyzed in relation to the 1st century through the 21st century. (Will not satisfy the 3 hour RELI requirement.)

RELI-230: INTRODUCTION TO CHRISTIAN FAITH. 3 hours

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

RELI-240: HISTORY OF CHRISTIANITY. 3 hours

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

SOCIOLOGY

SOCI-101: INTRODUCTORY SOCIOLOGY. 3 hours

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

SOCI-202: SOCIAL PROBLEMS. 3 hours

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

Prerequisite: SOCI-101.

SOCI-203: SOCIOLOGY OF THE FAMILY. 3 hours

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

Prerequisite: SOCI-101.

SPANISH

SPAN-101: ELEMENTARY SPANISH I. 4 hours

An introductory course in modern standard Spanish, designed to help students acquire basic conversational skills, understand grammatical patterns, and improve pronunciation. The course is intended for students who have had little or no experience in foreign-language study. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria.*

SPAN-102: ELEMENTARY SPANISH II. 4 hours

A continuation of SPAN-101, with continued emphasis on conversation, grammar, and pronunciation. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of SPAN 101.*

SPAN-201: INTERMEDIATE SPANISH I. 4 hours

An intermediate course in modern standard Spanish, designed to help students acquire additional expertise in conversation, grammar, and pronunciation. Students are also introduced, through lecture, class participation, and readings, to Spanish geography, history, and culture. The course is intended for students with two or more years in the study of Spanish. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of SPAN 102.*

SPAN-202: INTERMEDIATE SPANISH II.**4 hours**

A continuation of SPAN-201, with additional emphasis on conversation, grammar, and pronunciation. Lecture, class participation, and selected readings help students gain additional knowledge of geography, history, and culture. The course is intended for students who have successfully completed SPAN-201, or through previous experience, have developed sufficient expertise in Spanish. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of SPAN 201.*

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

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

SMC-102: THE FRESHMAN YEAR EXPERIENCE.**1 hour**

A continuation of SMC-101. This course is not offered in summer school.

SMC-103: THE SOPHOMORE YEAR EXPERIENCE.**1 hour**

An expansion of SMC-101 and 102 with emphasis on the sophomore year. This course is not offered in summer school.

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

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

INDIVIDUALIZED STUDIES.

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

**FINANCES AND
FINANCIAL AID**

FINANCES AND FINANCIAL AID

Spartanburg Methodist College provides quality educational experiences at a reasonable cost. Only part of the cost of a student's education is paid through tuition and fees. The remaining funds are provided in financial aid through support of the South Carolina Conference of The United Methodist Church, gifts from Trustees, friends, industry, and alumni of the College as well as from the College's endowment income and tuition grants from various state and federal programs. The cost to the student is kept as low as possible through careful management of all of the resources available. Spartanburg Methodist College has a comprehensive financial aid assistance program and works with students to obtain grants, scholarships, and other forms of aid. The College believes that its costs are competitive with those of other private institutions of higher education in the state of South Carolina. The various charts below list the fees full-time students will incur for the 2008-2009 school year. Information on costs for part-time students is also included in this section of the catalog.

FEES FOR THE 2008-2009 ACADEMIC YEAR

| EXPENSES | FIRST TIME, FULL-TIME RESIDENTIAL STUDENTS | FIRST TIME, FULL-TIME NON- RESIDENTIAL STUDENTS |
|---|---|--|
| TUITION (\$5,783 PER SEMESTER) | \$11,566 | \$11,566 |
| ROOM/BOARD (\$3,370.50 PER SEMESTER) | \$6,741 | |
| TOTAL | \$18,307 | \$11,566 |
| APPLICATION FEE | \$20 | \$20 |
| ENROLLMENT/MANAGEMENT FEE (ONE TIME) | \$150 | \$150 |
| ORIENTATION FEE (ONE TIME) | \$25 | \$25 |
| ID CARD FEE | \$15 | \$15 |
| PARKING PERMIT | \$15 | \$15 |
| KEY/LOCK DEPOSIT (REFUNDABLE) | \$100 | |
| ROOM DAMAGE DEPOSIT (REFUNDABLE) | \$100 | |
| TOTAL | \$425 | \$225 |
| GRAND TOTAL | \$18,732 | \$11,791 |

| FULL-TIME, RETURNING RESIDENTIAL STUDENTS | FULL-TIME, RETURNING NON- RESIDENTIAL STUDENTS |
|--|---|
| TUITION \$11,566 | \$11,566 |
| ROOM/BOARD \$ 6,741 | |
| TOTAL \$18,307 | \$11,566 |

OTHER ESTIMATED EXPENSES

Students and their families are reminded that the charts above are provided for planning purposes. Students may reasonably estimate the cost of books and supplies at \$500.00 per semester. Since the charts above do not include any estimates for personal spending money and transportation, including such items in budgeting for the year is recommended. Questions about the costs of attending Spartanburg Methodist College may be addressed to the Business Office.

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

APPLICATION FEE AND DEPOSITS

A non-refundable application fee of \$20 is required of all students applying for admission and re-admission. Students planning to enroll as commuters must make a deposit of \$50 before they begin classes to reserve their space in the classes. Students planning to live in the residence halls must make a deposit of \$100 before they begin classes to reserve their place in the residence hall and their place in the classes. If prospective students decide at a later date not to enroll, the payment will be refunded if written notification is received by the Vice President for Enrollment Services prior to June 1 preceding the fall semester or October 1 preceding the spring semester. The advance deposit will not be refunded to the student past these dates.

OVERLOAD CHARGES

The tuition that full-time students pay covers up to 18 hours per semester. All hours attempted are counted. Withdrawal from a course after the drop-add period does not decrease the total hours attempted. When the total number of attempted hours goes above 18 hours in any given semester, students are charged \$312 per semester hour above 18.

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

CHARGES FOR PART-TIME STUDENTS

Students taking fewer than 12 semester hours in the fall or spring semester are considered part-time students and are charged as follows in 2008-2009:

| | |
|----------------|--------------------------------|
| Tuition | \$312 per semester hour |
|----------------|--------------------------------|

OTHER SPECIAL FEES

Special fees as follows may be applicable:

| | |
|-------------------|-------|
| Late registration | \$50 |
| Auditing | \$100 |

| | |
|--|-------|
| Graduation | \$35 |
| Replacement ID card (First card \$15.00) | \$15 |
| Returned check due to insufficient funds | \$30 |
| Replacement of broken room key | \$25 |
| Replacement of lost room key(s) | \$100 |

HOUSING DAMAGE DEPOSIT

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

PAYMENT OF ACCOUNTS

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

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

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

MONTHLY PAYMENT PLAN

Spartanburg Methodist College has contracted with FACTS Management Company to provide a monthly payment plan to assist students and their families with managing their financial resources to pay for the student's education. For a small enrollment fee each semester, students and families may select bank draft or credit card payment options. Because FACTS is not a loan program, no interest is charged on the payment plan. Students and families must make an up-front payment prior to the beginning of the semester when the

payment plan is implemented. For more information on the payment plan option, please contact the Business Office.

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

REFUNDS

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

A later refund of any portion of the tuition, room and board for any semester will be made only in case of official withdrawal from the College through the Office of the Registrar. All refunds are computed on the basis of the period of time the student was enrolled. Calculations for refunds will commence the first day after the drop/add period ends.

REFUND POLICY FOR STUDENTS WITHOUT TITLE IV FEDERAL AID

FALL OR SPRING SEMESTERS

| Length of Enrollment: | Percentage of Tuition, Room/Board fees refunded: |
|--|---|
| 1 st – 5 th Calendar Day of the Term | 100% |
| 6 th – 10 th Calendar Day of the Term | 75% |
| 11 th – 20 th Calendar Day of the Term | 50% |
| 21 st – 25 th Calendar Day of the Term | 25% |
| After 25 th Calendar Day of the Term | 0% |

SUMMER SESSION

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

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

FALL AND/OR SPRING SEMESTERS

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

All other non-federal financial aid resources and institutional charges will be calculated at the same percentage as federal funds at the time of withdrawal. The federal refund calculation mandates the order in which federal sources are refunded. Therefore, the order in which all other sources, such as institutional, state, outside, and parent/student payments are refunded is as follows:

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

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

Types of Financial Aid Available and Application Procedure

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

Aid to students with financial need comes in three forms: (1) grants and scholarships which do not have to be repaid; (2) loans which do have to be repaid but at attractive interest rates; and (3) work or campus service through which students make direct contribution to their own education. These three types of aid are usually combined to make up an “aid package” which the student and a College financial aid counselor build together to meet the individual’s need.

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

Summer School

Loans and work study are the primary forms of financial assistance available for use in summer school. Other grants and scholarships may be

available based on individual circumstances. Students interested in pursuing aid for summer school should contact the Financial Aid Office.

Eligibility Requirements and Determination of Need

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

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

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

1. Student must use federal and/or state student financial aid to pay the cost of attending an institution of higher education;
2. Student is not in default on a federal student loan or has made satisfactory arrangements to repay it;
3. Student does not owe money back on a federal student grant or has made satisfactory arrangements to repay it;
4. Student will notify the school if he/she defaults on a federal student loan;
5. Student will not receive a Federal Pell Grant from more than one school for the same period of time; and
6. Student authorizes the U.S. Secretary of Education to verify information reported on the FAFSA with the IRS.
7. Student certifies that the use of a Personal Identification Number (PIN) is for the student's use only and has not been disclosed to anyone else.

FEDERAL GRANTS

The Federal Pell Grant Program is the largest of the federal student aid programs in terms of dollars appropriated and the number of students served. The amount of the grant, which is not to be repaid, is determined by the student's need as established by the student's completion of the Free Application for Federal Student Aid. Application must be made directly to the Federal Pell Grant

Program through the FAFSA. Amounts may vary from year to year according to the appropriations by Congress. The maximum grant in 2008-2009 is expected to be \$4,731. Qualified applicants may be enrolled on a full-time or part-time basis.

The Federal Supplemental Educational Opportunity Grant Program (SEOG) is a federal program with a number of grants available to students who demonstrate high need and are Federal Pell Grant recipients. The grants are usually awarded as a part of the initial package to applicants who have promise to be successful students.

The Academic Competitiveness Grant (established February 2006) is a federal grant program designed to assist worthy and needy students. The student must be full-time, be a U.S. citizen, be a Pell grant recipient and have completed a rigorous secondary course of study after January 1, 2005. The first year award amount is \$750.00. The second year award amount is \$1300.00, if the student completes the first academic year with a 3.0 GPA.

