

# **SPARTANBURG METHODIST COLLEGE**

## *General Catalog*

**Spartanburg Methodist College**  
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**SPARTANBURG METHODIST COLLEGE  
1750 POWELL MILL ROAD  
SPARTANBURG, SOUTH CAROLINA 29301-5899  
864-587-4000**

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

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

**S034-1656245**

**ACADEMIC CALENDAR  
2023-2024  
FALL SEMESTER**

Monday	July 31	Fall Season Athlete Move In
Monday	August 1-4,7-10	Commuter Check-In
Monday	August 7	Early Arrival Move In
Thursday & Monday	August 10 & 14	Faculty Workshops
Friday	August 11	New Student Move-In & Welcome Weekend
Saturday	August 12	Upperclassmen Move-In & Welcome Weekend
Monday	August 14	CONVOCATION (11:00 AM)
<b>Tuesday</b>	<b>August 15</b>	<b>First Day of Classes</b> <b>SMC Online – August Term Begins (EP1)</b>
Tuesday	August 22	Last Day to Register or Drop/Add by 3:30 PM
Monday	September 4	Labor Day Holiday College closed
Thursday	October 5	Mid-term grades due; “I” grades cleared
Friday - Monday	October 6-9	Fall Break (No Academic Classes)
Monday	October 16	Last Day to Withdraw from Course with a “W”
Wednesday	October 18	Senior & Athlete Registration opens
Monday	October 23	Junior Registration opens
Wednesday	October 25	Sophomore Registration opens
Monday	October 30	Freshman and New Student Registration opens
Tuesday	November 21	Last Day to Withdraw, FA, or Reinstate
Tuesday	November 21	Residence Halls close 5 PM
Wednesday	November 22	No classes held
Thursday – Friday	November 23-24	Thanksgiving Holidays
Sunday	November 26	Residence Halls open 12 noon
Tuesday	November 28	Last Day of Classes
Wednesday	November 29	Study Day
Thursday – Monday	Nov. 30 – Dec. 4	Final Examinations
Tuesday	December 5	Residence Halls close 12 noon
Tuesday	December 5	Grades Due – 12:00 noon
Wednesday	December 20	College closed

**NO WINTER TERM 2023-2024**

## 2023-2024 SPRING SEMESTER

Wednesday	January 3	College re-opens at 8:00 AM
Wednesday	January 3	Men's & Women's Basketball & CA's Return 12 Noon
Thursday & Monday	January 4 & 8	Commuter Check-in
Friday-Saturday	January 5-6	Residence Hall Key Pick-up; Residence Halls Reopen
Monday	January 8	New Student Orientation
Thursday & Monday	January 4 & 8	Faculty Workshops
<b>Tuesday</b>	<b>January 9</b>	<b>First Day of Classes</b>
Monday	January 15	MLK, Jr. Holiday; College Closed
Tuesday	January 16	Last Day to Register or Drop/Add by 3:30 PM
Thursday	February 29	Mid-term Grades Due; "I" Grades Cleared
Monday – Friday	March 4-8	Spring Break
Monday	March 11	Classes Resume
Tuesday	March 12	Last Day to Withdraw from Course with a "W"
Thursday	March 14	Senior & Athlete Registration Opens
Monday	March 18	Junior Registration opens
Wednesday	March 20	Sophomore Registration opens
Monday	March 25	Freshman Registration opens
Wednesday	March 27	New Student Registration opens
Friday	March 29	Good Friday Holiday; College Closed
Wednesday	April 17	Last Day to Withdraw, FA or Reinstate
Wednesday	April 24	Last Day of Classes
Thursday	April 25	Study Day
Friday – Tuesday	April 26-30	Final Examinations
Wednesday	May 1	Residence Halls close for non- graduating students 12 noon
Wednesday	May 1	Grades Due – 12:00 noon
Thursday	May 2	Faculty Workshop
Friday	May 3	Sophomore & Senior Celebrations
Saturday	May 4	Commencement – 9:00 AM Residence Halls close at 2 PM

## SUMMER 2024 SESSION I (online only)

Thursday	May 16	Deadline for Transient Application & Permission 5 pm
Monday	May 20	Deadline to Register 4 pm
Monday	May 20	Deadline to Clear Business Office 4 pm
<b>Tuesday</b>	<b>May 21</b>	<b>First Day of Classes (all classes)</b>
Wednesday	May 22	Last Day to Drop by 5 pm (all classes)

Monday	May 27	Memorial Day Holiday; SMC Closed
Wednesday	June 5	Last Day to Withdraw with a “W” for <b>Four</b> Week Classes
Friday	June 14	Last Day to Withdraw, FA or Reinstate for <b>Four</b> Week Classes
Tuesday	June 18	Last Day of Classes for <b>Four</b> Week Classes
Wednesday	June 19	Juneteenth Holiday; SMC Closed
Thursday	June 20	Grades Due 12:00 Noon for <b>Four</b> Week Classes
Thursday	June 20	Last Day to Withdraw with a “W” for <b>Eight</b> Week Classes
Thursday	July 4	Independence Day Holiday; SMC Closed
Friday	July 12	Last Day to Withdraw, FA or Reinstate for <b>Eight</b> Week Classes
Tuesday	July 16	Last Day of Classes for <b>Eight</b> Week Classes
Wednesday	July 17	Grades Due 12:00 Noon for <b>Eight</b> Week Classes

### ONLINE DEGREE PROGRAM 2023-2024

#### FALL SEMESTER ENROLLMENT PERIOD 1 (August 15 – October 6)

Friday	August 11	Tuition and fees due for EP1 start
Tuesday	August 15	First Day of Classes
Tuesday	August 22	Last Day to Add/Drop by 5 pm
Tuesday	September 12	Last Day to withdraw with a “W”
Friday	October 6	Last Day of Classes
Monday	October 9	Grades Due 12:00 Noon

#### FALL SEMESTER ENROLLMENT PERIOD 2 (October 10 – December 1)

Friday	October 6	Tuition and fees Due for EP2 start
Tuesday	October 10	First Day of Classes
Tuesday	October 17	Last Day to Add/Drop by 5 pm
Tuesday	November 7	Last Day to withdraw with a “W”
Friday	December 1	Last Day of Classes
Monday	December 4	Grades Due 12:00 Noon

#### SPRING SEMESTER ENROLLMENT PERIOD 3 (January 9 – March 1)

Friday	January 5	Tuition and fees Due for EP3 start
Tuesday	January 9	First Day of Classes
Tuesday	January 16	Last Day to Add/Drop by 5 pm
Tuesday	February 6	Last Day to withdraw with a “W”
Friday	March 1	Last Day of Classes
Monday	March 4	Grades Due 12:00 Noon

**SPRING SEMESTER**  
**ENROLLMENT PERIOD 4 (March 5 – April 26)**

Friday	March 1	Tuition and fees Due for EP4 start
Tuesday	March 5	First Day of Class
Tuesday	March 12	Last Day to Add/Drop by 5 pm
Tuesday	April 2	Last Day to withdraw with a “W”
Friday	April 26	Last Day of Classes
Monday	April 29	Grades Due 12:00 Noon

**SUMMER SESSION**  
**ENROLLMENT PERIOD 5 (May 21 – July 12)**

Friday	May 17	Tuition and fees Due for EP5 start
Tuesday	May 21	First Day of Classes
Tuesday	May 28	Last Day to Add/Drop by 5 pm
Tuesday	June 18	Last Day to withdraw with a “W”
Friday	July 12	Last Day of Classes
Monday	July 15	Grades Due 12:00 Noon

*The College reserves the right to change the academic calendar.*

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# INTRODUCTION

## HISTORY

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

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

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

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

In 2018, the College again responded to student needs by creating its first bachelor's degree and its first fully online associate degree. Both programs strengthen Spartanburg Methodist College's mission to provide students with education opportunities to reach their career goals.

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

## MISSION STATEMENT

### Mission

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

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

### Vision

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

To achieve our vision, we must

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

### Guiding Principles

We value the following principles in pursuit of our vision:

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

## THE SMC HONOR CODE

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

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

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

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

### **EDUCATIONAL OPPORTUNITIES**

Spartanburg Methodist College offers six associate degrees and three baccalaureate degrees. Specific details about each degree program may be found on pages 35-47 in this catalog.

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

### **STATEMENT ON ACADEMIC FREEDOM**

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

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

### **NON-PROFIT STATUS**

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

### **INSTITUTIONAL RELATIONSHIPS**

Spartanburg Methodist College is related to the South Carolina Conference of the United Methodist Church, which provides a measure of financial assistance to the College on a voluntary basis. This support makes possible some of the College's services. The College also has a historic relationship with the General Board of

Global Ministries, which was the principal supporter and control authority of the institution until 1961, when the real estate title was conveyed to the Board of Trustees.

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

### **ACCREDITATION**

Spartanburg Methodist College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of Spartanburg Methodist College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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

### **INSTITUTIONAL MEMBERSHIPS**

Spartanburg Methodist College is affiliated with the following:

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

### **LOCATION AND FACILITIES**

#### **Location**

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

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

1. **Phil Buchheit Administration Building** – Constructed in 1966, enlarged in 1979, renovated in 1995, and expanded with the addition of a new lobby in 1998, this facility houses administrative offices for the President, Executive Vice President for Business Affairs, and Registrar and their staff. The Advising Center and Financial Aid offices are also located in this facility. Named in honor of Mr. Philip A. Buchheit, a generous supporter and strong leader who served on the Spartanburg Junior College Board of Trustees, 1960 – 1974.
2. **The Marsha and Jimmy Gibbs Welcome Center and Phyllis Buchheit Board Room** - Constructed in 2007 and updated in the summer of 2021, the Marsha and Jimmy Gibbs Welcome Center provides an inviting space for prospective students and families to meet the admissions team as they begin to explore the opportunities SMC represents for their futures. The Phyllis Buchheit Board Room was named for Mrs. Phyllis Buchheit DeLapp, who provided generous support to SMC until her passing in 2022.
3. **Charles P. Hammond Hall** - As the first building on campus, this facility was named for Charles P. Hammond, a staunch supporter of Textile Industrial Institute, the precursor to Spartanburg Methodist College, and the first Chairman of the Board of Trustees of the College. Hammond Hall was constructed by the students of TII in 1913 and serves as a coed residence hall with room accommodations for 70 students. The bathroom annex was constructed in 1960. The last surface renovation was completed in 2015.
4. **William G. Willard Hall** – Opened in 1967, this facility was made possible in part by a generous gift from Mr. William G. Willard, a member of the Spartanburg Junior College Board of Trustees and Chairperson of the Buildings and Grounds Committee. Willard Hall is a coed residence hall for 107 students and has three floors.
5. **Rembert Bennet Burgess Student Center** – Built in 1965, this building has two floors. The first floor houses the campus dining room, and the Fireplace Room. The second floor is home to our student development team (SMCX). The second floor was remodeled in 2020 and has eighteen offices, three open meeting areas, one large conference room, a lounge, and a flex space. There is also a post office for the distribution of mail to students, faculty, and staff. This building was named in memory of Dr. Rembert Bennett Burgess, the second President of the College.
6. **Walter S. Montgomery Science Building** – Erected in 1967, and named for Walter S. Montgomery, then President of Spartan Mills and avid supporter of the establishment of Textile Industrial Institute. This building houses classrooms and faculty offices on the first floor, while the second floor holds the laboratories, workrooms, and faculty offices.
7. **Frank Walker Building** – Constructed in 1935 and partially renovated in 2013-2014, this three-story building contains classrooms, student computer laboratories, independent learning center that includes a computer-assisted instruction laboratory and tutorial

services. Faculty, Accessibility Resources, and Support Services Staff are in the Walker Building. The establishment of this building was made possible through a generous bequest from W. Frank Walker, thus being named in memory of him.

8. **William S. Moore Student Athletic Activities Building** – Built in 1939 and renovated in 1998, this facility was named for William S. Moore, an alumnus and former Chairman of the Board of Trustees of the College. The facility is used for physical education classes, intramurals, and as a practice area for men's and women's intercollegiate teams. The William S. Moore Student Athletic Activities Building is also the site of several student activities throughout the year. The basement of this facility houses the maintenance department offices, work areas, and storage space.
9. **Montgomery Science Annex** – Renovated in Summer 2011, this building houses a microbiology lab. The laboratory was made possible through generous grant funds from Fullerton Foundation and the J M Smith Foundation.
10. **The Moore Family Fitness Center** – The fitness center opened in January of 2019 and houses aerobic and strength training equipment. The fitness center is open to all students, faculty, and staff and includes showers and changing facilities.
11. **Sand Volleyball Court** – This outdoor facility is adjacent to the Moore Fitness Center and enjoyed by our students regularly during the academic year.
12. **Vera Davis Parsons Hall** – Erected in 1981, this coed residence hall provides living space for 48 students. This building was named for Vera Davis Parsons, a former Trustee of the College whose generosity helped make the establishment of this facility a reality.
13. **Eliza Judd Hall** – Opened in 1929, Judd Hall is a women's residence with 24 suites housing 48 students. The facility was named to honor Eliza Attleton Judd, a benefactor to the College. It was partially renovated in 2016. Judd has a spacious lobby, and a coffee shop called "The Cellar". Also located in Judd Hall is the **Ballard Center**. The Ballard Center houses the Professional Development program and provides space for students to meet, interact, and study at all hours. The Center was made possible through a generous gift by Ted Ballard in honor of his wife, Ruth Ballard.
14. **Bridges Residence Hall** – Constructed in 2003 and made possible by a generous gift from Ms. Susan Bridges in honor of her family. This coed, three-story, 93-bed facility offers two-, three-, and four-person suites that include a commons area and bathroom in each suite. Special rooms have been designated for students with disabilities. The central lobby provides a setting for meetings, workshops, and extracurricular activities. An elevator serves all three floors.
15. **Sparrow Residence Hall** – Constructed and opened in 2006, this facility was made possible in part from a generous gift from Mr. John Sparrow. It is dedicated to the memory of his parents and in honor of

his family. Sparrow is a three-story coed, 117-bed residence hall. The suites are arranged in three-person and four-person units. Each suite includes a commons area, a private bath, and individual bedrooms/study areas. Special rooms have been designated for students with disabilities. A spacious lobby and an inviting courtyard offer students relaxed living space. An elevator serves all three floors.

16. **James S. Barrett Learning Center** – This facility bears the name of James S. Barrett, the fourth President of the College who spearheaded the College's expansion in the mid-1970's. This facility houses the **David E. Camak Auditorium** with a seating capacity of 458, named for the College's founder, and the **Jesse L. Bridges Arena** with a seating capacity of 670. Bridges Arena has dressing facilities, training and exercise rooms, and offices for the athletic administration and coaching staff. Bridges Arena was renovated in 2020 with new patron seating, scoreboards, and a new maple flooring system with enhanced graphics.
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 alumna 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 was completed in 1999. Stadium lighting was added to the Mooneyham Baseball Complex in 2013.
19. **Collen Perry Keith Fountain** – Constructed in 2016 and given by the Board of Trustees to honor former President Colleen Keith.
20. **Edgar H. Ellis Jr. Hall** – Constructed in 2012, the building houses 9 classrooms, academic offices, including the office of the Provost, The Write Place, bookstore, and an auditorium seating 275 that can also serve as classroom space. The building was made possible by donors to the College's "Pioneering the Future" capital campaign. The building is named in honor of Dr. Edgar H. Ellis, Jr., a United Methodist minister, trustee, alumnus (SJC class of 1956), and strong advocate of Spartanburg Methodist College.
21. **H. Lester Kingman Hall** - Erected in 1968, this building is a coed residence hall with 60 rooms which houses 120 students. Renovations started in 1991 and completed in 1994. The **Campus Safety Department** is in the basement. This facility was named in honor of H. Lester Kingman, the third President of the College.
22. **Marie Blair Burgess Learning Resources Center** – Built in 1947 and renovated and enlarged in 1974, this building was named as a memorial to Marie Blair Burgess, the deceased wife of Rembert Bennet Burgess, the second President of the College. The LRC houses the library, multi-media center, and offices for the library staff. Renovation of the first floor was completed in 2014. The **Vassey**



**Information Technology Center** is in the basement of the LRC. The center is named in memory of Mr. and Mrs. Herbert W. Vassey and houses the office of the computer services and the human resources teams.

23. **Davis Mission Chapel** – Constructed in 1976, the Chapel seats 140 and houses the Office of the Chaplain, a meditation room, and the Pioneer Pantry for students. The Chapel is used for personal devotion and meditation, dramatic performances, small concerts, and other events as well as the regularly scheduled worship services of the campus. The establishment of this facility was made possible by generous gifts from Vera Davis Parsons, a member of the Board of Trustees. The Mission Chapel was named the Wilton Milton Davis Chapel in honor of Ms. Parsons's father.
24. **38 Mill Road** – This residential house is the current office location for the men's and women's golf program.



# ADMISSIONS

## **ADMISSIONS**

### **GENERAL INFORMATION**

In keeping with its Mission, Spartanburg Methodist College is committed to equal opportunity for all academically qualified students. The College does not discriminate on the basis of race, sex, religion, creed, age, national or ethnic origin, or physical handicap in the administration of its educational policies, admissions policies, assignment of residence hall facilities, use of physical facilities, scholarships and loan programs, and the granting of financial aid and scholarships. Student admission categories include first-time freshmen, transfer students, re-admit students, transient students, special students, international students, and dual enrollment students.