SOUTH CAROLINA GRANTS AND SCHOLARSHIPS

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

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

LIFE Scholarships: Beginning with the 2006-2007 academic year, the LIFE GPA must be calculated for all students for the purpose of awarding the LIFE Scholarship. In order to retain the LIFE Scholarship from one academic year to the next, the student must have earned at least 30 non-remedial hours with a minimum 3.0 cumulative grade point average. The LIFE GPA must include all grades and credit hours earned at any eligible institution (in-state and out-of-state), including courses that do not transfer based on the institution's policy and college courses taken while in high school. The LIFE GPA must not include continuing education courses, non-degree credit courses for an associate's degree or higher and remedial/developmental courses.

Steps for calculating the LIFE GPA:

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

Total Attempted Credit Hours

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

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

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

FEDERAL LOAN PROGRAMS

The Federal Perkins Loan Program: This program is the oldest of the major federal programs, providing a long-term, low-interest loan with repayment and interest deferred until nine months after graduation, or until the borrower ceases to be at least a half-time student (six or more semester hours). The funds must be used solely to meet educational and related expenses. Repayment is on a quarterly basis with a minimum payment of \$120 per quarter. Deferments are granted each year until graduation from college. To secure a deferment, a student must complete the required form and have a College official verify current enrollment. These forms are available in the Financial Aid Office at most colleges. The form must then be submitted to Campus Partners, PO Box 2902, Winston-Salem, NC 27102-2902 (the firm that processes all Perkins Loan accounts for SMC) or by calling 1-800-334-8609. **For 2008-2009, the interest rate is projected to be 5 percent.** The financial aid office conducts exit interviews with the student borrowers before they leave the College. This interview is required by federal regulations. Borrowers are made aware of the rights and responsibilities, deferments, repayment obligations, cancellations, and total indebtedness. Loans in default are turned over to a collection agency for collection. If students fail to make arrangements with the agency for repayment of the loan, the College may assign the loan to the United States Department of Education for collection.

Federal PLUS Loan: This loan supplements other federal programs to help the family pay the cost of post-secondary education. A parent may borrow the difference between the cost of education minus financial aid awarded. The amount borrowed cannot exceed the cost of education minus other financial aid. The interest rate is fixed at **8.5 percent**. **Repayment usually begins 60 days after disbursement of the loan.** PLUS Loan information is available in the Financial Aid Office.

The Federal Stafford Loan: This program provides a federally insured student loan to students who qualify. A family must file a FAFSA to establish need and determine eligibility for a Federal Pell Grant. Students who qualify may borrow up to \$3,500 a year as a freshman and \$4,500 for second year students. This loan becomes payable 6 months after the student has graduated from college or ceases to be enrolled at least on a half-time basis (6 hours). The loan is payable on a monthly basis, with the minimum payment being \$50. **The interest rate is fixed at 6.8 percent.** The financial aid office conducts exit interviews with the student borrowers before they leave the College. This interview is required by federal regulations. Borrowers are made aware of the rights and responsibilities, deferments, repayment obligations, cancellations, and total indebtedness. Students who default on loans are referred to the Department of Education by the lender for collection. Independent and dependent students who have been denied a PLUS loan may apply for an additional \$4,000 per year from this program. Information regarding applying for a Stafford Loan is available in the Spartanburg Methodist College Financial Aid Office.

**SATISFACTORY ACADEMIC PROGRESS
REQUIREMENTS FOR RETAINING FEDERAL, STATE, AND
INSTITUTIONAL FINANCIAL AID**

Students may receive Federal and state financial aid for a maximum of six semesters at Spartanburg Methodist College. Summer semesters are not included in the six semesters. The maximum time frame for part-time students will be pro-rated based on enrollment history.

Satisfactory Academic Progress (SAP) is defined as a rate of student course completion determined using qualitative and quantitative measures. SAP requirements to retain federal, state, and institutional sources of financial aid for full-time students is determined by the following standards of semester hours earned and cumulative grade point average:

| Year of Enrollment | Maximum Number Cumulative Semester | Cumulative GPA |
|---------------------------|---|-----------------------|
| 1 st Year | 19 hours | 1.30 |
| 2 nd Year | 41 hours | 1.60 |
| 3 rd Year | 64 hours | 2.00 |

Semester hours include Transitional Studies courses successfully completed. SAP to retain aid for less than full-time students will require successful completion of 50 percent of work attempted the previous year or previous two semesters attended (does not include summer terms). South Carolina Tuition Grants require enrollment in at least 12 credit hours each

semester and successful completion of at least 24 semester hours per academic year including the summer term(s).

REQUIREMENTS TO RETAIN ACADEMIC AND OTHER INSTITUTIONAL GRANTS

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

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

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

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

WORK AND SERVICE PROGRAMS

The Leadership Service Program: The College Leadership Service Program recognizes the contributions of the many students who participate in organized groups and/or activities with scholarship assistance. These groups include the vocal and musical ensemble programs, the drama program, the newspaper and yearbook staffs, the athletic training program, and the Student Government Association.

The College Work-Study Program: The College Work-Study Program, administered through the Office of Financial Aid, provides employment opportunities for students to assist them in meeting the costs of education and gaining valuable work experience. Positions are available both on and off campus including several community service positions with human service agencies in the Spartanburg area. Priority in placement is given to qualified students with demonstrated financial need. However, students with certain skills or abilities but without demonstrated financial need may also qualify for work-study positions.

Work-study awards designated on students' financial aid award letters represent the maximum amount that students may earn through the work-study program during the term. Eligible students are referred to supervisors based upon

the skills, experience, and abilities possessed and the student's availability and willingness to fill the position. A referral is not a guarantee of a job. Supervisors

hire and retain student workers based upon their evaluation of the student's abilities and performance. Completion of an I-9 Form and a Student Work Authorization Form is required before a student can begin work. Most students with financial need as determined by the Free Application for Federal Student Aid (FAFSA) are funded by the Federal College Work-Study Program. Others are funded by the College.

In addition to the more than 100 positions available through the Work-Study program, the Office of Student Work also maintains a listing of jobs available to students in local industry and business. This listing is continuously updated and includes a wide variety of work opportunities.

OTHER RESOURCES FOR STUDENTS

Veterans and Dependents Benefits are available to qualified veterans and children of deceased or disabled veterans. Applications should be made at local Veterans Administration offices. Application forms may be obtained at the Spartanburg Methodist College Financial Aid Office.

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

ENDOWED PROGRAMS AND FACILITIES

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

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

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

Business Administration Program Endowment: This endowment was established in 1985 and 1986 by businesses, foundations, and individuals in the Spartanburg area. The Inman-Riverdale Foundation provided the basic grant as a challenge to other contributors who are interested in providing long-term strength to the business administration program. This endowment sustains academic quality in the faculty and curriculum of the Business Administration Program.

The Harry and Mariana Camak Daniel Endowment: This endowment was established in 1991 by the generous bequest of the late Harry and Mariana Camak Daniel. The Daniels are the son-in-law and daughter of Dr. David E. Camak, the founder of Spartanburg Methodist College.

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

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

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

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

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

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

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

The Retail Management Program Endowment: This endowment was established in 1985 by a generous grant from the Belk Foundation in

Charlotte, North Carolina. Income is used to strengthen faculty and curriculum in business administration.

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

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

ENDOWED SCHOLARSHIPS

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

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

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

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

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

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

The Neetumn G. and Homerene Bagwell Endowed Scholarship:

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

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

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

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

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

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

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

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

The Bill G. Bowers, Sr. and Elizabeth F. Bowers Endowed

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

The Michael E. Bowers and Ella Mae Ackerman Bowers Endowed

Scholarship: This scholarship was established in 1987 and provides scholarship assistance to needy and worthy students.

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

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

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

The Katherine J. "Kit" Brown Memorial Endowed Scholarship

Fund: Established by her family and friends in 2006 to honor the memory of this former honor student and employee of Spartanburg Methodist College. Awards from this fund are made to worthy students who demonstrate high academic promise and financial need.

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

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

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

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

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

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

The Paul D. and Joy W. Carter Endowed Scholarship: This scholarship was established in 1989 by M. Brooks Carter in honor of his parents. Awards are made to deserving students, with first preference going to Greenville County students.

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

The Weldon M. Cash Family Endowed Scholarship: This scholarship was established in 1995 by the family and friends of Mr. Cash, Class of 1935. Awards will be made to deserving students, with first preference going to persons from Cherokee or Spartanburg Counties.

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

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

The Chesterfield County Endowed Scholarship: This scholarship was created in 1988 by the generous gifts of the Malloy Foundation of Cheraw, South Carolina, and strengthened by gifts from Mr. Jimmie Crawford and B. C.

Moore and Sons, Inc., also from the Cheraw, South Carolina, area. Awards are made annually to deserving students from the Chesterfield area.

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

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

The Class of 1948 Endowed Scholarship: This scholarship was established in 1998 by a generous challenge gift from Cliff and Laura Odom to honor the members of the Class of 1948 as they celebrated their 50th class reunion. Awards are given to worthy and deserving students with academic promise.

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

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

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

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

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

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

The Dockins Family Endowed Scholarship Fund: Established in 2007 through a generous bequest of Mr. Norris C. Dockins, President of the Freshman Class of 1947. The fund honors the memory of Mr. Dockins and his father, Benjamin Dockins, as well as his sister, Genelia Dockins Ivester, and his

brothers, Charlie Dockins and J.C. Dockins. Awards from this fund are made to deserving students who demonstrate high academic promise and financial need.

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

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

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

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

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

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

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

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

The Emily McEachern Fincher Endowed Scholarship Fund:

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

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

The Blanche C. and J. Howard Foster Endowed Scholarship Fund:

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

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

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

The Louise and Vernon Foster Endowed Scholarship Fund:

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

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

The J. L. Geddis Honorary Endowed Scholarship Fund:

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

The Brunson George Endowed Scholarship: This scholarship was established by Evelyn D. George in memory of her husband, the Reverend

Brunson George, a minister of the South Carolina Conference and a professor at this institution in 1934 and 1935. This scholarship is awarded to needy young men of good character planning to continue their education after graduation from Spartanburg Methodist College.

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

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

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

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

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

The Dr. John Guthrie Endowed Scholarship: This scholarship was established in 1984 through gifts from Dr. John R. Guthrie. Awards are made annually to needy and worthy students.

The John Webster Henry Memorial Scholarship: This scholarship was endowed in 1986 in memory of the late John Webster Henry by family, friends, and former students. He was the first Director of the Criminal Justice Program at Spartanburg Methodist College. Awards are made annually to needy and worthy students with a preference given to students majoring in Criminal Justice.

The Marvis and John Patrick Henry Family Endowed Scholarship: This scholarship was established in 1999 by Marvis and Pat Henry of Conway, South Carolina. Awards are made annually to worthy students who have to work in order to attend college. First preference goes to students from Horry County who have demonstrated strong academic promise.

The J. Edgar Hoover Memorial Scholarship: This scholarship was established in 1989 in memory of J. Edgar Hoover, former director of the FBI. This fund was begun through the generosity of The Scottish Rite of Freemasonry and former colleagues of Mr. Hoover. Funds generated are used to help students pursuing careers in law enforcement.

The Horry County Endowed Scholarship: This scholarship was established in 1986 by the generosity of United Methodists, friends of the College, and alumni in Horry County, South Carolina. Awards are made annually to needy and worthy students who show academic promise with first preference given to students from Horry County and secondly, to students from counties adjoining Horry County.

The Connie B. Howard Endowed Scholarship: This scholarship was established by Ray Howard of Jacksonville, Florida, an alumnus of the College, in honor of his mother. The scholarship is awarded each year to a student from a family in which the mother, father, or both are deceased, and if there is a remaining parent, that parent has not remarried. The recipient must demonstrate financial need and meet the satisfactory academic progress standards of the College.

The William Jonathan Hughes Memorial Scholarship Fund: This scholarship was established in 1972 at the Northside United Methodist Church in Greenville, South Carolina by the Ralph L. Hughes Family and members of the church in memory of William Jonathan Hughes. The scholarship was transferred to Spartanburg Methodist College in 2007. Awards are made annually on the basis of need, character, aptitude and personality.

The Feltham S. James Memorial Scholarship: This scholarship was established originally in 1973 by a generous gift from Robert J. Maxwell, Jr., of Greenville, South Carolina, and strengthened in 1983 and 1984 by memorial contributions from friends at the deaths of Dr. and Mrs. James. Awards are made annually to students in honor of the late Dr. F. S. James, a former Spartanburg Methodist College Trustee.

The Olin D. Johnston Endowed Scholarship: Established in 2000 by Mr. and Mrs. Dwight F. Patterson, Jr. in memory of Olin D. Johnston, Mrs. Patterson's father. Awards from this fund provide financial assistance for needy students who demonstrate academic promise.

The Doris Adair Howe Kilkuskie Memorial Scholarship: This scholarship was established in 1999 by Stanley R. Kilkuskie to honor the memory of his beloved wife, Doris, Class of 1941. Awards are made annually to deserving and needy female students with academic promise with first preference given to students from Byrd High School, Shreveport, Louisiana.

The William B. Kerfoot Memorial Scholarship: This scholarship was established in 1997 by Dr. and Mrs. William W. Kerfoot in honor of Dr. Kerfoot's father, Mr. William B. Kerfoot. Annual awards from this fund will be provided for financially underprivileged students pursuing degrees in medically related areas.

The William R. Kinnett Endowed Scholarship: This scholarship was established in 1995 by the family and friends of William R. Kinnett, Class of 1946, for his long service to the South Carolina United Methodist Conference and to Spartanburg Methodist College. Awards from this fund are given to needy students who demonstrate academic promise.

Liz Kuhn Endowed Scholarship: This scholarship was endowed in 1986 by the gifts of the Zonta Club in honor of Liz Kuhn, who for many years was an officer of the Club. Awards are made annually to needy and worthy female students who show academic promise.

The Lancaster County, Fort Mill, Chester, Lyman, Duncan, Wellford Townships Endowed Scholarship: This scholarship was originally endowed by a grant of the Close Foundation in 1986 and strengthened in 1987 by a generous gift of Springs Industries, Inc. Scholarships are awarded each year to needy and worthy students who show academic promise with first preference to students from Lancaster County and the Fort Mill, Chester, Lyman, Duncan, Wellford areas of South Carolina.

The Michael B. and Nita B. Lee Scholarship: This scholarship was established in 1995 by the family and friends of Reverend and Mrs. Lee. Awards are made annually to deserving students with high financial need.

The Broadus R. Littlejohn Scholarship: This scholarship was established by the *Spartanburg Herald Journal* and the Broadus and Evelyn Littlejohn Foundation. Awards are made annually to needy and worthy students.

The Thomas C. Littlejohn, Sr., Family Scholarship: This scholarship was established in memory of the late Joseph A. Littlejohn and T. C. Littlejohn, Jr., by members of the Littlejohn family. Awards are made annually to students based on financial need and scholastic standing.

The Dr. Roberta Lovelace Memorial Scholarship: This scholarship was endowed by the family and friends of Dr. Roberta Lovelace, a graduate of Spartanburg Methodist College. The late Dr. Lovelace earned a Ph.D. in the Biological Sciences, taught biology at the University of South Carolina, and remained very loyal to this College where she earned her first degree. Awards are made annually to needy and worthy students showing academic promise.

The R. E. and Mary B. Lyda Endowed Scholarship: This scholarship was established in 2006 by the Lyda family to honor Mr. and Mrs. Lyda's lifelong commitment to education. Awards are made annually to deserving students with preference to students from Spartanburg County School District 1.

The Ella Jordan Lynn Endowed Scholarship: This scholarship is endowed in the memory of the late Ella Jordan Lynn of Jefferson, South Carolina. Mrs. Jordan desired this award to be given to a female student judged to be representative of Christian qualities of compassionate care, loving devotion and unselfish service to others.

The Hawley B. Lynn Memorial Scholarship: This scholarship was established in 1990 in memory of the Reverend Hawley B. Lynn. Reverend Lynn was a distinguished Spartanburg Methodist College/Textile Industrial Institute graduate, completing his Divinity degree at Yale Divinity School and working for the College after his retirement from the parish ministry in 1978. Awards are made annually to needy and worthy students.

The Rephilla H. (Phil) Lynn Memorial Scholarship: This scholarship was endowed in 1987 in memory of the late Rephilla High Lynn by the family, friends, and students of the late Mrs. Lynn. A professor at Spartanburg Methodist College for 22 years, she taught English and Literature and was Chairman of the English and Humanities Division at the time of her death. Awards are made annually to deserving students with academic promise.

The Thomas E. Mabry Endowed Scholarship: This scholarship was established in 1991 by the generous gift of Mr. Thomas E. Mabry, former superintendent of Spartanburg County School District Number 1. First preference of scholarships goes to ambitious and self-respecting students with good character from Chapman and Landrum High Schools.

The Franklin and Mary McMeekin Memorial Scholarship: This scholarship was established by the generous gifts of David and Eloise McMeekin Clyburn in memory of Franklin and Mary McMeekin, Mrs. Clyburn's parents. Awards from this scholarship fund are given to needy and worthy students with first preference to students preparing to transfer to Clemson University.

The Bill and Novella McNeill Endowed Scholarship: This scholarship was established in 1997 by the friends and family of Bill and Novella McNeill to honor their years of service to Spartanburg Methodist College and the South Carolina United Methodist Conference. Awards from this fund are given to needy students with academic promise.

The Milliken Honors Scholarships: These scholarships were established by The Milliken Foundation in 1985. Milliken Scholars are selected from applicants with excellent academic high school records.

The W. S. Montgomery Memorial Scholarship: This scholarship was established in 1981 by Walter S. Montgomery, Sr. in honor of his father whose support and help enabled Dr. Camak to found Textile Industrial Institute in 1911, the forerunner of Spartanburg Methodist College. Mr. Montgomery (June 20, 1867 – January 31, 1929) contributed the use of a building in the Spartan Mill Village for the school's first location and some initial funding for the school. He also helped to establish the work-study program for students. Awards are made annually to needy and worthy students.

The Kim Ivan Moody Memorial Scholarship: This scholarship was established in 1976 by Mr. and Mrs. Cecil Moody in memory of their son. Awards are made annually to students majoring in Criminal Justice and are based on merit and need.

The C. B. "Slim" Mooneyham and Lillian Mooneyham Endowed Athletic Scholarship Fund: This scholarship fund was established in 1984 by

the family, friends and former students of the late Mr. Mooneyham who served for more than 50 years at Spartanburg Methodist College. The fund was further strengthened in 2007 after the death of Mrs. Mooneyham by a generous bequest from the Mooneyham estate. Annual awards from this fund support student athletes with first preference to those participating in baseball and basketball at the college.

The Virgilia C. Moore Endowed Scholarship: This scholarship was established in 1991 by Mr. Joe D. Moore in honor of his wife and Mr. William S. Moore in honor of his mother. Awards are made annually to students with financial need who maintain a minimum of a “C” average.

The Mr. and Mrs. M. A. “Brick” Morris Scholarship: This scholarship was created to help local students of good academic standing. Preference is given to students from the Inman, South Carolina area.

The John and Sara Murray Endowed Scholarship: This scholarship was established in 1992 in memory of the Rev. John V. Murray and in honor of Mrs. Sara Fridy Murray for fifty years of service to the South Carolina United Methodist Conference and to Spartanburg Methodist College. Awards are made annually to students with academic promise and high financial need.

The Mary Neeley Scholarship: This scholarship was established at Spartanburg Methodist College by Mary Neeley of Bamberg, South Carolina. Awards are made annually to outstanding students.

The Lois and Mike O’Kelley Athletic Scholarship: This scholarship was established in 1990 in memory of Lois O’Kelley and Robert H. “Mike” O’Kelley. Scholarships generated from this fund help worthy athletes with first preference to athletes participating in the Spartanburg Methodist College golf program.

The J. C. Paddock Scholarship: This scholarship was established by Mildred B. Paddock in memory of her husband. Awards are made annually.

The Vera Davis Parsons Scholarship: This scholarship was established by the late Vera Davis Parsons in memory of Robert Salters and later endowed by the Vera Davis Parsons-Winn Dixie Charities, Inc. Proceeds are used to defray the educational expenses of three students for a period of two years each.

The George and Laura Patterson Endowed Scholarship: This scholarship was established in 1990 through the bequest of George and Laura Patterson. Awards are made annually to worthy and needy students.

The Mae H. Purcell Memorial Scholarship: This scholarship was established by the late Mae H. Purcell in 1973 to aid a promising student. Awards are made annually.

The John and Jim Ramsey Endowed Scholarship: This scholarship was established in 2004 by John and Jim Ramsey, former students at Spartanburg

Methodist College in 1970. Annual awards from this fund go to students from the Pee Dee area of South Carolina, which includes Dillon, Marlboro, Marion, Darlington, Florence, and Chesterfield counties. The student must demonstrate financial need and be pursuing a major in business.

The Victor M. Ross Memorial Scholarship: This scholarship was established in 1986 by the generous gift of the late Victor Ross, a minister of the South Carolina United Methodist Conference, and his wife Clara. Scholarships are awarded annually to needy and worthy students who show promise.

The Agnes and Cyrus Shealy Endowed Scholarship Fund: Established in 2006 to honor the work and generosity of these two long-time educators whose careers impacted many students at Chapman High School and Spartanburg Methodist College. Awards from this fund are made to worthy students who demonstrate high academic promise and financial need with preference to graduates of Chapman High School in Inman, S.C.