### **FRESHMAN ADMISSIONS**

Spartanburg Methodist College admits students whose past performance indicates they have clear objectives, strong academic abilities, positive attitudes, good study habits, and demonstrated high qualities of achievement. The environment and instructional services of the College prepare students for further study in our Bachelor programs.

In making admission decisions, the College examines 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 or bachelor's degree.

### **FRESHMAN ADMISSIONS PROCEDURES**

1. Students must complete the formal application for admission. The application is available on the College's web site: <https://www.smcsc.edu/admissions/apply/>.
2. Students must request that official copies of their high school records and/or all college transcripts be sent to the Spartanburg Methodist College Office of Admissions. These records may be obtained from the appropriate high school counselors or from the Registrar's office at other colleges attended. The high school transcript should include class rank. If the applicant is a high school GED, HiSet, or TASC graduate, a copy of the Exam Score Report, including the report of examination results, or any bona fide certification of completion of high school equivalency, must be submitted. College transfer applicants submitting official college transcripts of sixteen or more semester hours of transferable college credit from an accredited college or university are exempt from the requirement to submit their high school transcripts and/or for submitting the results of the GED, HiSet, or TASC examination. Upon graduation from high school, students must request that the high school forward an official copy of the final high school transcript certifying graduation to the Office of Admissions.

3. Students can submit results from the Scholastic Aptitude Test (SAT Code 5627) or from the American College Testing program (ACT Code 3878) but are NOT required to at any point in the enrollment process.
4. Students who have completed dual enrollment classes must request for the institution they took these classes through to send an official copy of their transcript directly to SMC.
5. All applicants who are not in high school at the time of application will be verified through the National Student Clearinghouse for prior enrollment records.
6. Students must complete the medical history form and provide SMC their immunization records.
7. Students must submit the Free Application for Federal Student Aid (FAFSA) in a timely manner for processing. The Spartanburg Methodist College Financial Aid Office uses this information to make financial aid awards to prospective students.

### **ONLINE PROGRAM ADMISSIONS PROCEDURES**

Students who pursue an online degree should follow the same application process as traditional students of their specific student type.

### **DUAL ENROLLMENT**

Spartanburg Methodist College recognizes the need to provide academically talented high school students with opportunities for acceleration of their future collegiate programs. To meet that need, the College has established a dual enrollment program in which high school juniors and seniors, while continuing normal high school courses and activities, enroll in courses for college credit at Spartanburg Methodist College. Dual enrollment students must have earned a cumulative 3.00 grade point average in college preparatory courses in high school. Course selection must be approved by the Registrar. Information on the application process and information about fees for the dual enrollment program are available through the SMC Admissions Office.

### **PROBATIONARY ADMISSIONS**

Some applicants may be admitted as probationary students when their high school or college level performance indicates that there may be problems in successfully completing college-level work at SMC. These students may be required to take Transitional Studies courses. They must take 12 credit hours and earn at least a 2.0 GPA their first semester. These students are regular students who are eligible for financial aid, including federal aid, state aid, and institutional aid. Students admitted as probationary students 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 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 program, and the credits earned as Special Students will be reviewed by the Registrar for the appropriateness of application to the selected program.

## TRANSFER STUDENT ADMISSIONS

### Associate Degree-Seeking Students:

Prospective transfer students may apply for admission for entry at the beginning of any term. Students transferring to the College from other institutions must be eligible for re-admission to the institution last attended. Students on academic probation at their former institutions may petition Spartanburg Methodist College for probationary admission. Students admitted on probation are permitted one semester to demonstrate their academic capabilities and must meet Spartanburg Methodist College's academic progress standards. (See information on **Academic Progress Standards** in this catalog.) Transfer students must secure a letter of good standing from the last institution attended if the final GPA is below 2.00, or if good academic standing is not indicated on the College transcript.

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

The Registrar evaluates the official college transcripts for acceptance of courses and credits from other regionally accredited colleges and universities.

### BA Degree-Seeking Students:

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

## TRANSIENT STUDENT ADMISSIONS

Students enrolled in other colleges or universities may attend Spartanburg Methodist College as transient students. A Transient Application Form must be submitted. Transient students must provide their current college's Transient Permission Form to take particular courses offered at Spartanburg Methodist College. The permission form must be signed/approved by the Academic Dean or the Registrar of the parent college. No other credentials are 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) or Duolingo. 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 or 105 on the Duolingo 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.

The Scholastic Aptitude Test (SAT Code 5627) and the American College Testing program (ACT Code 3878) are also accepted.

A photocopy of the student's passport photo page needs to be sent to the Office of Admissions.

An affidavit of total financial support either notarized or issued by a bank official must be filed before matriculation at the College. The financial declaration must cover the net amounts necessary for a total of approximately \$33,050 U.S. dollars per year. A valid student visa must be in the applicant's possession *prior* to arrival on campus.

Students must complete the medical history form and provide SMC their immunization records. 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 a deposit of \$100.00 to the College to confirm their plans to attend.

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

### **RIGHT TO REFUSE ADMISSION**

An applicant may be declared eligible for admission, registration, enrollment, or re-enrollment at SMC only after satisfying all requirements established by the institution. The institution may consider the character and qualifications of the applicant in making admission decisions. In order that this examination and appraisal may be made, the applicant shall furnish to the institution such biographical and other information, as may be required by the institution.

SMC reserves the right to refuse admission to:

1. An applicant whose admission would cause the institution to exceed its maximum capacity;
2. An applicant whose transcript is from an unaccredited institution; or
3. An applicant who is otherwise ineligible for admission.

Students who indicate they have been convicted are required to submit a personal statement, letters of recommendation, and may be subject to a background check.

## **TUITION POLICY FOR SENIOR CITIZENS**

Tuition Waiver for Senior Citizens – South Carolina residents age 60 or over who are not employed full time may audit a course at no charge on a space-available basis or may enroll in a course for academic credit, on a space-available basis, for a reduced fee of \$100 per course. Seniors are limited to one course per semester with this policy. An application is required.

Senior Citizens may register on the last 2 days of late registration. Please refer to the calendar in this Catalog (pp. 3-6).

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

Spartanburg Methodist College provides reasonable accommodations for students with documented disabilities. To ensure that accommodations are in place by the first day of classes, requests for accommodations and appropriate documentation of the disability should be submitted in writing to the Accessibility Resources Office 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 students with learning disabilities, autism spectrum disorder, and/or ADHD:**

An evaluation of the student's disability which has been completed within three to five (3-5) years of the date on the admissions application by a licensed psychologist or certified school psychologist. Documentation for ADHD may include evaluations done to diagnose the disability or a letter from the student's treating professional stating the diagnosis and any functional limitations the student may have as related to the disability.

### **For students with physical disabilities:**

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.

### **For students with psychological or psychiatric disabilities:**

A letter from the student's treating professional stating the diagnosis and any functional limitations of the condition. The letter must have been written within the past six (6) months from the time of submission. Periodic updates of the student's current functionality may be required as well.

Since the needs of each student are different, the accommodations for each student must be specifically determined for that student. Among the typical accommodations accorded SMC students are the use of extended testing times, assistance with note taking or permission to record lectures, and audio or reading of tests. In addition, tutoring services are available for all SMC students.

## **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. Accommodations for a disability may be requested by completing the Intake Form found at <https://www.smesc.edu/the-experience/experience-wellness/>.**

## **RE-ADMISSION**

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

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

## **READMISSION FOR VETERANS**

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

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

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

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

Spartanburg Methodist College accepts academic credits earned at other regionally accredited colleges and universities throughout the United States. In addition, the College may award credit for military service, for the Advanced Placement Program, for the International Baccalaureate Programme, and through the

College Level Examination Placement Program (CLEP). **No more than a cumulative total of 75 percent of the total associate degree or bachelor's degree will be accepted from other colleges, universities, and other sources.**

### **CREDITS FROM OTHER COLLEGES AND UNIVERSITIES**

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

1. The College has received an official transcript showing the credit hours earned and final grades from each course.
2. The course content must be similar to or the same as that of a Spartanburg Methodist College course. The course(s) must comply with the Spartanburg Methodist College definition of a credit hour. A credit hour is defined as not less than one hour of classroom or direct faculty instruction (excluding final exams) and a minimum of two hours out of class student work and reflection time each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time not less than three weeks.
3. A grade of C or better is recorded for each course to be transferred. (Grades of "D" are not accepted for transfer of credit.)
4. Courses and credit hours earned at another institution are entered on the official academic transcript, but quality points earned for grades earned at other institutions are not computed in the grade point average at Spartanburg Methodist College.
5. No more than a cumulative total of 75 percent of the total associate degree or bachelor's degree will be accepted from other colleges, universities, and other sources.
6. Transfer credit will not be awarded for remedial courses.
7. Transfer credit may not be awarded to currently enrolled students who do not receive transient permission in advance of taking a course or courses.

### **CREDIT FOR MILITARY SERVICE**

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

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

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

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

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

The College awards credit for scores of 4 or higher on higher level International Baccalaureate (IB) examinations for certain subject areas (contact the Registrar for a specific list of subject areas). No credit is given for scores of 1-3.

### **SPECIAL CREDIT OPTIONS FOR PRIOR LEARNING**

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

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

Spartanburg Methodist College accepts as credit toward graduation with the Associate in Criminal Justice degree the following *courses from the federal and state criminal justice academies*: CRMJ 230, Policing and PHED 121, Wellness. The Chairperson of the Criminal Justice department at SMC has reviewed learning outcomes of courses offered at the Academy to arrive at the awarding of the degree credit. In order to receive these credits, graduates of the Academy must provide documentation of successful completion of course work at SCCJA upon admission to Spartanburg Methodist College. These hours may not transfer to senior colleges if a student elects to transfer.



# ACADEMIC DEGREES

## **ACADEMIC DEGREES**

### **GENERAL INFORMATION ABOUT ACADEMIC PROGRAMS**

To fulfill its mission, Spartanburg Methodist College offers multiple degree options. The Associate in Arts degree provides the general education courses necessary for successful matriculation into a bachelor's degree program in liberal arts and education. The Associate in Science degree provides the general education courses necessary for successful matriculation into a bachelor's degree program in the sciences, computer science, or mathematics. The Associate in Criminal Justice degree is designed for individuals already working in the criminal justice field, for individuals interested in careers in that field, and for matriculation into a bachelor's degree. The Associate in Religious Studies degree is designed for students who plan to earn the baccalaureate degree and also serves those students who plan to work as lay leaders in local church ministry. The Associate in Fine Arts degree allows a student to choose an emphasis in music, drama, or art. The AFA prepares students to pursue a baccalaureate degree in the fine arts. An Associate in Business offers the first two years of general education and business courses that matriculate into a bachelor's degree in business. The Bachelor of Arts degree is designed to accept students from multiple associate (not Applied Science) degree programs. In addition to a core of Professional Development courses (18 hours), the student then selects two concentrations (18 credit hours each) from the following: business, criminal justice, English, history, psychology and religion. The Bachelor of Business Administration degree is designed to accept students from multiple associate (not Applied Science) degree programs (some prerequisites may be necessary to complete upper-level coursework). In addition to a core of Professional Development courses (18 hours), and a core of Business courses (18 hours), the student then selects one concentration (18 credit hours each) from the following three tracks: Accounting, Marketing and Sales, and Management and Entrepreneurship. The Bachelor of Psychology is designed for students who have an interest in pursuing careers in a variety of fields or have an interest in pursuing graduate education in psychology. In addition to a core of Professional Development courses (18 hours), each student will complete a major in psychology (36 hours) and general electives (6 hours). For each of the degree programs, students are assigned full-time academic advisors trained to advise students in the selection of courses and in setting short- and long-term academic goals.

### **GENERAL EDUCATION COURSES**

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

Social and behavioral science shall be interpreted to mean Anthropology 101; Economics (BSAD 201, 202); Political Science 202, 203; Psychology 101, 201; Sociology 101, 202, 203; Social Work 201; History 101, 102, 112, 201, 202, 210, 220, 230 (other than that course used for the History requirement).

Humanities course requirements are fulfilled by Literature, Religion, and Philosophy courses.

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

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

## GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Through the core courses of the general education program, Spartanburg Methodist College prepares students to achieve the following Student Learning Outcomes (SLO's):

**Critical Thinking:** SMC graduates use critical thinking to approach new information and ideas. Critical thinking is characterized by analyzing data/evidence, making inferences, applying data/evidence, and forming interpretations.

**Oral Communication:** SMC graduates communicate orally using logical organization and effective delivery. Oral communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

**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 retrieve, analyze, and interpret research materials and use appropriate reporting methods to synthesize information as the foundation for creating original works. Appropriate reporting methods include respecting proper documentation conventions, following discipline-specific formatting, using paraphrases and quotations correctly, and avoiding plagiarism.

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

## ACADEMIC ADVISEMENT PROGRAM

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

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

## DEGREE PROGRAM DECLARATIONS

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

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

## CATALOG DEGREE COMPLETION

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

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

## ADVISEMENT AND TRANSFER INFORMATION

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

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 25 percent of credit hours at SMC for an associate degree and for a bachelor's degree; the last semester's work must be completed in residence.
4. Must attain a cumulative grade point average of 2.0 or higher on all work completed at SMC in courses numbered 101 or higher.

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

Spartanburg Methodist College is pleased to provide the following information regarding our institution's graduation/completion and transfer-out rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation, completion, and transfer-out status of students who enrolled during the 2016-2017 school year and for whom 150 percent of the normal time-to-completion has elapsed. The cohort year is 2016-2017 due to the addition of a four-year degree.

During the fall semester of 2016, 416 first-time, full-time degree-seeking undergraduate students entered Spartanburg Methodist College. After three years, 36 percent graduated from our institution or completed their program, and another 30 percent transferred to other higher education institutions, for a total success rate of 66 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 2016, 140 first-time, full-time degree-seeking students received athletic financial aid. After three years 31 percent graduated from our institution or completed their program, and another 39 percent transferred to other higher education institutions, for a total success rate of 70 percent. The following is a required break-down by sport:

Sport	Graduated	Transferred	Successful
Men's Baseball	40%	30%	70%
Men's Basketball	24%	53%	77%
Men's Cross Country	57%	14%	71%
Men's All Other Sports*	21%	40%	61%
Women's Basketball	15%	31%	46%
Women's Cross Country	29%	42%	71%
Women's All Other Sports**	41%	41%	82%

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

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

Questions related to this report should be directed to the Vice President for IT and Analytics.

## **APPLICATION FOR GRADUATION**

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

## **EARNING A SECOND ASSOCIATE DEGREE**

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

## **GRADUATION CEREMONY**

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

## **TRANSFER OF CREDITS**

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

Each associate degree requires completion of at least 60 credit hours. The length of the degree program is appropriate and in keeping with standard length of associate degree programs.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is designed for students who plan to earn a baccalaureate degree. The following courses and subject concentrations are required for the Associate in Arts degree:

<b><u>Subject/Course Requirement</u></b>	<b><u>Semester Hours</u></b>
English 101, 102	6
Computer Science	3
History 101, 102, 112, 201, or 202	3
History or Social Science <sup>2</sup>	3
SMC 101, 201 <sup>1</sup>	2
Literature or English 250	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201, 240	3
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
Religion (any RELI other than RELI requirement), Literature (any LITR other than LITR requirement), Philosophy, or any ARTS, DRAM, or MUSI	3
Science	8
Social Science <sup>2</sup>	6
Electives	<u>11</u>
Total	60

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 47.

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

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree is designed for students planning to earn a baccalaureate degree. Students in these areas should work with their advisors. The following courses and subject concentrations are required for the Associate in Science degree:

<b><u>Subject/Course Requirements</u></b>	<b><u>Semester Hours</u></b>
English 101, 102	6
Computer Science	3
History 101, 102, 112, 201, or 202	3
SMC 101, 201 <sup>1</sup>	2
Literature or English 250	3
Mathematics 121, 122, 210, 221, 222, or 112 <sup>2</sup>	6 or 8
PHED 121, Health 101, 201, 240	3
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
Social Science <sup>3</sup>	3
Science (Other than Physical Science or Biology 106) <sup>4</sup>	8
Science (Other than Physical Science or Biology 106) or MATH from list above or CSCI (not CSCI 101)	3 or 4
Electives	<u>14</u>
Total	60

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p.47.

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

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

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

## ASSOCIATE IN BUSINESS DEGREE

The Associate in Business degree is designed for students planning to earn a baccalaureate degree or begin a career in business. The following courses and subject concentrations are required for the Associate in Business degree:

<b><u>Subject/Course Requirements</u></b>	<b><u>Semester Hours</u></b>
English 101, 102	6
Computer Science	3
History 101, 102, 112, 201, or 202	3
SMC 101, 201 <sup>1</sup>	2
Literature or English 250	3
Mathematics 112	3
Mathematics 121, 210, 221, 222	3 or 4
PHED 121, Health 101, 201, 240	3
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
Science	4
BSAD 101, 103, 201, 202, 205, 206, and 211	21
Electives (MATH 210 recommended)	<u>3</u>
Total	60

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 47.