The Mark M. Shook Endowed Scholarship: This scholarship was established by a legacy from Mr. Shook. Awards are made annually to help worthy ministerial students prepare for a life of ministry.

The Agnes Brown Sill Endowed Scholarship: This scholarship was established in 1980 by Phillip Sill in memory of his grandmother, Agnes Brown Sill. Awards will be made to needy and worthy students with preference to Sill family members.

The Isbel Lane Sisk and J. Kelly Sisk Greenville County Endowed Scholarship: This scholarship was established by the generous gift of the Sisk Foundation in memory of Isbel Lane Sisk and J. Kelly Sisk, loyal members of the Buncombe Street United Methodist Church in Greenville, South Carolina. Awards are made annually to worthy students from Greenville County, South Carolina.

The John McMahon Smoak Memorial Scholarship: This scholarship was established in 2004 by the family, friends, former players, and students of the late John McMahon Smoak who served for twelve years at Spartanburg Methodist College. Awards will be made to needy student-athletes with preference to those who participate in the basketball program at the College.

The H. Booker Sparrow Memorial Scholarship: This scholarship was established by John W. Sparrow, Jr., and other family members. Awards are made annually to needy students with preference to students from the Florence County School District 3 area.

The Glenn and Mary Stables Scholarship: This scholarship was established in 1966 to provide funds for the benefit of worthy students.

The Paul K. and Louise H. Starnes Endowed Scholarship: Established in 2002 by the family in memory of Paul K. Starnes, Class of 1941, and in honor of Louise Hart Starnes, Class of 1940. Scholarships are made annually to deserving, needy students with academic promise.

The Walter Terry and Gloria Raylene Stephenson Scholarship:

Created in 2003 by Mr. and Mrs. Stephenson. Mr. Stephenson served the College for over forty years as a professor and administrator. Mrs. Stephenson has been a media specialist in Spartanburg School District 7 for 33 years. The Stephensons have devoted over 25 years to the American Youth Soccer Organization. Awards are made to deserving students with preference given to former AYSO participants.

The Ralph Albert and Beatrice Suttle Endowed Scholarship:

This scholarship was established by Beatrice Suttle to honor her late husband, Ralph Albert Suttle. Mr. Suttle was an adult student at the Textile Industrial Institute in 1918. Awards are made annually to needy and worthy students with preference given to students from textile communities.

The Norman and Gladys Suttles Endowed Scholarship:

This scholarship was established in 2005 from the Estate of Norman and Gladys Suttles. Mr. and Mrs. Suttles were former students and Mr. Suttles served a twelve-year term as a Trustee. Annual awards from this fund will be given to needy and worthy students.

The Lois Neal Tennent Endowed Scholarship:

This scholarship was created in 1995 in memory of Lois "Bunny" Tennent by her family and friends. She served Spartanburg Methodist College and her community with devotion and distinction for over twenty years as a teacher and inspired her students to be all that they could be. Awards are made annually to needy students who show academic promise.

The Josephine Alexander and Paul Calvert Thomas Memorial Scholarship:

This scholarship was established in 1990 in memory of Josephine A. and Paul C. Thomas. Awards are made annually to needy and worthy students with preference given to students pursuing degrees in art, drama, or music.

The Fletcher D. Thompson and Ruth DeLoache Thompson Endowed Scholarship:

This scholarship was established in 1988 in honor of Ruth and Fletcher Thompson by gifts from Mr. and Mrs. Thompson and their friends. Awards are made annually to worthy students.

The Thompson Paralegal Endowed Scholarship Fund:

Established in 2007 by the generous gift of Fletcher D. Thompson and Ruth DeLoache Thompson. Scholarship awards from this fund will be used to help needy and worthy students pursuing a program in Paralegal Studies at Spartanburg Methodist College.

The John B. Thompson Scholarship:

This scholarship was established by John B. Thompson through his legacy to Spartanburg Methodist College. Awards are made annually to students of exceptional need and promise.

The William L. Thompson, Jr. Memorial Endowed Scholarship:

This scholarship was established in 1987 in memory of the late William L. Thompson, Jr. (1921-1986) by his wife Edith W. Thompson and their three children. Mr. Thompson was a businessman and United Methodist leader from

Hartsville, South Carolina. Awards are made annually to needy and worthy students.

The Benjamin R. Turner Memorial Scholarship: This scholarship was established by Mr. and Mrs. A. M. Turner in memory of Mr. Turner's father. Mr. Benjamin Turner served as both Academic Dean and Dean of Students from 1925 to 1935. Awards are made to deserving students with high need.

The General Harry M. Arthur Union County Scholarship: This scholarship was endowed by the generous gifts of the late Harry M. Arthur, Spartanburg Methodist College friend and native of Union County. Awards are made annually to needy and worthy students who show academic promise with preference given to students from Union County, South Carolina.

The United Methodist Women Scholarship: This scholarship was established by the South Carolina United Methodist Women in 1966. Awards are made annually to young women going into full-time Christian service.

The Dr. Robert D. Warren Endowed Scholarship: This scholarship was established by the generous commitments of Dr. Robert D. Warren, Spartanburg Methodist College, Class of 1941. Annual awards are used to help high-need students who have demonstrated strong academic promise.

The Eila Jones-Dorcas Waugh Endowed Scholarship: This scholarship was endowed by the generous gift of Mrs. Dorcas S. Waugh in 1988 and by other gifts contributed in memory of her sister Eila Jones. Mrs. Waugh served the College for over 25 years as a business education instructor. Mrs. Jones served for over 25 years as Treasurer of the College. Awards are made annually to high-need, deserving students.

The Western North Carolina Endowed Scholarship: This scholarship was established by the generosity of the Dickson Foundation, Inc., to provide scholarships for needy students with academic promise from the Western North Carolina area.

The W. B. Wilkerson Family Scholarship: This scholarship was established by Norman and Gladys Suttles of Hickory Grove, South Carolina, in honor of the W. B. Wilkerson family. Scholarships are awarded annually to students of need and/or academic abilities from western York County, South Carolina.

The W. B. Wilkerson, Jr., Memorial Endowed Scholarship Fund: Established in 2001 by members of the York County Soil and Water Conservation Commission to honor the memory of Mr. W. B. Wilkerson, Jr., a member of the Class of 1938 who served for more than half a century with the York County Soil & Water Conservation District in positions of leadership including President of the South Carolina Association of Conservation Districts. Annual awards will be made to needy and worthy students with preference to those interested in pursuing agricultural careers.

The Daryl Windham Endowed Athletic Scholarship: Established in 2007 in memory of Daryl Windham class of 1943. Awards from this fund will be given to worthy students involved in the athletic program at Spartanburg Methodist College.

The John A. and Harriet Witherspoon Memorial Scholarship: This scholarship was established by a generous bequest that endows an annual award to students who earned the highest grade in American Government in the previous academic year. The late Dr. Witherspoon was an instructor in Political Science at Spartanburg Methodist College from 1970-1980.

The York County Endowed Scholarship: This scholarship was endowed in 1987 by the generosity of the Bowater Carolina Corporation of Catawba, South Carolina. Awards are made annually to needy and worthy students who show academic promise with preference given to students from York County, South Carolina.

The Memorial Endowment for Merit and Need Scholarships: This endowment was established from several memorial gifts and bequests that came through the years to provide scholarships to students with financial need and academic merit. The substantial memorial gifts are in memory of Betty C. Bedenbaugh, Eliza Judd, Benjamin O. Johnson, Charles Yeomans, W. E. Bynum, Stephen Carlisle Smith, Charles Melvin Finely, Jr., and Lincey L. Morgan. A very generous gift was made in honor of Lisa Lynne Uldrick. R. H. Smith and the Piedmont Junior Women's Club also made generous contributions to this fund.

The Memorial Endowment for Scholarships to Ministerial and Full-Time Christian Vocation Students: This endowment was established from memorials and bequests given to provide scholarships to students preparing for the ministry and other full-time Christian vocations. Originally established from contributions to the William E. Cromer Scholarship Fund, Spartanburg Sub-District Scholarship Fund, and the Ministers' Memorial Scholarship Fund. Memorials to honor deceased ministers strengthen this endowment fund each year. Awards are made annually to needy and worthy students preparing for the ministry and other full-time Christian vocations.

DEVELOPING ENDOWED SCHOLARSHIPS

The Walter "Butch" Cherry Endowed Athletic Scholarship: This scholarship was established in 2005 by family and friends in memory of Walter "Butch" Cherry. Awards from this fund will go to worthy student-athletes who demonstrate high financial need. First preference will be given to student-athletes participating in the Spartanburg Methodist College Golf Program.

The Class of 1943 Endowed Scholarship: This scholarship was established in 1988 by a gift of Nell Hitt, a member of the Class of 1943. The scholarship will provide funds to help promising students with high financial need pursue their educational goals.

The Class of 1953 Endowed Scholarship: Established in 2006 by the members of the Class of 1953 in honor of their class. Scholarship awards will be made to students who demonstrate financial need and show academic promise.

The Class of 1990 Endowed Scholarship Fund: Initially established by generous deferred gifts from Robby Cook and Ken Roach to challenge and honor other members of the Class of 1990. Future awards will be made to deserving students with academic promise.

The Dr. Vergene Colloms Endowed Music Scholarship: This scholarship was established in 1998 by the friends of Dr. Vergene Colloms, Music Director for the College from 1957 to 1969. Awards will be made to worthy students of academic promise who plan to pursue a career in music.

The Robby Cook and Ken Roach Endowed Scholarship Fund: Established in 2001 by generous deferred gifts from these two 1990 graduates, owners of CR Insurance of Roebuck, South Carolina. Future awards will be made to deserving students with demonstrated financial need.

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

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

The Ashley Gosa Endowed Honors Scholarship: This scholarship was created in 1993 by Mr. Norman Suttles, Spartanburg Methodist College Trustee and former student of the Class of 1938, to recognize the Class of 1994 honor student, Ashley Gosa. Future awards will be made to deserving honor students with high financial need.

The Hammond Family Memorial Endowed Scholarship: Established in 2005 by Dr. Gaines Hammond, Jr. and his family. The scholarship honors the memory of Charles Pinckney Hammond who was instrumental in helping establish the College in 1911. He served on the Board of Trustees for over 40 years. This fund also honors the memory of Dr. Gaines Wardlaw Hammond, Sr., Rita Elodie Rayland Hammond and Rayburn Rayland Hammond. Awards from this fund will be used to help students on the basis of financial need, outstanding character, and academic merit.

Bonnie and John Q. Hill Music Program Scholarship: This scholarship was established by the generous gifts of Mrs. John Q. "Bonnie" Hill and other friends in memory of Mrs. Hill's husband. Mr. Hill was a student at

Textile Industrial Institute in 1938 and a former Rhodes Scholar. Annual awards will be made to outstanding music students at Spartanburg Methodist College.

The Treva Jenkins Endowed Honors Scholarship: This scholarship was created in 1995 by Reverend Michael E. Bowers, Class of 1974, to recognize Treva G. Jenkins, honor student from the Class of 1992. Awards will be made to deserving honor students with high financial need.

The Dr. H. Lester Kingman Memorial Scholarship: This scholarship was established in 1989 by family and friends of Dr. H. Lester Kingman, former President of Spartanburg Methodist College. Annual awards will be made to worthy students with academic promise.

The Marlboro County Endowed Scholarship: This scholarship was established in 1995 by the generosity of friends and former Spartanburg Methodist College students. Awards will be made to needy and worthy students from the Marlboro County area.

The Cliff and Laura Odom Endowed Scholarship: This scholarship was established in 1998 by the generous contributions of Cliff and Laura Odom. Scholarships from this fund will be awarded to gifted students with financial need.

The Sam and Bobbie Poston Endowed Scholarship: This scholarship was established in 2000 by Sam and Bobbie Poston. Awards will be made to worthy students.

The Sybil Inez Price Endowed Scholarship Fund: Established in 2006 by the family and friends of Miss Sybil I. Price, a 1944 graduate of Spartanburg Junior College and former librarian at the College from 1958 until her retirement in 1975. Awards from this fund will be made to needy and worthy students with preference given to those pursuing a degree in library science.

The Patsy Tinsley Simmons Endowed Scholarship: This scholarship was established in 2004 by Patsy Tinsley Simmons, a Trustee at Spartanburg Methodist College. Annual awards will be given to needy and worthy students who demonstrate academic promise.

The O.D. Sparkman Honorary Endowed Scholarship Fund: Established in 2001 through a generous deferred gift of Gregory D. Sparkman of the Class of 1979 to honor his father. Future awards will be made to deserving students with high financial need with a preference to those in the Transitional Studies Program.

The Sumter County Scholarship: This scholarship was endowed in 1986 by the generosity of former Spartanburg Methodist College Trustee and Sumter native, Carolyn T. Edwards. Awards will be made annually to needy and worthy students who show promise with preference given to students from Sumter County, South Carolina.

The Swofford Family Endowed Scholarship Fund: Established in 2001 by Nelson Swofford of the Class of 1972, with a generous deferred gift in memory of W. Gilbert Swofford and in honor of Modeen J. Swofford. Future

awards will be made to worthy and needy Christian students of Spartanburg County, South Carolina, with a preference to those enrolling in ROTC.

The James P. York Endowed Scholarship Fund: Established in 2007 by the family, friends and former students of Mr. James P. "Jimmy" York whose teaching, coaching, refereeing and friendship inspired generations of students during his long career at Spartanburg Methodist College and beyond. Scholarship awards from this fund honor his legacy by supporting student athletes at Spartanburg Methodist College.

ANNUAL SCHOLARSHIPS

Academic Scholarships: Spartanburg Methodist College awards several academic scholarships of varying amounts to recent high school graduates. These scholarships are awarded on the basis of students' academic history, SAT/ACT scores, interviews, and written essays. These scholarships are awarded on both a needs and merit basis.

Athletic Grants-in-Aid: A limited number of grants are available through the Athletic Department for both men and women student-athletes.

The Bailey Foundation Scholarship: This scholarship was funded by The Bailey Foundation of Clinton, South Carolina, and administered by the South Carolina Independent Colleges and Universities, Inc.

The Bank of America Scholarship: This scholarship is funded by the Bank of America and is administered by the South Carolina Independent Colleges and Universities, Inc. Awards are made annually to deserving students with high financial need.

The Joseph B. Bethea Scholarship: This scholarship was created in 1990 in memory of South Carolina United Methodist Conference Bishop Joseph B. Bethea. The annual award is given to a United Methodist student from South Carolina with preference given to a student preparing for full-time Christian service. The student shall have an academic grade point average not less than 2.0. The scholarship is rotated annually on an alphabetical basis among South Carolina's four United Methodist Colleges.

The Ruth B. Caudle Scholarship: The late Ruth B. Caudle of McCormick, South Carolina, left a legacy to establish a scholarship for the education of students at Spartanburg Methodist College and Wofford. Preference is given to students of high personal character who plan to transfer to Wofford College after graduation. The trustees of this fund are Reverend David A. Clyburn, Jr., of Spartanburg Methodist College (retired) and Senior Vice President and Dean of the College Dan B. Maulsby of Wofford. (retired)

The Ocie Floride Smith Dean Annual Scholarship: This scholarship was established in 2000 through a generous bequest of Mrs. Dean to the South Carolina United Methodist Foundation. Annual awards are made to students of high academic promise.

The Duke Power Company Scholarship: This scholarship is awarded annually to high-need students who reside within the region served by the Duke Power Company.

The Fred M. and Sara W. Epting Scholarship: This scholarship was established by Mrs. Sara W. Epting. Awards are made annually to a student from South Carolina who has high financial need, good character, a high school grade point average (GPA) of 3.0 or higher, and a commitment to serving others.

The Ministerial Family Scholarships: Methodist grants of \$1,500 are given annually to students who are the children of United Methodist ministers and to the children of supply pastors currently serving full-time in the South Carolina Conference of The United Methodist Church.

The Presidential Scholarship: Established in 2002 by Branch Bank & Trust Company and other friends of the College in honor of Dr. Charles P. Teague, President of Spartanburg Methodist College, and his wife Daune. Awards made annually to needy students who demonstrate academic promise upon the recommendations of Dr. and Mrs. Teague.

The Mary Connor Price Memorial Scholarship: This scholarship was established by a generous bequest of the late Mary Connor Price of Greenwood, South Carolina, to the South Carolina United Methodist Foundation to fund academic scholarships at Spartanburg Methodist College. Awarded annually to students who rank in the top quarter of their high school class and who maintain a 3.0 grade point average at the College.

The Rotary Scholarship: This scholarship is given to a resident of Spartanburg County by the Rotary Club of Spartanburg. The Spartanburg County Rotary Scholar must be a worthy student from a non-Rotarian family.

Saint Matthew United Methodist Church Scholarships: These scholarships were established in 1992 by Saint Matthew United Methodist Church in Greenville, South Carolina. Awards are made annually to minority students from Greenville County, South Carolina, who have high financial need.

The SCANA/S.C. Electric and Gas Company Scholarship: This scholarship is funded annually by SCANA/S.C.E.G. Company and is administered by the South Carolina Independent Colleges and Universities, Inc. Awards are made to deserving students who demonstrate academic promise and financial need.

The JM Smith Corporation Scholarship: This scholarship was created in 2000 and is funded annually by the J. M. Smith Corporation. Awards are made to students who demonstrate academic promise and who have high financial need.

The Sonoco Scholarship: This scholarship is funded by the Sonoco Corporation and is administered by the South Carolina Independent Colleges and Universities, Inc. Awards are made to deserving students with high financial need.

The Spartanburg County Foundation Scholars Fund: This fund was established in 1990 by the Spartanburg County Foundation Board of Trustees. The scholarships must be awarded to Spartanburg County residents who are graduates of a secondary school in Spartanburg County. The scholarships are also renewable for the sophomore year at Spartanburg Methodist College.

The L. C. Turbeville Memorial Scholarship: This scholarship was established by G. Ray Coker of Turbeville, South Carolina, in memory of the Reverend L. C. Turbeville. Awards are annually made to students preparing for the United Methodist ministry.

The United Methodist Foundation Scholars Program: This scholarship program was established by the United Methodist Foundation for Christian Higher Education and the Office of Loans and Scholarships of the Board of Higher Education and Ministry of the United Methodist Church. Two (2) \$1,000 scholarships are awarded each year to students who have been active members of the United Methodist Church for at least one year.

The United Methodist Scholarship Allocation: These scholarships are funded each year by a \$3,000.00 allocation from the General Board of Higher Education of the United Methodist Church. Minimum award is \$500.00 per student. Requirements include: Student must be a full-time active member of a United Methodist Church for at least one year; must be a second year student who has a B average or better in the first year; and, be a full-time degree candidate.

The UPS Annual Scholarship: This scholarship is funded annually by the UPS Foundation of Greenwich, Connecticut, and is administered by the Foundation for Independent Higher Education in Stamford, Connecticut. Annual awards are made to deserving scholars with high need.

The Sallie Lybrand Ward Scholarship: This scholarship was established through the Estate of Doris Parks Gallagher and is administered by the Spartanburg County Foundation. Annual awards are made to needy and worthy students with first preference to graduates of Union High School.

The Lettie Pate Whitehead Annual Scholarships: These scholarships are provided annually by the Lettie Pate Whitehead Foundation, Inc., of Atlanta, Georgia. These scholarships are awarded for the proper and adequate education of poor and deserving Christian women who are residents of any of the following southeastern states: Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

Other Grants: A significant number of need-based grants are available to students from other financial contributions to the College. These students must show academic promise and need established by the Free Application for Federal Student Aid Form (FAFSA). The College is committed to meeting the same percentage of need for all students under this program.

**STUDENT PROGRAMS
AND SERVICES**

STUDENT PROGRAMS AND SERVICES

STUDENT DEVELOPMENT

Spartanburg Methodist College is a private, church-related College committed to maintaining a campus lifestyle in accord with values of the Christian faith. Enrollment as a student, living in campus residence halls or facilities, and participation in campus life are privileges, not rights. Spartanburg Methodist College expects students to behave appropriately as members of the College family.

Spartanburg Methodist College understands the importance of a quality student life program to student development and works to provide a campus environment which supports learning. The College expects and encourages students to develop responsible self-direction and positive standards of conduct which promote personal freedom and foster respect for the freedom and rights of others. Campus life is not highly structured, and rules about personal lifestyles and conduct are not overbearing, but certain values and standards are expected to be observed. The laws of the State which govern all citizens and regulations protecting individuals, property, and the environment of the campus community are the basis for the Student Conduct Code printed in *The Student Handbook*. Students who enroll at Spartanburg Methodist College are expected to understand and honor the specific regulations governing campus life and to live by them as members of the campus community.

COUNSELING SERVICES

The Spartanburg Methodist College Counseling Center provides a wide range of personal services for students. The Counseling Center is staffed by a licensed counselor. The more one can discover about oneself, the easier it is to be successful. The SMC Counseling and Career Center can help you decide on your **FUTURE CAREER** through the use of personality testing (*MYERS-BRIGGS TYPE INDICATOR*), or a career values computer-based evaluation program – *SIGI-3 (System of Interactive Guidance Information-3rd edition)*. The Holland SDS (*Self-Directed Search*) is also a valuable tool for student career exploration by helping students to evaluate their vocational interests through job skills analysis. Counselors can help you sort through your options to arrive at a clear picture of your future.