## ASSOCIATE IN FINE ARTS DEGREE

The Associate in Fine Arts degree is designed for students planning to earn a baccalaureate degree. Students should plan their program of study with a fine arts advisor. The following courses and subject concentrations are required for the Associate in Fine Arts degree:

<b><u>Subject/Course Requirements</u></b>	<b><u>Semester Hours</u></b>
English 101, 102	6
Computer Science	3
History 101, 102, or 112	3
SMC 101, 201 <sup>1</sup>	2
Literature or English 250	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201, 240	3
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
ARTS, DRAM, MUSI (choose one outside of specific discipline) or ENGL 206	3
Science	8
Social Science <sup>2</sup> or PHIL 201	6
ARTS, DRAM, MUSI to be chosen in consultation with advisor, within the student's discipline(s) of choice	12
Electives	<u>2</u>
Total	60

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 47.

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

## ASSOCIATE IN RELIGIOUS STUDIES DEGREE

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

<b><u>Subject/Course Requirement</u></b>	<b><u>Semester Hours</u></b>
English 101, 102	6
Computer Science	3
History 101, 102, 112, 201, or 202	3
History or Social Science <sup>2</sup>	3
SMC 101, 201 <sup>1</sup>	2
Literature or English 250	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201, 240	3
Public Speaking	3
Religion 103	3
Religion 215	3
Religion 211, 212, or 220	3
Religion 211, 212, or 220	3
Religion 230 or 240	3
Any 200-level or higher RELI or PHIL	3
Science	8
Social Science <sup>2</sup>	3
Electives	<u>2</u>
Total	60

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 47.

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

## ASSOCIATE IN CRIMINAL JUSTICE DEGREE

The Associate in Criminal Justice degree prepares students either to enter one of the many career fields in criminal justice or law enforcement or pursue additional education. Students planning to move on to a baccalaureate program should consult with their academic advisors and plan their courses. The Associate in Criminal Justice 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:

<b><u>Subject/Course Requirement</u></b>	<b><u>Semester Hours</u></b>
English 101, 102	6
Computer Science	3
History 101, 102, 112, 201, or 202	3
SMC 101, 201 <sup>1</sup>	2
Literature or English 250	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201, 240	3
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
Science	4
Social Science <sup>2</sup>	6
Criminal Justice 101	3
Criminal Justice 230	3
Criminal Justice 250	3
Criminal Justice 270	3
Criminal Justice 280	3
Criminal Justice 290	3
Electives	<u>3</u>
Total	60

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 47.

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



## BACHELOR OF ARTS DEGREE

- |     |                                     |                        |
|-----|-------------------------------------|------------------------|
| I.  | <b>Associate Degree<sup>1</sup></b> | <b>60 credit hours</b> |
| II. | <b>Camak Core</b>                   | <b>18 credit hours</b> |

PDEV 301 Professional Communication	3
PDEV 310 Professional Development and Leadership	3
PDEV 320 Community Discovery and Engagement	3
PDEV 400 Applied Technology	3
PDEV 410 Semester Internship <i>or</i>	
PDEV 411, 412, 413 Internships I, II, III (1 hour each)	3
PDEV 430 Capstone	3

- III. **Two Areas of Concentration 18 cr. Hrs. from each concentration**

### **BUSINESS**

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

Students must pass as a corequisite or prerequisite BSAD 201 and BSAD 211 or BSAD 212 before or while enrolled in BSAD 340.

Students must take the following five courses:

BSAD 302 Business Analytics and Management Science  
BSAD 305 Business Ethics  
BSAD 310 Business Management  
BSAD 320 Business Marketing  
BSAD 340 Business Finance

Students will choose one of the following courses:

BSAD 311 Operations Management  
BSAD 312 Organizational Behavior  
BSAD 321 Consumer Behavior  
BSAD 322 Marketing Research  
BSAD 323 Social Media Marketing  
BSAD 330 Managerial Accounting  
BSAD 331 Intermediate Accounting I  
BSAD 332 Intermediate Accounting II  
BSAD 341 Principles of Investing  
BSAD 370 Intermediate Macroeconomics  
BSAD 371 Intermediate Microeconomics  
BSAD 410 Entrepreneurship I  
BSAD 411 Entrepreneurship II  
BSAD 415 Supply Chain Management and Logistics  
BSAD 421 Marketing Communications  
BSAD 430 Tax Accounting  
BSAD 431 Accounting Information Systems  
BSAD 435 Auditing

BSAD 441 Corporate Finance  
 BSAD 450 Professional Sales  
 BSAD 451 Professional Branding  
 BSAD 460 Business Law  
 BSAD 470 Managerial Economics  
 BSAD 471 Money and Banking  
 BSAD 490-499 Special Topics in Business

### **CRIMINAL JUSTICE**

There are no prerequisites for students entering the Criminal Justice concentration.

Students must take the following courses:

CRMJ 301 Research Methods  
 CRMJ 450 Criminal Justice Policy

Students will choose four of the following courses:

CRMJ 310 Criminal Investigation and Forensics  
 CRMJ 315 Juvenile Justice  
 CRMJ 320 Victimology  
 CRMJ 340-349 Special Topics in Criminal Justice  
 CRMJ 410 Criminal Law and Procedure  
 CRMJ 415 Death Penalty  
 CRMJ 425 Race, Ethnicity, and Crime  
 CRMJ 450 Criminal Justice Policy

### **ENGLISH**

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

ENGL 101, ENGL 102, a 200-level literature course – NOTE: Students without a 200-level literature may enroll in ENGL 301 for their first semester concurrently with a 200-level literature course. All other 300- and 400-level English courses require the completion of the 200-level literature course.

Students must take the following course:

ENGL 301 Introduction to English Studies

Students will choose at least two courses at both the 300 and 400 level and another course of the student's choosing at either the 300 or 400 level from the following courses:

ENGL 305 Medieval Literature  
 ENGL 306 Advanced Creative Writing Workshop  
 ENGL 310 Early Modern Literature  
 ENGL 315 History of the English Language  
 ENGL 320 Studies in Nineteenth-Century Literature  
 ENGL 330 Contemporary Writers  
 ENGL 410 Literature and Gender

ENGL 415 Southern Literature  
 ENGL 420 Studies in Ethnic Literature  
 ENGL 430 Advanced Composition  
 ENGL 440-449 Special Topics in Literature  
 ENGL 450 Topics in Film Studies  
 ENGL 460-469 Popular Literature Genres

### **HISTORY**

Students must take one of the following courses:

HIST 310 The Ancient Mediterranean  
 HIST 330 Jewish History  
 HIST 340 A Global History of Warfare  
 HIST 360 Ethnohistory of North American Indians  
 HIST 420 Twentieth-Century Genocide  
 HIST 490-499 Special Topics in History

Students will choose five of the following courses:

HIST 310 The Ancient Mediterranean  
 HIST 320 Renaissance and Reformation  
 HIST 325 Women in the Middle Ages  
 HIST 327 Barbarians: Europe from Rome to the Vikings  
 HIST 330 Jewish History  
 HIST 340 A Global History of Warfare  
 HIST 342 America's Vietnam  
 HIST 360 Ethnohistory of North American Indians  
 HIST 362 The American Frontier  
 HIST 410 British Empire  
 HIST 420 Twentieth-Century Genocide  
 HIST 422 The Crusades  
 HIST 430 A History of Crime and Punishment  
 HIST 440 The World Wars  
 HIST 441 The First World War  
 HIST 442 The Second World War  
 HIST 450 Twentieth Century Espionage  
 HIST 490-499 Special Topics in History

### **PSYCHOLOGY**

Concentration Prerequisites and Corequisites: Students who enter the Psychology concentration must have passed the following courses:  
 Prerequisite: PSYC 101; PSYC 201 and MATH 112 as prerequisites or corequisites to all 300-level Psychology courses.

Students must take the following course:

PSYC 330 Research Methods in the Behavioral Sciences.

Students will choose five of the following courses:

PSYC 300 Social Psychology  
 PSYC 305 Theories of Development

PSYC 310 Abnormal Psychology  
 PSYC 313 Organizational Behavior  
 PSYC 315 Drugs, Rehab, and Treatment  
 PSYC 320 Theories of Personality  
 PSYC 330 Research Methods in the Behavioral Sciences  
 PSYC 331 Research Methods in the Behavioral Sciences II  
 PSYC 335 Theories of Counseling  
 PSYC 340 Expressive Therapies  
 PSYC 350 Health Psychology  
 PSYC 355 Community Psychology  
 PSYC 365 Cognitive Psychology  
 PSYC 400 Behavior Modification  
 PSYC 410 Psychology of Learning and Memory  
 PSYC 415 Psychology of Attachment  
 PSYC 420 Early Childhood Mental Health: How Children Develop  
 PSYC 425 Psychology of Child Maltreatment  
 PSYC 430 Psychology of Child Pathologies and Disorders  
 PSYC 435 The Psychology of the Exceptional Child

### **RELIGION**

There are no prerequisites for students entering the Religion concentration.

Students will choose six of the following courses:

RELI 310 The Life and Legacy of Paul  
 RELI 315 Exploring Spiritual Traditions: Pilgrimage  
 RELI 320 Christian Ethics  
 RELI 325-329 Theology in Literature and Film  
 RELI 330 Ministry with Youth  
 RELI 335 The Torah  
 RELI 340 Religion in America from 1800  
 RELI 410 Early Christian Literature  
 RELI 413 Apocalyptic Literature  
 RELI 415-419 Women in Religion: Women in the Christian Tradition  
 RELI 420 Christian Theological Tradition  
 RELI 425 Religion in an Age of Counterculture  
 RELI 430 The Life and Work of the Minister  
 RELI 440 Introduction to Christian Worship  
 RELI 490-499 Special Topics in Religion

#### **IV. Electives**

**6 credit hours**

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

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**120 credit hrs.**

<sup>1</sup>Associate degree (not Applied Science) or equivalent from a regionally accredited college or university (60 credit hours of general education courses & 2.0 GPA).

## BACHELOR OF ARTS IN BUSINESS ADMINISTRATION DEGREE

**I. Associate Degree<sup>1</sup> 60 credit hours**

**II. Camak Core 18 credit hours**

PDEV 301 Professional Communication	3
PDEV 310 Professional Development and Leadership	3
PDEV 320 Community Discovery and Engagement	3
PDEV 400 Applied Technology	3
PDEV 410 or 415 Semester Internship or	
PDEV 411, 412, 413 Internships I, II, III (1 hour each)	3
PDEV 430 Capstone	3

**III. Business Core 18 credit hours**

BSAD 302 Business Analytics and Management Science	3
BSAD 305 Business Ethics	3
BSAD 310 Business Management	3
BSAD 320 Business Marketing	3
BSAD 340 Business Finance	3
BSAD 460 Business Law	3

**IV. Concentrations Areas 18 credit hours**

Student must select one concentration area from Accounting; Marketing and Sales; or Management and Entrepreneurship.

### Accounting track

BSAD 330 Managerial Accounting	3
BSAD 331 Intermediate Accounting I	3
BSAD 332 Intermediate Accounting II	3
BSAD 430 Tax Accounting	3
BSAD 431 Accounting Information Systems	3
BSAD 435 Auditing	3
BSAD 490-99 Special Topics in Business may substitute for a Requirement upon approval by the Department Chair	

### Marketing and Sales track

BSAD 321 Consumer Behavior	3
BSAD 322 Marketing Research	3
BSAD 323 Social Media Marketing	3
BSAD 421 Marketing Communications	3
BSAD 450 Professional Sales	3
BSAD 451 Professional Branding	3
BSAD 490-99 Special Topics in Business may substitute for a Requirement upon approval by the Department Chair	

### Management and Entrepreneurship Track

BSAD 311 Operations Management	3
BSAD 312 Organizational Behavior	3

BSAD 323 Social Media Marketing	3
BSAD 410 Entrepreneurship I	3
BSAD 411 Entrepreneurship II	3
BSAD 415 Supply Chain Management	3
BSAD 490-99 Special Topics in Business may substitute for a Requirement upon approval by the Department Chair	

**V. Electives 6 credit hours**

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

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**120 credit hrs.**

<sup>1</sup>Associate degree (not Applied Science) or equivalent from a regionally accredited college or university (60 credit hours of general education courses & 2.0 GPA).

## **BACHELOR OF ARTS IN PSYCHOLOGY DEGREE**

Degree Program Prerequisites and Corequisites: Students who enter the BA in Psychology must have passed the following courses: Prerequisite: PSYC 101; PSYC 201 and MATH 112 as prerequisites or corequisites to all 300-level PSYC courses.

**I. Associate Degree<sup>1</sup> 60 credit hours**

**II. Camak Core 18 credit hours**

PDEV 301 Professional Communication	3
PDEV 310 Professional Development and Leadership	3
PDEV 320 Community Discovery and Engagement	3
PDEV 400 Applied Technology	3
PDEV 410 Semester Internship <i>or</i>	
PDEV 411, 412, 413 Internships I, II, III (1 hour each)	3
PDEV 430 Capstone	3

**III. Psychology Core 24 credit hours**

PSYC 300 Social Psychology	3
PSYC 310 Abnormal Psychology	3
PSYC 320 Theories of Personality	3
PSYC 330 Research in Behavioral Sciences	3
PSYC 331 Research in the Behavioral Sciences II	3
PSYC 350 Health Psychology	3
PSYC 355 Community Psychology	3
PSYC 365 Cognitive Psychology	3

**IV. Specialization Electives 12 credit hours**

Students may choose any of the following with at least 9-12 credits of 400-level courses:

PSYC 305 Theories of Development	3
PSYC 313 Organizational Behavior	3
PSYC 315 Drugs, Rehab, and Treatment	3
PSYC 335 Theories of Counseling	3
PSYC 340 Expressive Therapies	3
PSYC 400 Behavior Modification	3
PSYC 410 Psychology of Learning and Memory	3
PSYC 415 Psychology of Attachment	3
PSYC 420 Early Childhood Mental Health	3
PSYC 425 Psychology of Child Maltreatment	3
PSYC 430 Psychology of Child Pathologies and Disorders	3
PSYC 435 The Psychology of the Exceptional Child	3

**V. Electives 6 credit hours**

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

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**120 credit hours**

<sup>1</sup>Associate degree (not Applied Science) or equivalent from a regionally accredited college or university (60 credit hours of general education courses & 2.0 GPA).

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

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

## **UPPER-LEVEL COURSE REQUIREMENTS**

A student must earn a minimum of 12 term credit hours prior to enrolling in a 300/400 level course. A 300/400 level course will not satisfy a requirement in both the associate and bachelor degrees.

## **ALTERNATIVE COURSE REQUIREMENTS**

Students who transfer to Spartanburg Methodist College after having completed 24 or more credit hours at another accredited college or students classified as non-traditional students (21 years old at time of first term) are exempt from the

completion of the SMC 101-201 required sequence of courses. Because this exemption does not entail exemption of credit hours for these courses, students must earn an additional 2 hours through elective hours. During the first advisement session, students should plan these hours with their advisors.

### **TRANSITIONAL STUDIES PROGRAM**

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

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

Because of the preparatory nature of Transitional Studies courses, those numbered 100 do not add into the cumulative credit hour totals or quality point totals for use toward graduation requirements. Transitional Studies courses do not transfer to senior colleges.

### **CANCELLATION OF DEGREE PROGRAMS**

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

### **SMC ONLINE**

#### **Program Description**

Our degree programs are designed to meet the educational needs of working adults so they can realize their dream of earning a college degree anytime and anywhere. With SMC Online, students can earn an associate and/or bachelor's degree by attending classes completely online. We offer an accelerated, flexible learning format with eight-week terms. Thirty semester hours of credit may be earned in each academic year (six credit hours in each eight-week term), making it possible for a student to complete all degree requirements in less time. However, students can complete courses at a full- or part-time pace, whichever works best with your schedule. Academic work transferred from other colleges will shorten this time proportionally.

SMC Online degrees are designed to be stackable within a given degree program. Students can choose from several different programs and earn an associate



degree, bachelor's degree, or both. This approach helps students gain skills and improve employability at each step along their educational journey.

## Degree Pathway

The Online Degree Pathway is a bridge program between our associate and bachelor's degree programs designed for students who plan to complete a bachelor's degree after completing an Associate degree through SMC Online. The Online Degree Pathway allows students to complete all general education requirements for the bachelor's degree and take courses geared toward a specific concentration. Once you have completed your associate degree, you will have all the foundation 48 requirements needed to begin a bachelor's degree completion program at SMC. The Online Degree Pathway sets you on course for finishing your bachelor's degree and the curriculum helps students establish the skills and knowledge to succeed in their academic career. These include:

- Computer Information Technology Literacy
- Critical Thinking/Problem Solving
- Oral Communication
- Quantitative Skills
- Research
- Written Communication

The foundation credits earned with the Online Degree Pathway are the first step in obtaining your bachelor's degree, preparing you for upper-division and degree-specific classes. The Online Degree Pathway is perfect for learners like you: working adults with the goal of earning a college degree.