The SMC Counseling and Career Center also provides **SENIOR COLLEGE TRANSFER** assistance through up-to-date senior college catalogs, CD'S, and on-line Internet addresses for transfer applications. In addition, senior college recruiters visit each semester to assist our sophomores with transfer decisions. These services are available to all SMC students with flexible hours and personal appointments.

The Counseling Center also provides personal counseling, career and life planning, and senior college transfer support services to all students. The services are confidential and offered at no additional cost. The Counseling Center also refers students to other helping professionals and services, both on campus

and in the surrounding community. The Counseling Center is located on the second floor of the Rembert Bennet Burgess Student Center and can be reached at (864) 587-4229.

FRESHMAN ORIENTATION AND PRE-REGISTRATION

New students are required to participate in two phases of orientation. The first phase is Academic Orientation held on two different weekends during the summer. Students may choose which session to attend but must register for the weekend in advance. At Academic Orientation, students meet with advisors, complete any necessary testing, and pre-register for fall semester courses.

The second phase involves Basic Orientation held just prior to the beginning of classes in the fall. During Basic Orientation, students are involved in activities that help them make new friends; learn about rules and regulations of the College; learn how to make use of College resources, facilities, and services; have ID cards made; obtain parking decals; and complete a host of other processes designed to help them prepare for the college experience. Students beginning their college careers are required to participate in orientation. As part of Basic Orientation, all freshmen participate in the **Freshman Day of Service** during their first full day on campus in fall semester. Students are divided into small groups to assist some of the many service organizations in Spartanburg County.

Spring Semester Orientation sessions are held in January just prior to the beginning of classes. These sessions combine the fundamental elements of Academic and Basic Orientation.

RESIDENCE HALLS

Spartanburg Methodist College takes pride in its residence life program, which provides comfortable, convenient, and safe housing for both male and female students. Payment for room and board covers utilities, telephone connection, cable TV connection, unlimited use of washers and dryers, computer port, basic furniture, and food service in the dining hall. Students should expect to have a roommate. Private rooms are rarely available (except for a limited number designed for single occupancy). Even though conditions may temporarily leave a student without a roommate, the College reserves the right to place students as necessary to manage the residence halls effectively. Residence halls are supervised by trained staff members who work closely with students to provide a positive living-learning experience.

Students are *required* to live on campus unless they meet one of the following criteria: 1) they live with parents or other immediate family in the local area and commute from home; 2) they are at least 21 years of age; 3) they are married; 4) they are enrolled for less than 12 credit hours; or 5) they have written permission from the Dean of Students. *Students are advised to discuss any plans to change residency status (either moving into or out of campus housing) with the Dean of Students before making any commitments.*

Because nearly all students in campus housing are traditional freshmen and sophomores under the age of 21, housing older students in that environment may be inappropriate. Students age 21 or older are NOT PERMITTED to live in the resident halls.

When students first apply for admission, they are required to sign a *Covenant* that explains the rights and responsibilities of being a student, including living in campus residence halls. The terms of the *Covenant* apply throughout the student's enrollment at SMC. In addition, the complete rules and regulations governing student behavior are contained in the Online Student Handbook. All students are required to abide by these regulations.

FOOD SERVICES

The dining facility is operated by the Sodexo Corporation under contract with Spartanburg Methodist College. Resident students must subscribe to the meal plan unless they are under a physician's dietary prescription and the Sodexo Corporation cannot meet the terms of that prescription. All resident students have unlimited access to these services as part of the comprehensive Room/Board fee. The plan includes unlimited daily meals from 7:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 6:30 p.m. on Fridays. On Saturdays and Sundays, a brunch is served from 11:30 a.m. to 1:00 p.m. Dinner is served from 5:00 to 6:30 p.m. on Saturdays and Sundays as well. No other meal options are offered. Commuting students are welcome to utilize the dining hall's services by per-meal purchases, or by purchasing discounted rates with Pioneer Points through the Business Office.

HEALTH SERVICES

The Student Health Center is staffed during the fall and spring semesters. Hours are Mondays through Thursdays from 7:30 a.m. – 4:30 p.m., and Fridays from 7:30 a.m. – 2:30 p.m. The telephone number for the College Nurse and Director of the Student Health Center is (864) 587-4277. Visits to the Student Health Center and consultations with the nurse are covered by student fees. Prescriptions and medical supplies must be purchased off-campus, and students are responsible for payment. The nurse can refer students to local physicians, but payment is the student's responsibility.

We strongly recommend that students be covered by their own health insurance, either as an individual or as part of family coverage. Athletes are required to have comprehensive health insurance. All full-time students are covered by an *accident only* insurance policy that provides secondary coverage in coordination with other applicable insurance coverage the student and/or family has in force. This plan is described in brochures mailed to all new students before they enroll. Students needing assistance to file accident insurance claims should contact the Student Development Administrative Assistant.

AUTOMOBILES

Students have the privilege of keeping a personal automobile on campus provided the vehicle is registered with the College and College parking and driving policies are obeyed. Parking is provided in assigned areas for registered automobiles. Parking regulations are printed in *The Student Handbook*. The College assumes no liability for damages to vehicles by providing parking space on the campus for student vehicles.

ARMY ROTC (RESERVE OFFICERS' TRAINING COURSE)

Spartanburg Methodist College offers students the opportunity to gain unique leadership and management training through Wofford College's Army ROTC (Reserve Officers' Training Corps). This training helps students develop many qualities basic to success in the Army or in a civilian career. Students may register for ROTC courses on Wofford College's campus by securing Transient Permission from the SMC Registrar or Vice President for Academic Affairs and completing an application with the Wofford College Registrar. The student registers directly with and pays Wofford College. The courses will transfer to SMC and will fall under the policy concerning transfer credit as listed in the **Credits From Other Colleges and Universities** section of the catalog.

The classroom focuses on military skills: land navigation, first aid, drill, ceremonies, operations and tactics, etc. Included is instruction in customs and organizations of the service, national defense, military history, and leadership development. Required textbooks, uniforms, and other essential materials are furnished at no cost. This program provides the opportunity to explore a career in today's Army with no military obligation after the first two years. The Advanced Course, offered at Wofford College and many other senior colleges, leads to a possible officer's commission in the army and includes further study in leadership development, management, tactics, ethics, and professionalism.

Numerous scholarship opportunities are available through Army ROTC for four, three, and two years and are awarded on a merit basis to the most outstanding students who apply. Scholarship funds are applied toward tuition, textbooks, classroom supplies, and equipment. Scholarships include an allowance of up to \$1,000 for each year. Special consideration is given to students pursuing degrees in nursing, engineering, the physical sciences, and other technical skills currently in demand by the Army. Students who receive scholarships will be required to obtain an undergraduate degree in the field in which the scholarship was awarded.

SMC 101, 102, 103

The Freshman Year Experience is a series of two courses, SMC 101 and 102, required of all freshmen. These courses are designed to help students make the transition from high school to college. The classes usually meet on Mondays from 11:00 – 11:50 a.m.. Each week, topics are covered that provide information and opportunities that lead to a successful college experience.

Formats include small group seminars, assembly programs, lectures, and performances. Objectives of the Freshman Year Experience are:

- Participation in a small group experience
- Laying a foundation for successful adjustment to college
- Making college a meaningful experience
- Understanding the purpose and values of Spartanburg Methodist College
- Learning about the services and resources of Spartanburg Methodist College
- Gaining academic skills
- Gaining social skills

SMC 103 is required during the sophomore year and builds on the objectives of SMC 101 and 102.

LEARNING RESOURCES CENTER

The Marie Blair Burgess Learning Resources Center consists of the library, media services, and the campus television network. This facility is a research, study, and learning center for the College community. The library contains over 40,000 volumes and offers access to a wide variety of research and current periodicals. Along with its collection of print resources, the library provides technological services to support faculty and student research work. Spartanburg Methodist College and Wofford College have a consortium arrangement to provide a common on-line catalog for use by students, staff, and faculty. The library is affiliated with other academic libraries in the area, which extend borrowing privileges to Spartanburg Methodist College students. On-line and traditional reference services are available to assist with research projects. The library also includes a gallery space for the display of art and historical materials.

The library houses a PC laboratory for students' use in the completion of their course assignments. Those computers are connected to the campus network and the Internet. Media services are provided for curriculum support and recreational purposes. Campus buildings and dormitories are wired for the College's satellite television system which provides educational programming in support of classes as well as programming for entertainment and cultural purposes.

INDEPENDENT LEARNING CENTER

The Independent Learning Center (ILC), located on the first floor of the Walker Building, provides individualized assistance to students who wish to

improve academic standing, study skills, or learning efficiency. Students who use the ILC do so to master course material or to complete projects for their classes. The ILC offers the following services:

1. **Tutoring Lab:** Qualified peer tutors help students to organize research papers, review for tests, complete projects, improve math and writing skills, and meet the academic challenges of college-level work.
2. **Multimedia Computer Lab:** This facility is utilized by classes and individuals for completion of course work or assignments. These computers are a part of the campus local area network and may be used to access the Internet. Faculty routinely assign additional work in the labs in such subject areas as foreign languages, mathematics, English, and computer science.

POLICY ON USING CAMPUS TECHNOLOGY

The policy of Spartanburg Methodist College is to provide students, faculty, and staff appropriate access to a full range of technological tools to facilitate the learning process. Toward that end, the College provides users with an orientation to computer services and a password to enable access to the Internet and electronic mail. As an institution of higher education, the College offers these services for educational purposes only and does not condone the use of its computer resources for non-educational purposes. The College specifically forbids the downloading of sexually explicit materials from the Internet and subsequent transmissions of such materials.

Users who violate this policy are subject to the provisions of the appropriate SMC Code and will be appropriately disciplined. In addition, the computer privileges of such individuals may be suspended for a period of time as determined by the Vice President for Academic Affairs.

STUDENT SUPPORT SERVICES

The Student Support Services program is funded by a grant from the U.S. Department of Education and is designed to assist approximately 160 students identified by grant criteria to achieve their academic goals. The Student Support Services program provides qualified students with supportive educational and personal services such as:

1. **Counseling** – The staff provides individual counseling, large and small group advisement sessions, as well as academic, career, transfer, and personal counseling assistance to individuals.
2. **Tutoring** – Individual tutoring, special tutoring sessions, study skills sessions, and study groups are provided by the staff or by trained peer tutors.
3. **Mentoring** – This program assists participants who desire to improve their academic performance and overall GPA. Interested students are paired with peer mentors who meet with them weekly along with a Student Support Services Counselor.

4. **Cultural Enrichment Activities** – In addition to the cultural enrichment activities brought to campus, this program provides excursion opportunities to cultural events and enrichment opportunities to historical/educational sites in Georgia, North Carolina, and South Carolina.
5. **Human Potential Seminar (PSYC-107)** – A course designed to help students discover personal strengths, motivators, values, and goals and to develop the ability to plan for the future.
6. **Non-credit Seminars** in study and other academic survival skills are provided for the benefit of all students.
7. **The Transfer Component** – The transfer component assists students in securing admission and financial aid at a four-year institution. Catalogs, applications, postage, waiver letters, and assistance in completing all forms are available. Visits to senior colleges and university campuses may also be arranged.

CAMPUS MINISTRY

Since its establishment in 1911, Spartanburg Methodist College has regarded religious activity and study as central to its life. Students are encouraged to grow in their religious life through worship and study.

In addition to required and elective academic courses in religion, the College provides a variety of opportunities and programs for worship, study, and service. The Campus Ministry program is under the direction of the Chaplain of the College who coordinates denominational and interdenominational activities and conducts weekly services for the College community. At the center of the campus, the Mission Chapel is the location of many of the services and is available to students and staff for meditation and prayer.

The Campus Ministry program includes formal Bible study groups, choral and instrumental opportunities, organizations for fellowship and service, weekly Chapel services, and other special services. These activities have as a common goal helping students find meaning in their faith through fellowship and service.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Spartanburg Methodist College Student Government Association guarantees student representation within the college community. The SGA is open to all students and includes representatives from the residential and commuting populations. Members of SGA serve on college and faculty committees. One primary function of the SGA is to provide an avenue for student involvement in issues that impact their campus community. SMC students have an opportunity through SGA to express concerns to the administration, and to participate in planning community service opportunities and educational programs.

Clubs and organizations serve to promote student involvement and leadership development outside the classroom setting. Spartanburg Methodist

College students are encouraged to participate in clubs and campus organizations that offer opportunities for cultural, intellectual and social growth. SMC strives to offer a variety of opportunities for student participation and involvement in campus life and the college community.

STUDENT PUBLICATIONS

All publications of Spartanburg Methodist College belong to and are financed by the College. The College serves as publisher and expects accuracy and good taste in all publications. A statement, *Guidelines for Student Publications of the College*, is provided to advisors and student staff members to assist in the production of these publications.

The Olympian is the College's yearbook. It is the most complete record of the events of the academic year.

The Trailblazer is the campus newspaper. It is published by students, many of whom are interested in journalism. Matters of campus-wide interest as they affect students, faculty, and administration are reported. Works by students are published as well as student and faculty editorials on issues confronting the College community.

Published in the spring of each year, *Illusions*, the Spartanburg Methodist College literary/visual arts publication, is the College's vehicle for publishing short stories, poetry, and visual art produced by Spartanburg Methodist College students.

All full-time students enrolled for both semesters of the academic year receive College publications, including *The Olympian*.

AWARDS AND RECOGNITIONS

A.G. Carter Literary Award: Given in memory of the late Dean A. G. Carter, this award is presented annually to the outstanding student in literature.

A.J.R. Helmus Poetry Award: Given annually by Mr. Helmus to three students who produce the best poetry during the year. Cash awards are presented in the amounts of \$40, \$30, and \$20.

American Legion Award: Awarded to one male and one female student who have qualities of honor, courage, scholarship, leadership, service, and character.

Business Award: Given annually by Spartanburg Methodist College on the recommendation of the business faculty to an outstanding student in business.

Ella Jordan Lynn Award: Given in memory of Ella Jordan Lynn of Jefferson, South Carolina, this award is presented annually to a female student judged to be representative of Christian qualities of compassionate care, loving devotion, and unselfish service to others. The award carries a cash gift of \$100.

General Excellence Award: Awarded annually by a friend of Spartanburg Methodist College to a graduating sophomore on the basis of citizenship, character, scholarship, and athletic ability.

The Olin D. Johnston Good Citizenship Award: Given in memory of the late Senator Olin D. Johnston, an alumnus of the College, this award is given to the student regarded as having rendered the greatest contribution to the institution.

Mathematics Award: Given by Spartanburg Methodist College upon the recommendation of the mathematics faculty to a freshman student who displays qualities of excellence in mathematical skills.

Norma Jean Miller Award: Two awards are made annually in memory of Professor Norma Jean Miller. One goes to a graduating student with the highest average in Chemistry who has also earned 8 hours of Biology and/or Physics. The second award is given to a returning student with the highest average in Chemistry.

Outstanding Freshman Award: Awarded annually to recognize a freshman student who has a positive image among other students, faculty and staff, and who has participated in the extracurricular life of the College in a manner that reflects leadership potential.

The Reverend Samuel Haywood Poston Award: Given in memory of Samuel Haywood Poston of Spartanburg, South Carolina, a 1951 graduate of Spartanburg Junior College, former chair and faithful member of the Alumni Council, this Award is presented annually to a male student judged to be representative of the Christian qualities of compassion, forgiveness, justice, loving care of others, and service to the community. The award carries a cash gift of \$100.

Top Honor Graduate Award: This award is given annually at graduation to the graduating student(s) with the highest grade point average.

Who's Who Among Students in American Junior Colleges: A group of students selected annually by the faculty to be listed in a national publication called Who's Who in American Junior Colleges. Selection is made on the basis of scholarship (2.5 or higher GPA), participation, leadership in academic and extracurricular activities, citizenship and service to the College.

Wofford College Scholarship: Each year Wofford College awards a member of the graduating class a scholarship of \$1,000, renewable for two years, to attend that institution. Wofford College bases its selection upon character and scholastic achievement.

INTERCOLLEGIATE ATHLETICS

Spartanburg Methodist College has an active program of athletics for both men and women in competition on an intercollegiate level. A commitment

to excellence at the College is emphasized both in academic programs and in athletic programs.

The College's teams compete in the Region X for National Junior College Athletic Association and also play a number of four-year colleges. Competing at this level gives our student-athletes the exposure necessary to allow many of them to receive scholarships to continue their academic study and athletic careers at four-year colleges and universities. Both men's and women's athletic teams have a limited number of scholarships for exceptional student-athletes, and try-outs are held for interested members of the student body. Athletes must meet academic requirements of the College and the athletic conference and are expected to be model citizens as representatives of Spartanburg Methodist College at all times.

Fall sports include soccer for men and women, cross-country for men and women, and volleyball for women. Winter sports include men's and women's basketball and men's wrestling. Spring sports include baseball for men, women's softball, men's and women's golf, and men's and women's tennis.

INTRAMURAL ACTIVITIES

The intramural program, an important part of student life, provides an opportunity for interested students to participate in team and individual sports. A comprehensive program provides activities throughout the year. See *The Student Handbook* for a more detailed description of the program.

MUSIC GROUP

Spartanburg Methodist College has a Chorus for students with musical interest and talent. The SMC Singers perform at selected functions of the College and before church and civic groups in the community and region. They appear frequently on the campus at chapel, Trustee functions, convocation, and graduation.

DRAMA GROUP

The drama workshop produces stage plays and offers interested students opportunities to develop their talents. Participants gain experience in acting, set design, and production. At least one play is produced each semester for the College community. A drama club also fosters interest in drama by visiting other colleges to participate in workshops and activities and to see their plays.

PERSONNEL

PERSONNEL

BOARD OF TRUSTEES

| | |
|---|--------------|
| Mr. Jerry Calvert, Chairperson | Spartanburg |
| Mr. Charles Atchison..... | Spartanburg |
| Mr. John Bell | Tryon, NC |
| Ms. Melnee Buchheit..... | Spartanburg |
| Mr. Justin Converse | Spartanburg |
| Mrs. Phyllis DeLapp..... | Spartanburg |
| The Reverend Dr. Edgar Ellis..... | Columbia |
| Dr. Phinnize Fisher..... | Spartanburg |
| Mr. Dan Foster..... | Spartanburg |
| Mr. Jamie Fulmer | Spartanburg |
| Mr. John Gramling..... | Inman |
| Mrs. Marianna Habisreutinger..... | Spartanburg |
| The Reverend Mitch Houston..... | Ballentine |
| Mr. Patrick Henry | Conway |
| The Reverend John W. Hipp..... | Conway |
| The Reverend Jean Osborne | Myrtle Beach |
| Mr. William Painter..... | Spartanburg |
| Mrs. Elizabeth Patterson..... | Spartanburg |
| Mrs. Patsy Simmons | Spartanburg |
| Mr. Guy Spriggs | Landrum |
| The Reverend Kenneth B. Timmerman | Myrtle Beach |
| The Reverend Lillian Washington | Hartsville |
| Mr. Andrew Westbrook | Greenville |
| Dr. Bruce Yandle | Clemson |

ADMINISTRATIVE AND SUPPORT STAFF

Office of the President

| | |
|-------------------------------|---|
| Charles P. Teague, D.Min..... | President |
| Vicki D. Kennedy | Administrative Assistant to the President |

Office of the Chaplain

| | |
|------------------------|----------|
| Candice Y. Sloan | Chaplain |
|------------------------|----------|

Office of Academic Affairs

| | |
|-----------------------------|--|
| Anita K. Bowles, Ph.D. | Vice President for Academic Affairs |
| Cheryl M. Somerset..... | Administrative Assistant to the Vice President |
| | for Academic Affairs |
| Robert W. Isenhower | Director of Assessment Activities and |
| | Academic Advisement |
| Mark W. Gibbs, Ph.D | Executive Director of Academic Services |
| | Director of Learning Community |
| Jean M. Capel | Academic Computer Lab & Helpdesk Manager |

Office of Student Development

Arthur B. Hartzog, Ph.D. Dean of Students
 Lawrence K. "Pete" Aylor Director of the Counseling Center
 Kimberly L. Day Director of Student Activities and Leadership Development
 Kerie P. Epton Administrative Assistant to the Student Development Division
 Stacey W. Mason Director of Housing and Residence Life
 Barry Ward Director of Intramurals
 B. Deddie Moss Director of Campus Post Office
 E. Carol Shearin College Nurse and Director of the Student Health Center
 Trina Gilliam Assistant Director of Residence Life and Residence Hall Director
 Justin Cheek Residence Hall Director
 Tavy Garcia Residence Hall Director
 Adam Haymond Residence Hall Director
 Chrissy Johnston Residence Hall Director
 Mike Jones Residence Hall Director
 Teresa Ferguson Chief of Campus Police
 Jimmy E. Fortner Police Supervisor
 Jeffrey Duncan Police Officer
 Police Officer
 J. Warren Edwards Police Officer, Part-time
 Finley Pollard Police Officer, Part-time
 Nathan Sharp Police Officer, Part-Time