**Associate Degree Pathway:** Students can earn an Associate degree as a stand-alone qualification, as a stepping-stone into further study, or as a guaranteed pathway into a Bachelor of Arts or Bachelor of Arts in Business Administration degree. Upon admission, the student will declare an Associate degree (AA, ACJ, or AB) as part of the degree plan and will have completed the first two years of a bachelor's degree upon completion of the Associate degree.

- The Associate in Arts (AA) prepares students to pursue a bachelor's degree completion program at SMC. An AA degree is based upon a core curriculum of liberal arts courses and elective hours of study in the student's interest area.
- The Associate in Criminal Justice (ACJ) is a pathway into the Bachelor of Arts with a concentration in Criminal Justice. An ACJ degree also prepares students with the skills to enter the field of criminal justice and enhances their ability to be hired in local, state, federal agencies, and private sector entry-level positions.
- The Associate in Business (AB) degree is a pathway into the Bachelor of Arts in Business Administration program. An AB degree will allow students to make a seamless transition from the associate degree level to the upper-level bachelor's degree program.

**Transfer Pathway:** The transfer pathway for the Bachelor of Arts or Bachelor of Arts in Business Administration includes these elements: 1) The student must have completed an Associate degree in a specific discipline from a regionally accredited school with 60 credits minimum OR have earned 60 hours of General Education courses with a minimum 2.00 GPA. 2) To be awarded transfer credit for

prior coursework, credits must be earned through a regionally accredited institution of higher education.

### ONLINE PROGRAM ADMISSIONS PROCEDURES

Students who pursue an online degree should follow the same application process as traditional students of their specific student type.

#### ASSOCIATE IN ARTS ONLINE DEGREE

<u>Subject/Course Requirement</u>	<u>Semester Hours</u>
English 101, 102	6
Computer Science	3
History 101, 102, 112, 201, or 202	3
History or Social Science <sup>1</sup>	3
SMC 120	3
Literature or English 250	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201, 240	3
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
Religion (any RELI other than RELI requirement), Literature (any LITR other than LITR requirement), Philosophy, or any ARTS, DRAM, or MUSI	3
Science	8
Social Science <sup>1</sup>	6
Electives	<u>10</u>
Total	60

<sup>1</sup>“Social Science” shall be interpreted to mean Anthropology 101; Economics (BSAD 201, 202); Political Science 202, 203; Psychology 101, 201; Sociology 101, 202, 203; Social Work 201; History 101, 102, 112, 201, 202, 210, 220, 230 (other than that course used for History requirement).

#### ASSOCIATE IN BUSINESS ONLINE DEGREE

<u>Subject/Course Requirements</u>	<u>Semester Hours</u>
English 101, 102	6
Computer Science	3
History 101, 102, 112, 201, or 202	3
SMC 120	3
Literature or English 250	3
Mathematics 112	3
Mathematics 121, 210, 221, 222	3 or 4
PHED 121, Health 101, 201, 240	3
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
Science	4
BSAD 101, 103, 201, 202, 205, 206, and 211	21
Electives (MATH 210 recommended)	<u>2</u>
Total	60

## ASSOCIATE IN CRIMINAL JUSTICE ONLINE DEGREE

<u>Subject/Course Requirement</u>	<u>Semester Hours</u>
English 101, 102	6
Computer Science	3
History 101, 102, 112, 201, or 202	3
SMC 120	3
Literature or English 250	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201, 240	3
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
Science	4
Social Science <sup>1</sup>	6
Criminal Justice 101, 230, 250, 270, 280, 290	18
Electives	<u>2</u>
Total	60

<sup>1</sup>“Social Science” shall be interpreted to mean Anthropology 101; Economics (BSAD 201, 202); Political Science 202, 203; Psychology 101, 201; Sociology 101, 202, 203; Social Work 201; History 101, 102, 112, 201, 202, 210, 220, 230 (other than that course used for History requirement).

## BACHELOR OF ARTS ONLINE DEGREE

**I. Associate Degree<sup>1</sup> 60 credit hours**

**II. Camak Core 18 credit hours**

PDEV 301 Professional Communication	3
PDEV 310 Professional Development and Leadership	3
PDEV 320 Community Discovery and Engagement	3
PDEV 400 Applied Technology	3
PDEV 415 Career-Based Experience or PDEV 410 Semester Internship or PDEV 411, 412, 413 Internships I, II,	
III (1 hour each)	3
PDEV 430 Capstone	3

**III. Two Areas of Concentration 18 cr. Hrs. from each concentration**

### BUSINESS

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

Students must pass as a corequisite or prerequisite BSAD 201 and BSAD 211 or BSAD 212 before or while enrolled in BSAD 340.

Students must take the following five courses:

BSAD 302 Business Analytics and Management Science  
BSAD 305 Business Ethics

BSAD 310 Business Management  
 BSAD 320 Business Marketing  
 BSAD 340 Business Finance

Students will choose one of the following courses:

BSAD 311 Operations Management  
 BSAD 312 Organizational Behavior  
 BSAD 321 Consumer Behavior  
 BSAD 322 Marketing Research  
 BSAD 323 Social Media Marketing  
 BSAD 330 Managerial Accounting  
 BSAD 331 Intermediate Accounting I  
 BSAD 332 Intermediate Accounting II  
 BSAD 341 Principles of Investing  
 BSAD 370 Intermediate Macroeconomics  
 BSAD 371 Intermediate Microeconomics  
 BSAD 410 Entrepreneurship I  
 BSAD 411 Entrepreneurship II  
 BSAD 415 Supply Chain Management and Logistics  
 BSAD 421 Marketing Communications  
 BSAD 430 Tax Accounting  
 BSAD 431 Accounting Information Systems  
 BSAD 435 Auditing  
 BSAD 441 Corporate Finance  
 BSAD 450 Professional Sales  
 BSAD 451 Professional Branding  
 BSAD 460 Business Law  
 BSAD 470 Managerial Economics  
 BSAD 471 Money and Banking  
 BSAD 490-499 Special Topics in Business

### **CRIMINAL JUSTICE**

There are no prerequisites for students entering the Criminal Justice concentration.

Students must take the following courses:

CRMJ 301 Research Methods  
 CRMJ 450 Criminal Justice Policy

Students will choose four of the following courses:

CRMJ 310 Criminal Investigation and Forensics  
 CRMJ 315 Juvenile Justice  
 CRMJ 320 Victimology  
 CRMJ 340-349 Special Topics in Criminal Justice  
 CRMJ 410 Criminal Law and Procedure  
 CRMJ 415 Death Penalty  
 CRMJ 425 Race, Ethnicity, and Crime  
 CRMJ 450 Criminal Justice Policy

## **PSYCHOLOGY**

Concentration Prerequisites and Corequisites: Students who enter the Psychology concentration must have passed the following courses:  
Prerequisite: PSYC 101; PSYC 201 and MATH 112 as prerequisites or corequisites to all 300-level PSYC courses.

Students must take the following course:

PSYC 330 Research Methods in the Behavioral Sciences.

Students will choose five of the following courses:

PSYC 300 Social Psychology  
PSYC 305 Theories of Development  
PSYC 310 Abnormal Psychology  
PSYC 313 Organizational Behavior  
PSYC 315 Drugs, Rehab, and Treatment  
PSYC 320 Theories of Personality  
PSYC 330 Research Methods in the Behavioral Sciences  
PSYC 331 Research Methods in the Behavioral Sciences II  
PSYC 335 Theories of Counseling  
PSYC 340 Expressive Therapies  
PSYC 350 Health Psychology  
PSYC 355 Community Psychology  
PSYC 365 Cognitive Psychology  
PSYC 400 Behavior Modification  
PSYC 410 Psychology of Learning and Memory  
PSYC 415 Psychology of Attachment  
PSYC 420 Early Childhood Mental Health: How Children Develop  
PSYC 425 Psychology of Child Maltreatment  
PSYC 430 Psychology of Child Pathologies and Disorders  
PSYC 435 The Psychology of the Exceptional Child

### **IV. Electives 6 credit hours**

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

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**120 credit hrs.**

<sup>1</sup>Associate degree (not Applied Science) or equivalent from a regionally accredited college or university (60 credit hours of general education courses & 2.0 GPA).

## **BACHELOR OF ARTS IN BUSINESS ADMINISTRATION ONLINE DEGREE**

### **I. Associate Degree<sup>1</sup> 60 credit hours**

### **II. Camak Core 18 credit hours**

PDEV 301 Professional Communications 3  
PDEV 310 Professional Development and Leadership 3

PDEV 320 Community Discovery and Engagement	3
PDEV 400 Applied Technology	3
PDEV 415 Career-Based Experience or PDEV 410 Semester Internship or PDEV 411, 412, 413 Internships I, II, III (1 hour each)	3
PDEV 430 Capstone	3

**III. Business Core 18 credit hours**

BSAD 302 Business Analytics and Management Science	3
BSAD 305 Business Ethics	3
BSAD 310 Business Management	3
BSAD 320 Business Marketing	3
BSAD 340 Business Finance	3
BSAD 460 Business Law	3

**IV. Concentrations Areas 18 credit hours**

Student must select the Management and Entrepreneurship Concentration.

**Management and Entrepreneurship Track**

BSAD 311 Operations Management	3
BSAD 312 Organizational Behavior	3
BSAD 323 Social Media Marketing	3
BSAD 410 Entrepreneurship I	3
BSAD 411 Entrepreneurship II	3
BSAD 415 Supply Chain Management	3
BSAD 490-99 Special Topics in Business may substitute for a Requirement upon approval by the Department Chair	

**V. Electives 6 credit hours**

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

**120 credit hrs.**

<sup>1</sup>Associate degree (not Applied Science) or equivalent from a regionally accredited college or university (60 credit hours of general education courses & 2.0 GPA).

**BACHELOR OF ARTS IN PSYCHOLOGY ONLINE DEGREE**

Degree Program Prerequisites and Corequisites: Students who enter the Psychology concentration must have passed the following courses: Prerequisite: PSYC 101; PSYC 201 and MATH 112 as prerequisites or corequisites to all 300-level PSYC courses.

**I. Associate Degree<sup>1</sup> 60 credit hours**

**II. Camak Core 18 credit hours**

PDEV 301 Professional Communication	3
PDEV 310 Professional Development and Leadership	3
PDEV 320 Community Discovery and Engagement	3
PDEV 400 Applied Technology	3
PDEV 410 Semester Internship <i>or</i>	
PDEV 415 Career Based Experience <i>or</i>	
PDEV 411, 412, 413 Internships I, II, III (1 hour each)	3
PDEV 430 Capstone	3

**III. Psychology Core 24 credit hours**

PSYC 300 Social Psychology	3
PSYC 310 Abnormal Psychology	3
PSYC 320 Theories of Personality	3
PSYC 330 Research in Behavioral Sciences	3
PSYC 331 Research in the Behavioral Sciences II	3
PSYC 350 Health Psychology	3
PSYC 355 Community Psychology	3
PSYC 365 Cognitive Psychology	3

**IV. Specialization Electives 12 credit hours**

Students may choose any of the following with at least 9-12 credits of 400-level courses:

PSYC 305 Theories of Development	3
PSYC 313 Organizational Behavior	3
PSYC 315 Drugs, Rehab, and Treatment	3
PSYC 335 Theories of Counseling	3
PSYC 340 Expressive Therapies	3
PSYC 400 Behavior Modification	3
PSYC 410 Psychology of Learning and Memory	3
PSYC 415 Psychology of Attachment	3
PSYC 420 Early Childhood Mental Health	3
PSYC 425 Psychology of Child Maltreatment	3
PSYC 430 Psychology of Child Pathologies and Disorders	3
PSYC 435 The Psychology of the Exceptional Child	3

**V. Electives 6 credit hours**

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

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**120 credit hours**

<sup>1</sup>Associate degree (not Applied Science) or equivalent from a regionally accredited college or university (60 credit hours of general education courses & 2.0 GPA).

# ACADEMIC REGULATIONS



## ACADEMIC REGULATIONS

### ACADEMIC CALENDAR

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

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

### SUMMER COLLEGE CALENDAR AND CREDITS

Spartanburg Methodist College offers one summer term. Students may not carry more than two 3-hour or 4-hour courses.

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

### DEFINITION OF A CREDIT HOUR

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

### TRANSIENT PERMISSION

A currently enrolled student may receive Transient Permission from the Registrar or Provost to take specified courses at another regionally accredited college or university. These courses fall under the policy concerning transfer credit. (See information on **Credits from Other Colleges and Universities** in this catalog, p. 26).

## CLASSIFICATION OF STUDENTS

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

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

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

## CREDIT HOUR OVERLOADS

Requests to take more than 18 hours during a regular semester must be approved by the student's academic advisor and the Provost or Registrar. Approval is generally granted in those circumstances in which a student has a cumulative grade point average of 2.50 or higher.

## ON-CAMPUS ONLINE COURSE REQUIREMENTS

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

## AUDITING COURSES

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

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

## INDIVIDUALIZED COURSES

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

## FINAL EXAMINATIONS

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

## 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 cases of disputes about grading. (See information on **Academic Grievance Procedure for Students** in this catalog – p. 70).

**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 has more than the allowable absences as stated in the course syllabus.
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, or for an eight week online Degree Program course by the last day of the following Enrollment Period, 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.

**Failure due to Absences (FA):** Spartanburg Methodist College is not an attendance-taking institution and keeps no official attendance records. Attendance requirements are determined by the individual faculty member for application to students in their courses. Academic success is directly related to attendance and participation in class; therefore, students are encouraged and expected to attend all class sessions, laboratories, and class-related functions of all courses for which they are enrolled. If an instructor who takes attendance wishes to issue a punitive grade for excessive absences, the instructor’s policy must be included in the course syllabus, to include the maximum number of allowable absences following the guidelines below.

CLASS MODEL	CLASS EXAMPLE	ABSENCES ALLOWED
1	TR or MW classes	4
2	MWF classes	6
3	Labs that meet once a week*	2
4	Labs that meet twice a week*	4
5	PE classes meeting TR for part semester	2
6	PE classes meeting MWF for part semester	3
7	PE classes meeting once per week	2
8	SMC 101	3
9	MATH 221/MATH 222 (4 hrs)	8
10	16 Week online courses	3 weeks
11	8 Week online courses	2 weeks
12	4 Week online courses	1 week

\*If a student misses over 6 classes for MWF course (4 for TR), then the faculty member may give the student an FA grade. If a student misses more than 2 labs (4 for Microbiology because it meets twice a week), then the faculty member may give the student an FA grade.

If an instructor elects to give a student an FA grade, they must submit an Academic Petition Form to the Registrar’s Office along with attendance records to substantiate the issuance of the grade. The issuance of an FA grade by a faculty member will not trigger a withdrawal action by the College unless the student has all unearned grades determined at the end of the semester. If extenuating circumstances exist, students may appeal in writing to the faculty member for reinstatement to the

class in question, if the course is still underway. If the problem is not resolved at that level, the student may appeal to the instructor's department chair.

**Make-up work:** Students must make arrangements with the appropriate faculty member(s) for make-up course work. Make-up work, if permitted, will be arranged at the convenience of the faculty member as to time, place, and format. Absences for personal illness, death of an immediate family member, official representation of the College, or 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.

## **DROP/ADD PERIOD AND INDIVIDUAL COURSE WITHDRAWALS**

**Drop/Add:** During the drop-add period (as defined in the academic calendar for each term/module) and after consultation with their advisor, 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 who register during the drop/add period, and therefore join a class late, will not be considered absent prior to their enrollment in the course, if the faculty member takes attendance. Students who enroll after classes begin (during the official drop/add period) are responsible for contacting faculty within one week of adding a class to make specific arrangements for making up class work missed during the drop/add period. Faculty will assist students who enroll during drop/add. The College will administratively drop a student from all of his or her course(s) if he or she has not attended or participated in any registered classes during the drop/add period.

**Administrative Course Drop:** The College will administratively drop students from individual courses at the end of the second week of a fall/spring course, or the first week of a summer course, if they have not attended or participated in that course during the census period. Courses that are administratively dropped for non-attendance or non-participation will receive no grade and will not appear on the transcript. Students are not allowed to drop or add courses during the census period week following drop/add. Student-initiated course withdrawals are permitted and are addressed below. All course administrative drops will be reported to the Financial Aid Office and Business Office to determine the impact on the student's charges and aid package for the semester. If the student's enrollment status drops below full-time as of the census date, a student's charges and aid package may be adjusted if the student was initially charged and awarded aid for full-time enrollment for the semester.

**Student-Initiated Course Withdrawals:** Students may withdraw from a course with a grade of "W" after the drop/add period so long as that withdrawal occurs by the deadline that appears in the College calendar at the beginning of this catalog. A "W" grade will appear on the student's transcript for this course attempt.

To withdraw from a course, students must first consult with their advisor 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. 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 and final approval rests with the Provost.

After the “W” period ends, students may withdraw from a class with a grade of “WP” or “WF.” It’s the responsibility of the instructor to assign the appropriate grade. The “WP” and “WF” grades will be recorded on the student’s transcript as attempted courses. Students should remember that a grade of “WF” is counted as an “F” when their GPA is computed.

When residential 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 and housing with the College. **Students contemplating reducing their load below 12 hours in a given semester should consult with a member of the financial aid staff before they drop any classes.**

### STUDENT ACCOUNT HOLD POLICY

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

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

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

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

### REPEATING A COURSE

Beginning with courses attempted in the fall of 2022 semester, students may repeat any course previously attempted in which the student earned a “D” or “F” grade. Only courses with “D” and “F” grades may be repeated. The original course and the repeat course must be taken at Spartanburg Methodist College. All attempted courses and grades will appear on the transcript, but only the higher grade will calculate into the cumulative credit hours earned and the 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.

Note: Federal financial aid regulations limit the number of times a student may repeat a course and receive federal financial aid for that course.

- If a student received a “W” or an “F” in a course:
  - A student is allowed to repeat the same course and received federal financial aid (in addition to assuming the office’s Satisfactory Academic Progress is met) until a “D” grade or better is earned for the class.
  - Once the student has achieved a “D” grade or better, a student can repeat the same course a second time and still receive federal financial aid.
- If a student elects to take a repeat class within the same course a third time:
  - Once a “D” grade or better has been earned, the class cannot be factored into federal financial aid enrollment eligibility.
  - This rule applies whether or not a student received federal financial aid in earlier enrollments of the course.

## ACADEMIC HONORS

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

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

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

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

6. **Sigma Kappa Delta:** A national honor society in English for two-year colleges which is dedicated to advancing the study of language and literature, developing skills in creative and analytical writing, and bringing students together with other outstanding scholars and professionals in the discipline. Students must have completed a minimum of one college course (excluding developmental courses) in English language or literature, have no grade lower than a B in English, have a minimum grade point average of 3.3 (on a 4.0 scale) in general scholarship, and have completed at least one semester or two quarters of college course work for a cumulative total of twelve semester hours.
7. **Sigma Delta Pi:** A national honor society which recognizes students of two-year colleges for their academic achievements in the study of the Spanish language and Hispanic culture. Students must have completed at least one semester of Spanish with a minimum grade point average of 3.0 in all Spanish courses completed and have a 3.2 cumulative grade-point average.

## NOTIFICATION OF SEMESTER GRADES

Spartanburg Methodist College students receive their grades at the end of each academic term through their student portal.

## ACADEMIC PROGRESS, PROBATION, AND SUSPENSION

A student will be placed on academic probation after any fall or spring semester in which the student does not meet the following Satisfactory Academic Progress scale listed below. Note that GPA is not “rounded up.”

Semester Hours Attempted	Cumulative GPA
1-15	1.20
16-30	1.40
31-45	1.60
46-59	1.80
60+	2.00

Semester hours attempted include all graded courses, transitional studies courses, courses with I grade, Pass/Fail courses, withdrawn courses, and transfer courses accepted by Spartanburg Methodist College. An official semester withdrawal with all “W” or “WP” grades will not result in academic probation or suspension.

It is strongly recommended that students placed on academic probation should repeat courses in which “D” and “F” grades have been earned. The student’s following semester schedule must be registered by the academic advisor for careful planning.

If a student on academic probation does not earn the required GPA in the next enrolled semester, based on the Academic Progress scale, the student will be placed on academic suspension. Academic suspension is meant to separate the student



from enrollment for at least one semester, and all pre-registered courses for any subsequent semesters will be dropped. However, if extenuating circumstances exist, a student may appeal the suspension for the next semester or any subsequent semester. If a student chooses to appeal suspension, a letter of appeal must be sent to the Registrar or Provost to address the circumstances and to outline the strategies planned to make an academic recovery. Approved appeals are based on the likelihood of academic recovery, and the College retains the right to impose additional conditions upon suspended students who may have an approved appeal, such as enrolling in summer school at Spartanburg Methodist College. The decision of the Provost regarding appeals for re-admission is final. Re-admitted students who do not meet the scale for good standing in the following semester will be placed back on academic suspension.

Probation and Suspension notes will appear on the academic transcript after the semester in which either is earned.

### **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 conditions 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 "F" or "FA" will be applied to all courses in progress when they leave.

Students will be allowed to withdraw from the College without academic penalty up to the date indicated on the College calendar, and the grade of "W" will be recorded on the student's permanent record for each course. After the academic penalty period begins, grades will be recorded as "F," "WP," "WF," or "FA." Students who are forced to withdraw because of illness or other catastrophic circumstances may have grades of "W" recorded for all or some courses with the permission of the Provost. Written documentation must support appeals for "W" grades. Grades of "FA" earned prior to a medical withdrawal *may* not be reversed to

grades of “W.” Students who withdraw and wish to return in a later term must apply for re-admission and provide the College with a letter from a doctor to support readmission.

### **STUDENTS CALLED TO ACTIVE MILITARY DUTY**

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

### **SPARTANBURG METHODIST NOTICE OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An eligible “student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Spartanburg Methodist College (“Institution”) receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask Spartanburg Methodist College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Spartanburg Methodist College decides not to amend the record as requested, Spartanburg Methodist College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Spartanburg Methodist College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Spartanburg Methodist College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Spartanburg Methodist College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Spartanburg Methodist College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Spartanburg Methodist College.

Upon request, Spartanburg Methodist College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Spartanburg Methodist College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Some public information can be released to a third party without the express written consent of the student. This public information is known as "Directory Information." Students who prefer that Directory Information not be released must inform the Registrar to that effect in writing no later than 30 days after the first day of the first semester of enrollment. The student may rescind the request at any time. Spartanburg Methodist College considers the following to be "Directory Information":

Name  
Address (local and permanent)  
Phone number (local and permanent)  
Email address  
Date and Place of Birth  
Field of Study  
Dates of Attendance  
Enrollment Status  
Major Field of Study  
Most Recent Educational Institution attended  
Degree, Honors, and Awards received  
Participation in Officially Recognized Activities or Sports  
Height and Weight of Members of Athletics Teams  
Photographed or Videotaped Images of the Student

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student ---

- To other school officials, including teachers, within Spartanburg Methodist College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34 (§ 99.31 (a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31 (a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31 (a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31 (a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31 (a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31 (a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31 (a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31 (a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31 (a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31 (a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31 (a)(15))

**SPECIAL NOTE TO PARENTS:** Spartanburg Methodist College, in compliance with FERPA, generally does not release education records as defined by FERPA (including but not limited to grade reports, transcripts, housing records and residential room assignments) without written consent of the student.

## **TRANSCRIPTS**

All correspondence requesting transcripts must be addressed to the Registrar. Transcripts may be requested through our website at [www.smcsc.edu/transcripts](http://www.smcsc.edu/transcripts). There is a fee of \$7.85 for electronic requests. Alternatively, a request may be made in writing to the Registrar’s Office. A fee of \$5.00 is charged for each non-electronic transcript. Any transcript issued to the student is clearly marked “Issued to Student.” Official transcripts requested for other colleges, universities, or employers bear the College seal and are mailed directly to the designated institution or firm. Only the student can request the release of the transcript. **NO TRANSCRIPT WILL BE ISSUED FOR STUDENTS WHO ARE INDEBTED TO THE COLLEGE OR WHO HAVE UNRESOLVED DISCIPLINE SANCTIONS.**

## **ACADEMIC GRIEVANCE PROCEDURE FOR STUDENTS**

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

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

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

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

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

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

### **TITLE IX**

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

Inquiries concerning the application of Title IX should be directed to the Title IX Coordinator at the following confidential email account: [smtix@smcsc.edu](mailto:smtix@smcsc.edu).

### **ACADEMIC INTEGRITY POLICY**

The decision to report any offence is at the sole discretion of the instructor. The offence may be handled entirely within the course as the instructor sees fit. However, instructors are encouraged to report violations of the academic integrity policy to the Office of Academic Affairs to help ensure a student does not repeatedly engage in the same or similar offences.

Further, instructors are encouraged to check for previous violations on file with the Office of Academic Affairs before meting out consequences for academic dishonesty. Instructors may choose to assess penalties with past infractions and the surrounding circumstances in mind.

Instructors are encouraged to include the information below on their syllabi. If reported by the instructor, the following penalties apply:

- **First Violation:** The form explaining the date, time, circumstances, and any evidence of the violation will be filled out by the reporting instructor and kept on file with the Office of Academic Affairs. Instructors will notify the student that the college is now aware of the infraction and explain the consequences of subsequent violations. Instructors must attach any relevant documentation and provide the student with a copy of the form and evidence via email.
- **Second Violation:** Upon a second violation, the student is subject to academic integrity probation by the Provost. The student will be required to meet with a member of the Academic Judicial Board and the Instructor where they will be reminded of the seriousness of the offense and warned about the consequences of a third violation. The student’s signature is required on the form. Failure to attend the meeting will be construed as an admission of guilt. The student will remain on academic integrity probation

for the remainder of the semester and one subsequent semester. If there are no more violations during that time, the student will be removed from academic integrity probation. Instructors must attach any relevant documentation and provide the student with a copy of the form and evidence via email.

- Third Violation: The student is subject to expulsion from SMC by the Provost. Instructors must attach any relevant documentation and provide the student with a copy of the form and evidence via email.

These guidelines do not replace the current appeals process whereby students may dispute a charge of academic misconduct to (in order) the professor, the department chair, the division chair, the Academic Judicial Board, and the Provost. Should any of those appeals be granted, a note would be made in the Office of Academic Affairs file explaining the circumstances and outcome of the appeal.

## **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. If the faculty member determines the allegations to be substantiated, the faculty member may request from the Provost evidence of any previous violations or academic dishonesty on the part of that student. The faculty member may require extra work, assign a grade deemed appropriate or recommend to the Department Chair and to the Provost that the student be withdrawn from the course. The faculty member must communicate this to the student, Department Chair, and Provost in writing within 72 hours of the meeting. If the student accepts the faculty member's actions, the decision and consequences will be communicated in writing by the faculty member to the Department Chair and the Provost, so that a notation can be made in the student's file. No further action is necessary.
2. If the student disagrees with the faculty member's decision and wishes to pursue the matter further, the student must submit a written statement explaining the circumstances to the instructor and the Department Chair within 72 hours of being notified of the faculty member's decision. In the event that the instructor involved is also the department chairperson, the department chairperson should contact the



Provost, who will assign an alternative department chairperson to hear the appeal.

3. The Department Chair will attempt to resolve the matter. This may include investigation of the incident and discussions with all parties involved. The Department Chair will notify the student, faculty member, and Provost of his/her decision in writing within 72 hours. If the student accepts the decision of the Department Chair, the decision and consequences will be communicated in writing by the Department Chair to the Provost so that a notation can be made in the student's file. No further action is necessary.
4. If the student disagrees with the Department Chair's decision, the student must submit a written statement to the Provost within 72 hours explaining the circumstances. The Provost will review the statement and refer the matter to the Chair of the Academic Judicial Board within 72 hours of review. The Chair of the Academic Judicial Board will then set a date and time for a hearing and all parties will be notified in writing, as soon as practicable.

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

5. The Academic Judicial Board will hear any testimony and may review any documents, including the student's file, it deems necessary. 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. The Chair of the Academic Judicial Board will vote in the event of a tie.
6. The Chair of the Academic Judicial Board will notify the faculty member, Department Chair, and the Provost in writing of the Board's decision within 72 hours of concluding the hearing.
7. The Provost will notify the student in writing of the Academic Judicial Board's decision. There is no appeal for the student beyond this stage. If the student has further concerns, they may be communicated to the Provost as information.
8. All records of the Grievance Process will be kept in the office of the Provost.

## **COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

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

### AMERICAN SIGN LANGUAGE

**ASLA-101: AMERICAN SIGN LANGUAGE I. 3 hours**

An introductory course in American Sign Language. A study of the basic principles of ASL and an introduction to the culture of the deaf community. This course counts as a foreign language credit.

**ASLA-102: AMERICAN SIGN LANGUAGE II. 3 hours**

A continuation of American Sign Language I. This course counts as a foreign language credit.

*Prerequisite: ASLA 101.*

### ANTHROPOLOGY

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

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

### ART

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Prerequisite: ARTS 208 and permission of instructor.*

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

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

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

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

**ARTS-301: ART AND RELIGION.****3 hours**

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

**ARTS-302: VISUAL ART AND COMMUNICATION.****3 hours**

From businesses, governments, protesters, and religious groups, visual language is a powerful tool to influence and persuade viewers into action. This course is a focused study of artistic styles and techniques which have been used as a part of persuasive visual communications. Students will study different historical and contemporary uses of art and design as rhetorical devices. Art forms may include political cartoons, propaganda posters, portraiture, photography, printed images, protest art, graffiti, and other art forms that have been incorporated into various persuasive campaigns.

Emphasis will be placed on the process of art making and an academic understanding of the context and practice of using art to communicate visually. Special attention will be given to developing an ethical understanding of how art can be used and misused to influence others.

## **BIOLOGY**

### **BIOL-101: PRINCIPLES OF BIOLOGY I.**

**4 hours**

An introduction to biological principles emphasizing the study of biological systems at the cellular level. Topics include basic chemistry, biochemistry, scientific method, cell structure, photosynthesis, cellular respiration, inheritance, molecular biology, and biotechnology. Laboratory.

### **BIOL-102: PRINCIPLES OF BIOLOGY II.**

**4 hours**

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

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

### **BIOL-105: BIOLOGY, A HUMAN APPROACH.**

**4 hours**

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

*Prerequisite: BIOL-101 or permission of instructor*

### **BIOL-106: ISSUES IN HUMAN BIOLOGY.**

**4 hours**

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

### **BIOL-201: BOTANY.**

**4 hours**

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

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

### **BIOL-202: ZOOLOGY.**

**4 hours**

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

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

### **BIOL-203: INVERTEBRATE ZOOLOGY.**

**4 hours**

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

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

### **BIOL-205: ENVIRONMENTAL SCIENCE.**

**4 hours**

A course designed to incorporate fundamental biological and ecological principles (including energy production/flow/use, nutrient cycling, climax communities – terrestrial and aquatic, and population biology) into a study of the interrelationship

between humans and the environment. These interrelationships include the study of pollution (air, soil, water), management of resources, ethics, and policy/decision making.

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

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

**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 relationships between structure and function and interrelationships among organ systems in health and disease. Laboratory required.

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

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

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

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

**BIOL-280: HUMAN PATHOPHYSIOLOGY. 3 hours**

This course focuses on the pathophysiology of human disease processes, including inflammation and tissue repair, degeneration, altered immunity, neoplasia, congenital anomalies, acquired or inherited conditions, and circulatory, metabolic and endocrine disorders. Pathophysiological changes at the cellular, tissue, organ, organ system, and multi-organ system will be examined. In addition, there will be an emphasis on clinical manifestations, diagnosis, treatment, and prevention of the disease processes being studied. Prior knowledge of anatomy and physiology is required. Does not satisfy a lab science requirement.

*Prerequisites: BIOL 210 and BIOL 211.*

**BIOL-302: CELL BIOLOGY. 4 hours**

This course will encompass a broad area of eukaryotic cellular biology including: the synthesis and function of macromolecules such as DNA, RNA, and proteins; control of gene expression; organelle structure and function; biomolecular structure and function; and cellular communication. Emphasis will also be placed on the correlation between relevant human disorders and cellular function. Laboratory required.

*Prerequisites: BIOL 101 or BIOL 210.*

## **BUSINESS ADMINISTRATION**

**BSAD-101: INTRODUCTION TO BUSINESS. 3 hours**

This course outlines a concise overview of the world of business. Emphasis is placed on the following topics: common business systems; ownership; risk; production; finance and the financial system; marketing; human resources; and the effect of government in business. The primary objective is to introduce students to

the world of business and formulate an opportunity to define and apply the language of business to various endeavors in which businesses operate.

**BSAD-103: PERSONAL FINANCE. 3 hours**

This course equips students with the knowledge and tools to make informed decisions regarding both their current and future financial goals. Topics covered include: Goal Setting, Planning and Budgeting, Time Value of Money, Financial Instruments and Institutions, Credit Management, Tax Management, Insurance, Wealth Accumulation and Retirement/Estate Planning.

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

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

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

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

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

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

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

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

This course in the fundamentals of financial accounting involves principles upon which the accountant relies to determine a firm's net income and financial position for financial reporting. Covered topics include the accounting cycle, the application of principles involving common business transactions and the preparation and use of financial statements.

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

A continuation of Business Administration 205. Accounting II is an introduction to managerial and production accounting concepts and principles. Covered topics include financial analysis, costing methods, cost-volume-profit analysis, and planning and control.

*Prerequisite: BSAD-205 or its equivalent.*

**BSAD-211: BUSINESS STATISTICS FOR DECISION MAKING 3 hours**

This course provides an introductory overview of the use of statistics in the business world. Topics covered include basic descriptive statistics, elementary probability, binomial distribution, normal distribution, sampling methods and distribution, hypotheses tests, and statistical applications in business. There is an emphasis on the use of Excel, interpretation of results and decision making as it applies to the business environment.

*Prerequisite: MATH 112.*

**BSAD-212: BUSINESS ANALYTICS. 3 hours**

The purpose of this course will cover linear regression and multiple regression. Students will learn linear programming in both excel and POM/QM. This course provides a continued foundation in inventory management, forecasting, queuing

analysis, and network flow models. All information will provide an opportunity for students to understand the application in the business setting.