Division Chairs and Program Directors

Katherine D. Cann, Ph.D. Chairperson, Division of Social Sciences
 Lisa W. Isenhower Chairperson, Division of Humanities
 Eunice R. Knouse Chairperson, Division of Science,
 Health and Physical Education
 Linda A. Bradley. .. Chairperson, Division of Computer Science, Math and business
 Lorna J. Hanson Director of Criminal Justice Program
 Arthur B. Hartzog, Ph.D Director of Freshman Year Experience
 Yvonne W. Harper Director of Paralegal Program

Library and Learning Resources Center

James E. Haller Librarian and Director of the Learning Resource Center
 Ottis E. Allen, Jr. Associate Librarian and Director of Media Services
 Instructional Library Assistant
 David Gomes Library Assistant

Student Support Services

Sharon D. Porter Director of Student Support Services
 Joy D. Blanks Student Support Services Secretary
 Vicki H. Corn Student Support Services Counselor
 Steven L. Jeter Tutor Coordinator for Student Support Services

Office of the Registrar

Jill R. Johnson Registrar
 Kerry Van Winkle Administrative Assistant to the Registrar

Office of Business Affairs

Eric McDonald Vice President for Business Affairs
 Jeanette R. Dunn Controller

Tina Kilpatrick..... Bursar
 Pamela S. Ponder..... Director of Disbursements
 Nancy H. Lynn College Receptionist and Switchboard Operator
 Kristyn McGraw Bookstore Supervisor
 Ritch Matthews..... Director of Food Services and Bookstore Manager

Office of Information Technology and Computer Services

H. William Roach..... Executive Director of Information Technology
 Judy G. Hefner..... Director of Computer Services
 James A. Gregg..... Sr. Information Technology Specialist
 R. Wayne Hindman Information Technology Specialist

Facilities Management

Charles E. Moss..... Director of Facilities Management

Office of Institutional Advancement

C. Sterling Case..... Vice President for Institutional Advancement
 Michael E. Bowers..... Director of Gift Planning
 V. Jayne Marsh..... Institutional Advancement Office Manager
 Amanda Padgett..... Data Entry Clerk
 Leah L. Pruitt..... Director of Alumni Relations
 Director of Athletic Fund Raising
 Don E. Tate..... Director of Development and Church Solicitation

Office of Enrollment Management

Daniel L. Philbeck..... Vice President for Enrollment Management
 James R. Bivens..... Director of Mail Services & Inventory Control
 Brian Fulkerson Director of Public Information and Webmaster

Intercollegiate Athletics

Mark A. Perdue..... Director of Athletics and Golf Coach
 Abbey L. Bedenbaugh Cheerleader Coach
 Robert J. Burke, Jr. Men's Basketball Coach
 Sherry H. Collins Administrative Assistant to the Athletic &
 PE/Health Department
 Michael Foley Cross Country Coach
 Men's and Women's Tennis Coach
 Brittany Harry Women's Volleyball Coach
 Robert Higdon Men's Wrestling Coach
 Daniel J. Kenneally..... Men's and Women's Soccer Coach
 Kyle Owings..... Women's Golf Coach
 Ralph A. Patin, III..... Women's Basketball Coach
 Frederick "Rick" H. Pauly Women's Softball Coach
 Timothy W. Wallace..... Baseball Coach
 Denise Willard..... Dance Team Coach

Office of Admissions and Financial Aid

Daniel L. Philbeck..... Vice President for Enrollment Management
 Carolyn B. Sparks..... Associate Dean of Admissions and Financial Aid
 Abbey L. Bedenbaugh Financial Aid Counselor
 Kendra S. Burnette..... Financial Aid Counselor
 Administrative Assistant to the Financial Aid Department
 Michael G. Queen..... Director of Admissions

| | |
|---------------------|---------------------------|
| Ashley Hart..... | Admissions Counselor |
| John Nichols..... | Admissions Counselor |
| James Paul..... | Admissions Counselor |
| M. Ann Vise..... | Admissions Office Manager |
| Kathleen Myers..... | Data Entry |

FACULTY

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ANITA K. BOWLES, Vice President for Academic Affairs, (1990-1994, 2005). A.A., North Greenville College; B.A., Limestone College; M.Ed. and Ph.D., University of South Carolina.

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- GLORIA J. SUMNER, Adjunct Professor of Reading and English, (2000). B.A., Winthrop University; M.Ed., University of South Carolina. Additional graduate work at l'Université de Bourgogne, Polyglot School, Converse College, and Wofford College.
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INDEX

A

| | |
|---|-----|
| Academic Calendar..... | 35 |
| Academic Freedom..... | 9 |
| Academic Grievance Procedure..... | 45 |
| Academic Honors..... | 39 |
| Academic Probation..... | 40 |
| Academic Progress Standards..... | 38 |
| Academic Suspension..... | 42 |
| Acceptance of Credits from Other Colleges & Universities..... | 21 |
| Accreditation..... | 10 |
| Administrative and Support Staff..... | 119 |
| Admission of Students with Disabilities..... | 19 |
| Advanced Placement Program (AP) for Credit..... | 21 |
| Advisement and Transfer Information..... | 26 |
| Advisement Models..... | 28 |
| Alternative Course Requirements..... | 32 |
| Annual Scholarships..... | 103 |
| Anthropology..... | 50 |
| Application Fee and Deposits..... | 74 |
| Army ROTC..... | 110 |
| Art..... | 50 |
| Associate in Arts Degree..... | 29 |
| Associate in Criminal Justice..... | 31 |
| Associate in Science Degree..... | 30 |
| Auditing Courses..... | 36 |
| Automobiles..... | 110 |
| Awards and Recognitions..... | 115 |

B

| | |
|------------------------------|-----|
| Biology..... | 50 |
| Board of Trustees..... | 119 |
| Buckley Amendment..... | 43 |
| Business Administration..... | 52 |

C

| | |
|--------------------------------------|-----|
| Calendar..... | 3 |
| Campus Facilities..... | 12 |
| Campus Ministry..... | 113 |
| Campus Technology..... | 112 |
| Catalog Degree Completion..... | 26 |
| Cancellation of Degree Programs..... | 33 |
| Charges for Full-Time Students..... | 73 |
| Charges for Part-Time Students..... | 74 |
| Chemistry..... | 52 |
| Class Attendance Policy..... | 40 |
| Classification of Students..... | 36 |
| Computer Science..... | 53 |
| Confidentiality of Records..... | 43 |
| Counseling Services..... | 107 |

| | |
|-----------------------------------|----|
| Course Descriptions | 49 |
| Credit for Military Service | 21 |
| Credit Hour Overloads | 36 |
| Criminal Justice | 54 |

D

| | |
|--|-----|
| Dean's Honor List | 39 |
| Degree Program Declarations | 25 |
| Degree Requirements | 26 |
| Directed Withdrawal from the College | 40 |
| Disabilities | 19 |
| Division of Continuing Education | 19 |
| Drama Group | 117 |
| Drama and Speech | 56 |
| Dropping, Adding, Withdrawing from Courses | 38 |
| Dual Enrollment | 17 |

E

| | |
|--|----|
| Earning a Second Degree | 27 |
| Education | 57 |
| Electives | 32 |
| Eligibility Requirements and Determination of Need | 77 |
| Endowed Programs and Facilities | 83 |
| Endowed Scholarships | 85 |
| English and Literature | 57 |
| English as a Second Language | 58 |

F

| | |
|---|-----|
| Faculty | 122 |
| Federal Grants | 78 |
| Federal Loan Programs | 80 |
| Fees | 73 |
| Final Examinations | 36 |
| Financial Information | 72 |
| Food Services | 109 |
| French | 56 |
| Freshman Admissions | 16 |
| Freshman Application Procedures | 16 |
| Freshman Day of Service | 108 |
| Freshman Orientation and Pre-registration | 108 |

G

| | |
|---|----|
| General Information About Academic Programs | 24 |
| General Information About Admissions | 16 |
| German | 57 |
| Grading System | 36 |
| Graduation Ceremony | 28 |
| Grievances | 46 |

H

| | |
|---|-----|
| Health and Physical Education | 60 |
| Health Services | 109 |
| History | 63 |
| History of the College..... | 8 |
| Honor Code and The Code of Conduct..... | 9 |
| Housing Damage Deposit | 75 |

I

| | |
|--|-----|
| Incompletes..... | 37 |
| Independent Learning Center..... | 111 |
| Independent Studies..... | 71 |
| Institutional Relationships | 10 |
| Intercollegiate Athletics..... | 116 |
| International Student Admissions | 19 |
| Intramural Activities..... | 117 |

L

| | |
|--------------------------------|-----|
| Learning Resources Center..... | 111 |
| Loan Programs..... | 80 |
| Location and Facilities..... | 11 |

M

| | |
|----------------------------|-----|
| Mathematics | 63 |
| Memberships | 11 |
| Military Science..... | 65 |
| Mission Statement | 8 |
| Monthly Payment Plan | 75 |
| Music | 65 |
| Music Group..... | 117 |

O

| | |
|------------------------|----|
| Overload Charges | 74 |
|------------------------|----|

P

| | |
|------------------------------|-----|
| Paralegal Studies..... | 31 |
| Payment of Accounts | 75 |
| Personnel | 118 |
| Philosophy | 67 |
| Physical Science | 67 |
| Physics..... | 67 |
| Political Science | 68 |
| President's Honor List | 39 |
| Procedures for Redress | 46 |
| Provisional Admissions | 17 |
| Psychology | 68 |

Q

| | |
|-----------------------------|----|
| Quality Points and GPA..... | 38 |
|-----------------------------|----|

R

| | |
|---|-----|
| Re-admission | 20 |
| Reading..... | 69 |
| Refunds..... | 76 |
| Religion | 69 |
| Repeating Courses | 38 |
| Requirements to Retain Financial Aid..... | 81 |
| Residence Halls | 108 |

S

| | |
|--|-----|
| SMC 101, 102, 103..... | 110 |
| Sociology..... | 70 |
| Spanish | 70 |
| Special Credit by Examination Options..... | 22 |
| Special Student Admissions..... | 18 |
| State Grants..... | 79 |
| Student Development..... | 107 |
| Student Government Association..... | 113 |
| Student Programs and Services..... | 106 |
| Student Publications | 115 |
| Student Support Services | 112 |
| Summer College Credits | 35 |
| Summer Sessions | 5 |

T

| | |
|------------------------------------|----|
| Transcripts | 45 |
| Transfer Credits | 27 |
| Transfer Student Admissions..... | 18 |
| Transient Student Admissions | 18 |
| Transitional Studies Program..... | 32 |
| Types of Aid Available..... | 77 |

V

| | |
|--|----|
| Voluntary Withdrawal from the College..... | 43 |
|--|----|

W

| | |
|---------------------------------|----|
| Work and Service Programs | 82 |
|---------------------------------|----|