*Prerequisite: MATH 112.*

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

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

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

**BSAD-302: BUSINESS ANALYTICS AND MANAGEMENT SCIENCE**

**3 hours**

This course provides an introduction to business analytics, building on statistical and analytical models learned in BSAD-211 as applied to business decision making. Topics covered include linear programming, regression and multiple regression, inventory management, forecasting, queuing analysis, network flow modeling, transportation, and assignment problems. This course will emphasize research study design, including proposing a methodology for analysis, interpretation of research study results, and communicating the results of a research investigation to management and/or research community.

*Prerequisite: BSAD-211*

**BSAD-305: BUSINESS ETHICS.**

**3 hours**

This course provides students with an understanding of the complex environment in which managers confront ethical decision-making. Students will learn how to integrate ethics into key strategic business decisions. Emphasis is placed on: Importance of Business Ethics; Stakeholder Relationships, Social Responsibility and Corporate Governance; Emerging Business Ethics Issues; The Institutionalization of Business Ethics; Ethical Decision Making; Individual Factors: Moral Philosophies and Values; Organizational Factors: Moral Philosophies and Values; Developing an Effective Ethics Program; Managing and Controlling Ethics Program; Globalization of Ethical Decision Making; Ethical Leadership; Sustainability: Ethical and Social Responsibility Dimensions. This will highlight new legislation affecting business ethics, with up-to-date examples provided by case studies, and a simulation to provide real life experiences.

**BSAD-310: BUSINESS MANAGEMENT.**

**3 hours**

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

**BSAD-311: OPERATIONS MANAGEMENT.**

**3 hours**

This course will provide the foundation of operations management as a big-picture view of operations in all types of organizations. Manufacturing and service operations will be discussed to demonstrate techniques of operations management, which can assist the manager in achieving long term business success. Concepts covered include key operational decisions firms need to make, key process metrics, flow diagrams and bottlenecks, inventory management, forecasting, and lean operations.

*Prerequisite: BSAD 212 or BSAD 302 with a minimum grade of "C."*



**BSAD-312: ORGANIZATIONAL BEHAVIOR. 3 hours**

Organizational Behavior is an insightful journey towards understanding individuals in the workplace. It opens doors to the various relationships one can find, build and experience within an organization and how these relationships affect individual's behaviors. The concepts on motivation, reward, leadership, and empowerment will allow students to learn and understand the art of dealing, handling, and living with individuals from all walks of life. Students can only receive credit for either BSAD 312 or PSYC 313. The Department prefix cannot be changed after credit is earned.

**BSAD-320: BUSINESS MARKETING. 3 hours**

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

**BSAD-321: CONSUMER BEHAVIOR. 3 hours**

Marketing attempts to influence the way consumers behave. These attempts have implications for the organizations making them, the consumers they are trying to influence, and the society in which these attempts occur. This course is designed to provide students with a usable, managerial understanding consumer behavior. This understanding can make us better consumers, better marketers, and better citizens.

**BSAD-322: MARKETING RESEARCH. 3 hours**

This course is an overview and practical application of contemporary methods for gathering, analyzing, and preparing market research for use in management decision making. Research methodology includes specific topic areas as the research process, primary and secondary data, qualitative and quantitative research methods, statistical analysis, and utilization of technology.

*Prerequisite: BSAD 212 or BSAD 302 with a minimum grade of "C."*

**BSAD-323: SOCIAL MEDIA MARKETING. 3 hours**

Social media is important to businesses around the world. In this course, students will learn the importance of social media marketing, its importance in the business world, and identify best social media marketing practices. Topics covered include identifying social media target markets, developing social media strategies, and creating and implementing a social media marketing plan.

**BSAD-330: MANAGERIAL ACCOUNTING. 3 hours**

This course examines the principles, techniques, and uses of accounting in the planning and control of business organizations from a managerial and cost perspective with emphasis on ethics. Topics covered include the budgetary process and related performance evaluation techniques, cost-volume-profit relationship, product costing methods including activity-based costing, and analysis methods for short- and long-term decision making. Related theories and applications will also be explored.

*Prerequisite: BSAD 206 with a minimum grade of "C"..*

**BSAD-331: INTERMEDIATE ACCOUNTING I. 3 hours**

Intermediate Accounting I provides an in-depth study of financial accounting. Students will expand their understanding of the environment and ethics of financial accounting, the accounting process, the preparation and analysis of the financial statements, the application of the revenue recognition principle, the time value of money, and an exploration of the asset side of the balance sheet.

*Prerequisite: BSAD 206 with a minimum grade of "C."*

**BSAD-332: INTERMEDIATE ACCOUNTING II.****3 hours**

Intermediate Accounting II continues an in-depth study of financial accounting by moving the focus to the Liabilities and Equity side of the Balance Sheet. Topics covered will include: Current Liabilities and Contingencies, Bonds and Long-Term Notes, Leases, Income Taxes, Pensions, Shareholder Equity, Accounting Changes, and reporting for GAAP and IFRS.

*Prerequisite: BSAD 331 with a minimum grade of "C."*

**BSAD-340: BUSINESS FINANCE.****3 hours**

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

*Prerequisite: BSAD 201; BSAD 212 or BSAD 302 with a minimum grade of "C".*

**BSAD-341: PRINCIPLES OF INVESTING.****3 hours**

This course offers an introduction to investments, including analysis, portfolio management, and capital markets. Designed to provide the basic concepts and principles of investing, the course examines investment policies, types of securities, factors that influence price changes, timing purchases/sales, preparing investment programs to meet objectives, investment risk and return, and portfolio balancing. Instruction also includes an overview of the securities market and its behavior, including sources of information about the various instruments traded, procedure of trades, and the relevant mechanics and techniques of the market.

*Prerequisite: BSAD 201.*

**BSAD-370: INTERMEDIATE MACROECONOMICS.****3 hours**

Intermediate Macroeconomics teaches students how to apply models to aid in analyzing certain aspects of the economy. Students will apply economic models in order to allocate resources. Topics emphasized include national income accounting, growth and policy, aggregate demand and aggregate supply, unemployment, monetary/fiscal policy, and financial markets.

*Prerequisite: BSAD 201.*

**BSAD-371: INTERMEDIATE MICROECONOMICS.****3 hours**

Intermediate Microeconomics teaches students how to apply models to aid in the decision-making process by firms and how markets allocate resources. Topics emphasized include game theory, the effect of government intervention that can help or hurt markets, consumer theory behavior, and how market structures can affect choices and social welfare.

*Prerequisite: BSAD 202.*

**BSAD-410: ENTREPRENEURSHIP I.****3 hours**

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

**BSAD-411: ENTREPRENEURSHIP II.****3 hours**

This course focuses on launching a new venture and the tasks that a new business owner must complete in the first 100 days of launching a business. Examples include securing the proper business licenses and permits, setting up a bookkeeping

system, negotiating a lease, buying insurance, entering into contracts with vendors, recruiting and hiring employees, making the first sale, finding the proper work-life balance, and so forth. Broader issues such as developing a business model and building a brand will be touched upon.

*Prerequisite: BSAD 410.*

### **BSAD-415: SUPPLY CHAIN MANAGEMENT AND LOGISTICS.**

**3 hours**

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

*Prerequisite: BSAD 212 or BSAD 302 with a minimum grade of "C".*

### **BSAD-421: MARKETING COMMUNICATIONS.**

**3 hours**

This course will explore dynamic and revolutionary changes in integrated marketing communication (IMC). IMC will explore as to the purpose, and role in marketing. There will be a focus on students learning how to analyze the communication process from objectives through planning, development, implementation, to evaluation. Measures of program effectiveness is also a main focus.

### **BSAD-430: TAX ACCOUNTING.**

**3 hours**

This course is designed to teach students the fundamental principles governing the federal tax system in the United States as it relates to individual taxpayers. At the conclusion of this course, students will be able to demonstrate and understanding of how tax law is developed and administered at the federal level, identify filing requirements and conduct research regarding tax topics, describe the responsibilities of tax professionals, apply tax planning strategies such as income shifting and timing, explain the criteria for determining filing status and dependent qualifications, distinguish between different types of income and how they are reported and taxed, identify allowable deductions for individuals, calculate federal income tax for individuals, and identify tax credits and penalties.

*Prerequisite: BSAD 206 with a minimum grade of "C."*

### **BSAD-431: ACCOUNTING INFORMATION SYSTEMS.**

**3 hours**

This course will provide students exposure to the design, implementation and improvement of business systems through the use of technology specifically related to the field of Accounting. At the conclusion of this course, students will be able to define the role of AIS in capturing and assessing essential accounting information, apply the concepts of Business Process modeling Notation (BPMN) and Unified Modeling Language (UML) in creating and analyzing business processes, describe the basic components of business intelligence and how they are utilized in a firm, define Big Data Analytics, utilize the AMPS Model, employ the uses of excel, Tableau and Power BI in Data Analytics, explain how AIS supports Corporate Governance, explain relevant congressional legislation, and describe the risks related to information security and systems integrity.

*Prerequisite: BSAD 206 with a minimum grade of "C"; Co- or Prerequisite: BSAD 330.*

### **BSAD-435: AUDITING.**

**3 hours**

This course is an introduction to independent audit principles and procedures. Students will explore the value of conducting high-quality independent financial statement audits with a focus on risk management, ethics, internal controls, and fraud detection. Topics covered include basic audit principles, the auditor's

responsibilities and legal liability, auditing standards, audit evidence, planning and executing the audit of each accounting cycle, and completing the audit.

*Prerequisite:* BSAD 330 & BSAD 331.

*Co-requisite or Prerequisite:* BSAD 332.

#### **BSAD-441: CORPORATE FINANCE.**

**3 hours**

This course is an exploration of the financial management of firms. Topics include analysis of financial statements, financial forecasting, capital budgeting, working capital management, and long-term financing decisions. This course is designed to give students the knowledge and skills necessary to make crucial financial decisions in business.

*Prerequisites:* BSAD 201; BSAD 212 or BSAD 302 with a minimum grade of "C."

#### **BSAD-450: PROFESSIONAL SALES.**

**3 hours**

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

#### **BSAD-451: PROFESSIONAL BRANDING.**

**3 hours**

Professional Branding is a diverse and dynamic process. This course focuses on integrated brand promotion (IBP). This course explores integrated brand promotion including planning, the creative process, message preparation, advertising campaigns, message strategy, copywriting, art direction, and production from a business perspective.

#### **BSAD-460: BUSINESS LAW.**

**3 hours**

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

#### **BSAD-470: MANAGERIAL ECONOMICS.**

**3 hours**

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

*Prerequisite:* BSAD 201, 202.

#### **BSAD-471: MONEY AND BANKING.**

**3 hours**

Money and Banking provides an analysis of the Federal Reserve System and monetary policy. It looks at the role of money in the determination of National Income and the role of banks and other financial institutions in transferring consumer and business savings into investment. Also, the fundamentals of international finance and the balance of payments are covered. Application of these principles will be the heart of this course.

*Prerequisite:* BSAD 201.

#### **BSAD-490-499: SPECIAL TOPICS IN BUSINESS.**

**3 hours**

The Special Topics course has its content determined by the instructor; thus, the focus will be different every offering as it will be based on the particular instructor's preference. A professor might choose to develop an experiential opportunity, focus

on an industry, or isolate a specific specialty in business to explore. This course may be taken more than once for credit if the content differs.

## **CHEMISTRY**

### **CHEM-101: GENERAL CHEMISTRY I.**

**4 hours**

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

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

### **CHEM-102: GENERAL CHEMISTRY II.**

**4 hours**

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

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

### **CHEM-105: INTRODUCTORY CHEMISTRY I.**

**4 hours**

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

*Prerequisite or Corequisite:* MATH-103 or permission of instructor.

### **CHEM-106: INTRODUCTORY CHEMISTRY II.**

**4 hours**

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

### **CHEM-201: PRINCIPLES OF ORGANIC CHEMISTRY I.**

**4 hours**

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

*Prerequisite:* CHEM-102.

### **CHEM-202: PRINCIPLES OF ORGANIC CHEMISTRY II.**

**4 hours**

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

*Prerequisite:* CHEM-201.

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

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

**CSCI-102: INTRODUCTION TO COMPUTER SCIENCE AND PROGRAMMING****3 hours**

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

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

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

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

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

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

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

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

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

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

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

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

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

**CSCI-230: COMPUTER ORGANIZATION.****3 hours**

Computer organization; computer components and circuits; numbering systems; digital logic gates and digital systems; system organization; social and ethical issues; human-computer interaction; assembly language programming; instruction set architecture and formats; and addressing modes.

*Prerequisite:* CSCI-121 or permission of instructor. (Recommended for majors in Computer Science.)

**CSCI-240: DATA STRUCTURES.****3 hours**

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

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

This course surveys the components of the criminal justice system: law enforcement, courts, and corrections. Additionally, basics of criminal law, measures of crime, criminology, and constitutional issues are explored. Fore the beginning student interested in a career in the criminal justice field.

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

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

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

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

An introduction to victims of crime, their roles as victims, their treatment by the criminal justice system, and their willingness to report crimes and to prosecute.

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

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

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

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

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

**CRMJ-230: POLICING. 3 hours**

This course delves into who the police are, what they do, the problems they face, and the reforms and innovations that have taken place.

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

**CRMJ-235: DRUGS IN AMERICAN SOCIETY. 3 hours**

This course is a comprehensive study on drugs in the American society covering the historical, sociological, and law enforcement perspectives as well as focusing on the physical and psychological signs and effects.

**CRMJ-250: COURTS. 3 hours**

This course serves as a broad overview to the criminal court system, including charging suspects, pretrial proceedings, trials and evidence, appeals, and post-conviction reviews. Special attention is given to the causes and costs of wrongful convictions. The course also examines the duties and functions of the actors in the criminal justice system: victims, offenders, juries, judges, prosecutors, and defense attorneys.

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

**CRMJ-270: CORRECTIONS. 3 hours**

This course uncovers the hidden segment of the criminal justice system. The course examines custodial and community correctional systems, goals, and practices throughout history and in modern times. Correctional programs, prisoner reentry, special populations of prisoners, and the death penalty will be discussed. Issues affecting living and working in prison will be emphasized.

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

**CRMJ-280: CRIMINAL JUSTICE ETHICS. 3 hours**

This course emphasizes the development of the ethical decision-making skills that are essential in the field of criminal justice. Students will learn and apply philosophical principles and theories that are the foundation of ethical decision-making to the latest challenges and issues in criminal justice.

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

**CRMJ-290: CRIME AND CRIMINOLOGY. 3 hours**

This course introduces students to the various theories of criminal behavior through the classical and modern positive schools of criminological theory. Students will explore the extent and the patterns of crime through these perspectives and utilize them for making predictions about future criminal behavior and the most efficient ways to interrupt the crime process.

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



**CRMJ-301: RESEARCH METHODS.****3 hours**

Introduces students to the basic concepts of research in the field of criminal justice. Students develop an understanding of qualitative and quantitative techniques used to conduct and analyze criminal justice research. Emphasis is placed on preparing students to read, understand, and evaluate the quality of research studies.

*Prerequisite: CRMJ 101*

**CRMJ-310: CRIMINAL INVESTIGATION AND FORENSICS. 3 hours**

Students learn the terminology and techniques used in criminal investigations and forensic science. Topics include securing and recording the crime scene; collection of crime scene evidence; and scientific analysis of fingerprint, firearm, drug, trace, toxicological, and biological evidence.

*Prerequisite: CRMJ 101*

**CRMJ-315: JUVENILE JUSTICE.****3 hours**

Examines the history, measurement, process, and theories of juvenile justice and offending. Students will explore developmental risks and protective factors, preventing delinquency and recidivism, and youth gangs. The course will feature the juvenile justice system, including the roles of police, pretrial services, juvenile court, and juvenile corrections. In this course, the juvenile system encompasses juveniles as offenders and victims.

**CRMJ-320: VICTIMOLOGY.****3 hours**

This course is a comprehensive study of victimization and the relationship between victims, offenders, and the criminal justice system. Students will learn about the history of victimology; theories explaining victimization; consequences and costs of victimization; victims' cooperation and conflict with police, lawyers, judges, juries, and corrections officials and victims' rights and remedies. Effects of murder, robbery, domestic violence, and child victimization will be discussed.

**CRMJ-325: WOMEN AND CRIMINAL JUSTICE.****3 hours**

This course explores women as offenders, as victims, and as criminal justice personnel both within the U.S. and in other countries. It does so by examining the many issues associated with these three areas of exploration through the lens of criminology and other disciplines that seek to describe, explain, and prevent female offending and offending against females, as well as the sometimes hostile reception females receive in the world of work within the field of criminal justice and the military.

**CRMJ-340-349: SPECIAL TOPICS IN CRIMINAL JUSTICE. 3 hours**

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

**CRMJ-410: CRIMINAL LAW AND PROCEDURE.****3 hours**

Involves the convergence of law enforcement, courts, legislation, and the Constitution. Students study constitutional rights of individuals and limitations on police authority as interpreted by the courts. Additionally, students study crime definitions and elements of crime as written by legislatures and interpreted by courts. Substantive law of South Carolina is emphasized.

*Prerequisite: CRMJ 101*

**CRMJ-415: DEATH PENALTY.****3 hours**

Explores all facets of capital punishment, including constitutionality, process, goals, public opinion, arbitrariness, costs, wrongful convictions, and effects on members of the criminal justice system.

**CRMJ-425: RACE, ETHNICITY, AND CRIME.****3 hours**

This three (3) hour course provides an examination of the role of race/ethnicity in crime production and the social control of offenders. Students will also engage in a rigorous study of the various issues, theories and concepts associated with race and crime within the modern-day criminal justice system. Lastly, students will gain an understanding of the ethical issues associated with processing individuals from diverse backgrounds through the United States Criminal Justice System.

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

**CRMJ-450: CRIMINAL JUSTICE POLICY.****3 hours**

In this criminal justice capstone course, students will review and evaluate research of crime and criminal justice policies throughout the entire criminal justice system. Additionally, students will analyze methods of crime control beyond the criminal justice system, including at the individual, family, household, community, and school levels as well as environmental manipulation. Liberal and conservative explanations of crime trends will be examined.

*Prerequisite: CRMJ 301*

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

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

**DRAM-102: INTRODUCTION TO ACTING.****3 hours**

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

**DRAM-111: DRAMA WORKSHOP I.****1 hour**

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

**DRAM-112: DRAMA WORKSHOP II.****1 hour**

Continuation of Drama Workshop I.

**DRAM-113: DRAMA WORKSHOP III.****1 hour**

Continuation of Drama Workshop II.

**DRAM-114: DRAMA WORKSHOP IV.****1 hour**

Continuation of Drama Workshop III.

**DRAM-201: MAKEUP FOR STAGE AND SCREEN.****3 hours**

Students will learn makeup techniques used on stage and on screen including highlighting and shadowing, old age, historical makeup styles, burns and scars and fantasy/animal effects.

**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.

**DRAM-211: DRAMA WORKSHOP V.** **1 hour**  
Continuation of Drama Workshop IV.

**DRAM-212: DRAMA WORKSHOP VI.** **1 hour**  
Continuation of Drama Workshop V.

**DRAM-213: DRAMA WORKSHOP VII.** **1 hour**  
Continuation of Drama Workshop VI.

**DRAM-214: DRAMA WORKSHOP VIII.** **1 hour**  
Continuation of Drama Workshop VII.

**DRAM-310: THEATRICAL IMPROVISATION.** **3 hours**  
An advanced level acting course covering basic skills of improvisation through developing longform performance skills. Course will culminate with a public performance.

**DRAM-320: INTRODUCTION TO FILMMAKING.** **3 hours**  
Introduction to Filmmaking teaches students the basic techniques of screenwriting, directing, acting, shooting, and editing silent films. Students engage in a series of exercises that help them understand the fundamentals of filmmaking and become familiar with the skills needed to tell a visual story that takes an audience on an emotional journey.

## **EDUCATION**

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

## **ENGLISH**

**ENGL-100: ENGLISH BASICS.** **3 hours**  
Provided for students who lack the basic writing skills needed for English 101. The course is designed to remove students' deficiencies and enhance chances for academic success through review and instruction in usage, syntax, punctuation, mechanics, and paragraph development, and to develop content-area reading skills and comprehension. *Placement is dependent upon established criteria.* (May not be used for elective credit toward graduation at SMC. Quality points for 100-level courses are not calculated into grade-point averages. This course does not transfer to other colleges.)

**ENGL-101: ENGLISH COMPOSITION I.** **3 hours**  
Instruction in the academic skills of English composition, including a review of basic English grammar, spelling, and punctuation. By critically reading and utilizing the writing process of prewriting, writing, revising, and editing essays,

students should increase the ability to use written language effectively. Library orientation is required.

*Placement is dependent upon meeting established criteria or a grade of C or better in ENGL-100.*

### **ENGL-102: ENGLISH COMPOSITION II.**

**3 hours**

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

*Prerequisite: ENGL-101 or its equivalent.*

### **ENGL-201: BRITISH LITERATURE I.**

**3 hours**

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

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

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

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

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

### **ENGL-202: BRITISH LITERATURE II.**

**3 hours**

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

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

### **ENGL-203: AMERICAN LITERATURE I.**

**3 hours**

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

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

### **ENGL-204: AMERICAN LITERATURE II.**

**3 hours**

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

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

### **ENGL-206: CREATIVE WRITING.**

**3 hours**

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

*Prerequisite: ENGL-101.*

### **ENGL-210: READINGS IN WORLD LITERATURE.**

**3 hours**

Survey of literature of both western and non-western cultures from ancient to

modern times. Literary works may be selected based on a thematic approach or a major authors approach.

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

**ENGL-211: JOURNALISM WORKSHOP I. 1 hour**

The basics of writing for a newspaper with emphasis on news and feature articles, proofreading, and newspaper layout, as well as the group dynamics of publishing a newspaper. The college newspaper is compiled and published through this class.

**ENGL-212: JOURNALISM WORKSHOP II. 1 hour**

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

**ENGL-213: JOURNALISM WORKSHOP III. 1 hour**

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

**ENGL-214: JOURNALISM WORKSHOP IV. 1 hour**

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

**ENGL-215: JOURNALISM WORKSHOP V. 1 hour**

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

**ENGL-216: JOURNALISM WORKSHOP VI. 1 hour**

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

**ENGL-217: JOURNALISM WORKSHOP VII. 1 hour**

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

**ENGL-218: JOURNALISM WORKSHOP VIII. 1 hour**

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

**ENGL-250: PROFESSIONAL WRITING. 3 hours**

This course introduces the practice of writing in the workplace. Students practice writing individual and collaborative documents for business and industry, including emails, memos, letters, and proposals. Students analyze and create materials for presentations and for online communication. The course emphasizes writing appropriately for target audiences, using effective writing processes (revising and editing), designing accessible and readable documents (text and graphics), and writing with a clear, concise style.

*Prerequisite: English 102.*

**ENGL-301: INTRODUCTION TO ENGLISH STUDIES. 3 hours**

This course is designed to introduce students to English as a discipline, including practice in research methods, analysis of primary texts and literary criticism, and writing for an academic audience. An overview of literary theory is included. *This course is required for all students in the English concentration and should be taken as soon as possible in the junior year.*

*Prerequisite: A 200-level literature course.*

**ENGL-305: MEDIEVAL LITERATURE.****3 hours**

This course examines literature including prose, poetry, and drama, from 500-1500. This course engages students in advanced literary study through reading and writing about medieval literature, as well as researching literary criticism relevant to such literature. Students will explore how the cultural, historical, and political contexts shaped medieval literature and the impact medieval literature had in turn during the early, high, and late Middle Ages.

*Prerequisite: A 200-level literature course.*

**ENGL-306: ADVANCED CREATIVE WRITING WORKSHOP.****3 hours**

Advanced Creative Writing Workshop builds on skills developed in ENGL-206: Creative Writing. The course examines the creative process in depth by emphasizing the relationships among reading, reflecting, writing, critiquing, and revising. Students in this course produce a portfolio of original creative compositions.

*Prerequisite: ENGL 206.*

**ENGL-310: EARLY MODERN LITERATURE.****3 hours**

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

*Prerequisite: A 200-level literature course.*

**ENGL-315: HISTORY OF THE ENGLISH LANGUAGE.****3 hours**

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

*Prerequisite: A 200-level literature course.*

**ENGL-320: STUDIES IN NINETEENTH-CENTURY LITERATURE.****3 hours**

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

*Prerequisite: A 200-level literature course.*

**ENGL-330: CONTEMPORARY WRITERS.****3 hours**

This course examines literature from 1950 to the present. Topics for analysis may include the influence of the Cold War, counter-culture movements, postmodern thought, multiculturalism, changing gender roles/identities, environmentalism, globalization, the post-9/11 period, and electronic media.

*Prerequisite: A 200-level literature course.*

**ENGL-350: WOMEN'S RHETORICS.****3 hours**

A rhetorical examination of women's discourse through the study of speeches, essays, and other texts and visual artifacts. An analysis of rhetorical strategies in these texts and visual artifacts will include exploring cultural, historical, religious, and political contexts and situating these texts within the history of feminism.

*Prerequisite: A 200-level literature course.*

**ENGL-360: TECHNICAL WRITING.****3 hours**

An intensive study of technical style and information design in various formats, modes, and platforms. Students gain experience developing technical reports, iterating user documentation, and representing complex information to varied audiences.

*Prerequisite: English 102.*

**ENGL-410: LITERATURE AND GENDER.****3 hours**

Literature focusing on issues of sex, gender, gender identity, and sexual orientation, including works from writers of diverse identities. Particular attention will be paid to constructions of femininity and masculinity, LGBTQ issues, and social systems and values.

*Prerequisite: A 200-level literature course.*

**ENGL-415: SOUTHERN LITERATURE.****3 hours**

This course explores the regional literature, history and cultures of the American South. Texts cover a wide variety of themes, literary techniques, authors, and topics.

*Prerequisite: A 200-level literature course.*

**ENGL-420: STUDIES IN ETHNIC LITERATURE.****3 hours**

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

*Prerequisite: A 200-level literature course.*

**ENGL-430: ADVANCED COMPOSITION.****3 hours**

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

*Prerequisite: A 200-level literature course.*

**ENGL-440-447: SPECIAL TOPICS IN LITERATURE.****3 hours**

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

*Prerequisite: A 200-level literature course.*

**ENGL-448-449: SPECIAL TOPICS IN LITERATURE WITH SMC ABROAD****3 hours**

The Special Topics course has its content determined by the instructor; thus, the focus will be different every offering as it will be based on the particular instructor's preference. A professor may choose to develop a theme, focus on a time period, or isolate a specific genre as examples. This course requires reading and assignments in addition to the embedded study abroad trip for 1-2 weeks. This course may be taken more than once.

*Prerequisite: a 200-level literature course.*

**ENGL-450: TOPICS IN FILM STUDIES.****3 hours**

This course focuses on film analysis, with an emphasis on how films convey stories, ideas and thought; how they reflect their social or historical context. With knowledge of basic formal components such as screenwriting, directing, cinematography, performance, sound and editing, students will analyze the development of film history and the industry, the evolution of film aesthetics, and the cultural significance of particular films. Films may be chosen on the basis of a focus on genre, film directors, culture, nationality, time period, or literature-to-film adaptation.

*Prerequisite: A 200-level literature course.*

**ENGL-460-469: POPULAR LITERARY GENRES.****3 hours**

An examination of literature in a specific genre of popular literature, such as detective fiction, fantasy, science fiction, romance, thrillers, horror, mystery, young adult literature, children's literature, etc. Particular attention will be paid to conventions of and trends in the genre as well as to significant or influential authors and texts. This course may be taken more than once for credit if the content differs.

*Prerequisite: A 200-level literature course.*

**ENGLISH AS A SECOND LANGUAGE****ESL-099: ENGLISH AS A SECOND LANGUAGE I.****3 hours**

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

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

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



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

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

*Prerequisite: Non-native speaker of English.*

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

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

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

**FRENCH****FREN-101: ELEMENTARY FRENCH I.****3 hours**

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

**FREN-102: ELEMENTARY FRENCH II.****3 hours**

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

**FREN-201: INTERMEDIATE FRENCH I.****3 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 lectures, class participation, and readings, to French geography, history, and culture. The course is intended for students with two or more years in the study of French. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of FREN 102. Course not currently offered.*

**FREN-202: INTERMEDIATE FRENCH II.****3 hours**

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

laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of FREN 201. Course not currently offered.*

### **GERMAN**

#### **GERM-101: ELEMENTARY GERMAN I.**

**3 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.**

**3 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**

#### **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.

#### **HLTH-240: NUTRITION.**

**3 hours**

This course discusses nutritional needs across the human life span and strategies for promotion and maintenance of health. Concepts include the classes of nutrients and their nutritional guidelines, dietary recommendations, links to disease, and physiological uses in the body.

### **HISTORY**

#### **HIST-101: HISTORY OF WESTERN CIVILIZATION I.**

**3 hours**

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

#### **HIST-102: HISTORY OF WESTERN CIVILIZATION II.**

**3 hours**

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

#### **HIST-112: MODERN WORLD HISTORY.**

**3 hours**

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

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

**3 hours**

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

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

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

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

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

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

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

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

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

**HIST-310: ANCIENT GREECE AND ROME.****3 hours**

This course covers the ancient Mediterranean worlds of Greece and Rome. The course will encompass political, social, and intellectual developments across these civilizations starting with the Minoan and Mycenaean cultures of Bronze Age Greece and finishing with the political disintegration of the Roman Empire in the fifth and sixth centuries CE. The course will also consider how these ancient civilizations continue to influence our modern world.

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

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

**HIST-325: WOMEN IN THE MIDDLE AGES.****3 hours**

This course considers the roles and significance of women throughout the Middle Ages from Late Antiquity (c. 300 AD) to the fifteenth century. We will approach the topic both chronologically (Early, High, and Later Middle Ages) and thematically (religion, power & politics, intellectual life, town & city, and field & country).

**HIST-327: BARBARIANS: EUROPE FROM ROME TO THE VIKINGS.****3 hours**

This course will trace the history of Europe from the Roman Empire to the Norman conquests of England and Sicily. It will consider how the arrival of "barbarians" slowly led to the development of the High Middle Ages. We will explore what happened to the Roman Empire, what barbarians wanted from the civilized world, and the synthesis of Christian Rome and barbarian cultures.

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

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

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

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

**HIST-342: AMERICA'S VIETNAM.****3 hours**

This course examines the origins, evolution, and conclusion of the Vietnam conflict. It includes, but is not limited to, an analysis of Vietnamese culture, French colonialism, American diplomacy during the Cold War, the war in Vietnam, and the social and political impacts of the war. Finally, it examines the experience of the American soldiers in the Vietnam War and how these depictions in American culture continue to impact the United States and its relationship to the military.

**HIST-360: ETHNOHISTORY OF NORTH AMERICAN INDIANS.****3 hours**

This course represents an ethnohistorical approach to North American Indians from the Precolumbian era through Wounded Knee. It focuses primarily on cultural evolution and political shifts through contact by examining major themes in acculturation, assimilation, and resistance, as well as archaeological and folklorist approaches to the Native past.

**HIST-362: THE AMERICAN FRONTIER.****3 hours**

This course traces and examines the role of the frontier in American history from the post-Revolutionary years to about 1900. It begins with an analysis of westward expansion from the Northwest Ordinance beyond the original thirteen colonies and ends with the urbanization of American culture with the rise of Chicago. Major topics include, but are not limited to, Lewis and Clark, the War of 1812, Indian Removal, the development of the Southwest and Oregon Trail, the Texas Question, the role of the Civil War in expansion, the Old West and cowboys, and the industrialization of America.

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

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

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

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

**HIST-422: THE CRUSADES.****3 hours**

This course surveys the history of the crusades from their inception to the present day. It focuses on the numbered crusades of the central Middle Ages in which Western European Christians attempted to control Jerusalem and its surroundings. The course will also consider crusading outside of the Middle East and crusading after the fall of the Crusader states. Finally, the course will consider how crusading is viewed in the twenty-first century.

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

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

**HIST-440: THE WORLD WARS.****3 hours**

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

**HIST-441: THE FIRST WORLD WAR.****3 hours**

This course will cover the decades before the First World War and will finish during the inter-war period. The course will start with the European developments of the late nineteenth century as they built up to the start of the First World War and will end around the 1920s, looking at the consequences of the war and the origins of a coming second world conflict. Focus will be placed on the social, political, and personal impacts of the war, with less attention given to battles and strategy, and European viewpoints will be explored more so than American.

**HIST-442: THE SECOND WORLD WAR.****3 hours**

The course will start with a brief review of the First World War (1914-18) and will continue with an analysis of the buildup to the Second World War. Special attention will be given to the social, political, and personal impacts of the war along with observations of battlefields and strategy. The course will conclude with the peace process and the early tensions of the Cold War up to the 1950s. Focus will be given primarily to European viewpoints more so than American.

**HIST-450: TWENTIETH-CENTURY ESPIONAGE.****3 hours**

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

**HIST-490-499: SPECIAL TOPICS IN HISTORY.****3 hours**

The Special Topics course has its content determined by the instructor; thus, the focus will be different every offering as it will be based on the particular instructor's preference. A professor might choose to develop a theme, focus on a time period, or

isolate a specific genre as examples. This course may be taken more than once for credit if the content differs.

## **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, and discrete and continuous random variables are also studied.

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

**3 hours**

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

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

**3 hours**

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

### **MATH-207: FINITE MATHEMATICS I.**

**3 hours**

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

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

**3 hours**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**MEDICAL TERMINOLOGY****MEDI-201: MEDICAL TERMINOLOGY.****3 hours**

This course will introduce students to medically oriented terminology, including roots, prefixes, suffixes, combining forms, and common abbreviations. In the course, emphasis will be placed on building, analyzing, and pronouncing terminology related to anatomy, physiology, pathology, diagnoses, medical procedures, pharmacology, and instrumentation.

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

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

<b>MUSI-102: CHORUS.</b> Continuation of MUSI-101.	<b>1 hour</b>
<b>MUSI-103: CHORUS.</b> Continuation of MUSI-102.	<b>1 hour</b>
<b>MUSI-104: CHORUS.</b> Continuation of MUSI-103.	<b>1 hour</b>
<b>MUSI-105: CHORUS.</b> Continuation of MUSI-104.	<b>1 hour</b>
<b>MUSI-106: CHORUS.</b> Continuation of MUSI-105.	<b>1 hour</b>
<b>MUSI-107: CHORUS.</b> Continuation of MUSI-106.	<b>1 hour</b>
<b>MUSI-108: CHORUS.</b> Continuation of MUSI-107.	<b>1 hour</b>
<b>MUSI-111: APPLIED VOICE.</b> Individual course of instruction designed to teach proper techniques of vocal production, diction, and effective performance, along with building a vocal repertoire. Includes one 30-minute private lesson and one seminar-type performance class per week. (May be repeated for four semesters for credit.) <i>Permission of the instructor.</i>	<b>1 hour</b>
<b>MUSI-112: APPLIED VOICE.</b> Continuation of MUSI-111.	<b>1 hour</b>
<b>MUSI-113: APPLIED VOICE.</b> Continuation of MUSI-112.	<b>1 hour</b>
<b>MUSI-114: APPLIED VOICE.</b> Continuation of MUSI-113.	<b>1 hour</b>
<b>MUSI-115: CLASS VOICE.</b> Introduction to the techniques of proper vocal production. Emphasis on learning to sing in various vocal styles. Includes regular seminar-type performances for class.	<b>1 hour</b>
<b>MUSI-116: CLASS VOICE.</b> Continuation of MUSI-115.	<b>1 hour</b>
<b>MUSI-117: INSTRUMENTAL ENSEMBLE.</b> Instruction in various wind instruments, strings, and hand bells.	<b>1 hour</b>
<b>MUSI-118: INSTRUMENTAL ENSEMBLE.</b> Continuation of MUSI-117.	<b>1 hour</b>
<b>MUSI-119: INSTRUMENTAL ENSEMBLE.</b> Continuation of MUSI-118.	<b>1 hour</b>
<b>MUSI-120: INSTRUMENTAL ENSEMBLE.</b> Continuation of MUSI-119.	<b>1 hour</b>



**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-130: MUSIC THEORY I.****3 hours**

This course is the study of diatonic harmony through writing and analysis, including note recognition in both staves, major key signatures, modes, intervals, rhythmic and melodic reading, solfege, triads, relative and parallel minor, and basic chord progressions.

*Prerequisite: Permission of the instructor.*

**MUSI-131: MUSIC THEORY II.****3 hours**

This course continues the study of diatonic harmony through writing and analysis, including triads in inversions, parallel sixth chords, part writing, cadences and phrases, motives, non-chord tones, suspensions, lead sheet/figured bass, pedal point, and advanced solfege.

*Prerequisite: MUSI 130.*

**MUSI-140: CLASS GUITAR.****1 hour**

Introductory classroom instruction in classical guitar technique, with an emphasis in both the proper technique and development of reading and interpretation of standard repertoire for the instrument.

**MUSI-141: CLASS GUITAR.****1 hour**

Continuation of MUSI-140.

**MUSI-142: CLASS GUITAR.****1 hour**

Continuation of MUSI-141.

**MUSI-143: CLASS GUITAR.****1 hour**

Continuation of MUSI 142.

**MUSI-150: APPLIED GUITAR.****1 hour**

Individual course of instruction in classical guitar technique, with an emphasis in both the proper technique and development of reading and interpretation of standard repertoire for the instrument. Includes 1 private 30-minute lesson per week.

**MUSI-151: APPLIED GUITAR.****1 hour**

Continuation of MUSI-150.

**MUSI-152: APPLIED GUITAR.****1 hour**

Continuation of MUSI-151.

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

Continuation of MUSI-152.

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

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

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

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

**MUSI-211: APPLIED VOICE.****1 hour**

Continuation of MUSI-114.

**MUSI-212: APPLIED VOICE.****1 hour**

Continuation of MUSI-211.

**MUSI-213: APPLIED VOICE.****1 hour**

Continuation of MUSI-212.

**MUSI-214: APPLIED VOICE.****1 hour**

Continuation of MUSI-213.

**MUSI-215: CLASS VOICE.****1 hour**

Continuation of MUSI-116.

**MUSI-216: CLASS VOICE.****1 hour**

Continuation of MUSI-215.

**MUSI-217: INSTRUMENTAL ENSEMBLE.****1 hour**

Continuation of MUSI-120.

**MUSI-218: INSTRUMENTAL ENSEMBLE.****1 hour**

Continuation of MUSI-217.

**MUSI-219: INSTRUMENTAL ENSEMBLE.****1 hour**

Continuation of MUSI-218.

<b>MUSI-220: INSTRUMENTAL ENSEMBLE.</b> Continuation of MUSI-219.	<b>1 hour</b>
<b>MUSI-221: APPLIED PIANO.</b> Continuation of MUSI-124:	<b>1 hour</b>
<b>MUSI-222: APPLIED PIANO.</b> Continuation of MUSI-221.	<b>1 hour</b>
<b>MUSI-223: APPLIED PIANO.</b> Continuation of MUSI-222.	<b>1 hour</b>
<b>MUSI-224: APPLIED PIANO.</b> Continuation of MUSI-223.	<b>1 hour</b>
<b>MUSI-225: AUDITIONED CHORUS.</b> Continuation of MUSI-128.	<b>1 hour</b>
<b>MUSI-226: AUDITIONED CHORUS.</b> Continuation of MUSI-225.	<b>1 hour</b>
<b>MUSI-227: AUDITIONED CHORUS.</b> Continuation of MUSI-226.	<b>1 hour</b>
<b>MUSI-228: AUDITIONED CHORUS.</b> Continuation of MUSI-227.	<b>1 hour</b>
<b>MUSI-230: MUSIC THEORY III.</b> This course continues the study of mostly diatonic harmony through advanced writing and analysis, including diatonic seventh chords, voice leading of 7 <sup>th</sup> chords, seventh chord inversions, chromaticism, secondary dominants/functions, modulation and key relationships, common tone/chord modulation, and survey of forms. <i>Prerequisite: MUSI 131.</i>	<b>3 hours</b>
<b>MUSI-231: MUSIC THEORY IV.</b> The final level of Music Theory explores diatonic and non-diatonic harmony through advanced writing and analysis, including mode mixture, borrowed harmony, Neopolitan and Augmented Sixth Chords, writing, reading, and resolution of altered dominants, 9 <sup>th</sup> , 11 <sup>th</sup> , and 13 <sup>th</sup> chords, Chord Succession vs. chord Progression, Late 19 <sup>th</sup> Century Counterpoint and Harmony, 20 <sup>th</sup> Post Tonal Theory, and a final orchestrated and notated composition project. <i>Prerequisite: MUSI 131 or permission of the instructor.</i>	<b>3 hours</b>
<b>MUSI-240: CLASS GUITAR.</b> Continuation of MUSI-143.	<b>1 hour</b>
<b>MUSI-241: CLASS GUITAR.</b> Continuation of MUSI-240.	<b>1 hour</b>
<b>MUSI-242: CLASS GUITAR.</b> Continuation of MUSI-241.	<b>1 hour</b>

**MUSI-243: CLASS GUITAR.****1 hour**

Continuation of MUSI-242.

**MUSI-250: APPLIED GUITAR.****1 hour**

Continuation of MUSI-153.

**MUSI-251: APPLIED GUITAR.****1 hour**

Continuation of MUSI-250.

**MUSI-252: APPLIED GUITAR.****1 hour**

Continuation of MUSI-251.

**MUSI-253: APPLIED GUITAR.****1 hour**

Continuation of MUSI-252.

**PROFESSIONAL DEVELOPMENT (CAMAK CORE)****PDEV-301: PROFESSIONAL COMMUNICATIONS.****3 hours**

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

**PDEV-310: PROFESSIONAL DEVELOPMENT AND LEADERSHIP.****3 hours**

Students will learn the basics of career preparation, management, and personal and business finance. Students will examine their personal values and goals. Students will study models of effective leadership, identify their leadership styles, develop leadership goals, and evaluate their own leadership. Particular attention will be given to professional ethics in this course.

*Prerequisite: PDEV 301.*

**PDEV-320: COMMUNITY DISCOVERY AND ENGAGEMENT.****3 hours**

This course will focus on the culture, politics, people, economics, and history that create distinct communities. Students will research a local community to gain an understanding of significant issues that affect it, then work in teams to produce a professional presentation proposing a solution. Examples of social, civic, and business entrepreneurship that might be used to enact that solution will be examined.

*Prerequisite: PDEV 301.*

**PDEV-400: APPLIED TECHNOLOGY.****3 hours**

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

*Prerequisite: PDEV 301 & 320.*

**PDEV-410: SEMESTER INTERNSHIP.****3 hours**

Students will complete one internship consisting of a minimum of 120 hours of work in a professional setting relevant to areas of professional interest. The

internship should be well-documented, and the students will complete a self-assessment of their work. Site supervisors will provide a job description and outline of responsibilities prior to the beginning of the internship, as well as a written assessment of each student's work at midterm and upon completion. Internship must be approved by the instructor prior to registering for the course.

*\*A student must complete the internship approved documentation prior to registering for this course. Upon approval, the student will be able to register for the course.*

*Prerequisite: PDEV 301.*

### **PDEV-411, 412, 413: INTERNSHIPS I, II, AND III. 1 hour each**

Students will complete one internship consisting of a minimum of 40 hours of work in a professional setting relevant to areas of professional interest. The internship should be well-documented, and the students will complete a self-assessment of their work. Site supervisors will provide a job description and outline of responsibilities prior to the beginning of the internship as well as a written assessment of each student's work upon completion. Internship must be approved by the instructor prior to registering for the course.

*\*A student must complete the internship approved documentation prior to registering for this course. Upon approval, the student will be able to register for the course.*

*Prerequisite: PDEV 301.*

### **PDEV-415: CAREER-BASED EXPERIENCE. 3 hours**

Students design and complete one career-based work experience in an area relevant to their professional goals. Qualifying experiences include but are not limited to internships, practicums, fieldwork, and directed projects. The work is completed under the supervision or coordination of an approved career-based mentor, employer, or supervisor, a professional with a demonstrated level of expertise or experience in the related career field. This course can substitute for PDEV 410 (411-413) for SMC Online students.

*Prerequisite: PDEV 330.*

### **PDEV-430: CAPSTONE. 3 hours**

Students must have a capstone project approved by their instructor. Students will be expected to implement and complete the capstone project during this course in consultation with faculty from their chosen concentrations, culminating in a formal oral presentation and written report detailing and documenting the work of the capstone.

*Prerequisite: PDEV 301, 310, 320, and 400.*

## **PHILOSOPHY**

### **PHIL-201: INTRODUCTION TO PHILOSOPHY. 3 hours**

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

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

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

**PHIL 490-499: SPECIAL TOPICS IN PHILOSOPHY. 3 hours**

This course will explore varied topics in the field of philosophy. Topics may include philosophical themes, historical periods, key figures, etc. Course may be repeated for credit when topic varies.

**PHYSICAL EDUCATION****PHED-101: BASIC OFFICIATING. 1 hour**

Instruction in the rules and proper officiating procedures for football, basketball, baseball, softball, and volleyball. *Course not currently offered.*

**PHED-102: GOLF. 1 hour**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PHED-121: PHYSICAL FITNESS AND WELLNESS.****3 hours**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PSCI-104: INTRODUCTION TO ASTRONOMY.****4 hours**

This course will be an introduction to Astronomy. Topics included will be the study of time and space, the solar system with emphasis on the Earth and other planets, the



Moon, Sun, stars, and galaxies. Current topics in astronomy will also be discussed. Integrated lab work and night viewing will also accompany this class.

**PSCI-105: INTRODUCTION TO PHYSICAL SCIENCE. 4 hours**

This course will be an introduction to Physical Science with an emphasis on classical and modern Physics and Chemistry. Some of the topics included will be Mechanics, Thermodynamics, Electricity and Magnetism, Waves, Sound and Optics. Integrated Lab 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-121 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 or Corequisite: MATH-221 or permission of instructor.*

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

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

**POLITICAL SCIENCE**

**POLS-202: AMERICAN NATIONAL GOVERNMENT. 3 hours**

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

**POLS-203: STATE AND LOCAL GOVERNMENT. 3 hours**

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

**PSYCHOLOGY**

**PSYC-101: GENERAL PSYCHOLOGY. 3 hours**

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

**PSYC-107: HUMAN POTENTIAL SEMINAR.****1 hour**

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

**PSYC-201: DEVELOPMENTAL PSYCHOLOGY.****3 hours**

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

*Prerequisite: PSYC-101.*

**PSYC-300: SOCIAL PSYCHOLOGY.****3 hours**

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

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

**PSYC-305: THEORIES OF DEVELOPMENT.****3 hours**

A survey of grand and contemporary theories of development. Various assumptions, techniques, and applications of each theory are examined and compared, and case examples are considered.

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

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

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

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

**PSYC-313: ORGANIZATIONAL BEHAVIOR.****3 hours**

Organizational Behavior is an insightful journey towards understanding individuals in the workplace. It opens doors to the various relationships one can find, build and experience within an organization and how these relationships affect individual's behaviors. The concepts on motivation, reward, leadership, and empowerment will allow students to learn and understand the art of dealing, handling, and living with individuals from all walks of life. Students can only receive credit for either BSAD 312 or PSYC 313. The Department prefix cannot be changed after credit is earned.

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

**PSYC-315: DRUGS, REHAB, AND TREATMENT.****3 hours**

Survey of causes, assessment, family systems, prevention, intervention, and treatment of substance abuse. Exploration on commonly used and abused substances, how different populations utilize these, and common psychological disorders in which substance use and abuse can often occur.

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

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

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

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

**PSYC-330: RESEARCH METHODS IN THE BEHAVIORAL SCIENCES.****3 hours**

An introductory course focused on the major methods and techniques of research in the social and behavioral sciences. The goal is to provide students with the knowledge and skills necessary for the critical evaluation of social and behavioral sciences research.

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

**PSYC-331: RESEARCH METHODS IN THE BEHAVIORAL SCIENCES II.****3 hours**

A research-oriented seminar that builds on PSYC-330 by providing students the opportunity to collect and analyze data and discuss the implications of their research. The culmination of the course is a research report, including a review of the pertinent literature, methods, results, and discussion, written in the format required by the American Psychological Association.

*Prerequisite and Corequisite: PSYC 201 & MATH 112. Prerequisite: PSYC: 330.*

**PSYC-335: THEORIES OF COUNSELING.****3 hours**

An introduction to the basic theories and therapeutic techniques of counseling with increased focus on the integrative perspective and the benefits of utilizing multiple types of therapy to assist others. Theoretical assumptions, techniques, and applications are examined and compared through case analyses and application of other teaching methods.

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

**PSYC-340: EXPRESSIVE THERAPIES.****3 hours**

A foundational course of the history, theories and basic applications of expressive therapies. Topics included are play therapy, art therapy, drama therapy, integration of play and sandplay therapy, dance/movement therapy, music therapy, photography in play therapy, poetry therapy, and theoretical basis of integrating the different types of expressive therapy into education, community, and counseling settings.

*Prerequisite or Corequisite: PSYC 201 and MATH 112; Prerequisite: PSYC 335.*

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

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

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

**PSYC-355: COMMUNITY PSYCHOLOGY.****3 hours**

Survey of the theoretical aspects of community psychology. Topics include, but are not limited to, the ecological levels of analysis, core values and roles in community psychology, community research, and diversity in the helping professions, with special emphasis on self-reflection of the student in analyzing social issues in a variety of community settings.

*Prerequisite or Corequisite: PSYC 201 and MATH 112.*

**PSYC-365: COGNITIVE PSYCHOLOGY.****3 hours.**

An introduction to the branch of psychology that explores mental processes such as thinking, perception, memory, attention, language, problem-solving, and decision-making. The goal is to provide students with an understanding of how we receive and process information from the environment and how the treatment of this information leads to our responses.

*Prerequisite and Corequisite: PSYC 201 and MATH 112; Prerequisite PSYC 330.*

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

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

*Prerequisite: PSYC 201.*

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

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

*Prerequisite: PSYC 201.*

**PSYC-415: PSYCHOLOGY OF ATTACHMENT.****3 hours**

An introductory overview of the core issues of attachment from a diverse theoretical and variety of methodological standpoints.

*Prerequisite: PSYC 201.*

**PSYC-420: EARLY CHILDHOOD MENTAL HEALTH.****3 hours**

A study of infant and early childhood mental health that is broad-based and multidisciplinary, focused on prenatal and early years of development which include neurodevelopmental, language, conceptual, emotional, social-relational, and family systems variables. Course work includes theory, philosophy, case studies, and best practices within the scope of psychology including childcare, child advocacy, and effective teaching methods in the education of young children.

*Prerequisite: PSYC 201.*

**PSYC-425: PSYCHOLOGY OF CHILD MALTREATMENT. 3 hours**

A broad-based and multidisciplinary instruction on how to understand, recognize, and identify child maltreatment – focusing on child abuse and neglect. Provided is a framework of dynamic ideas on how to assist child-victims and their families within the scope of psychology including: childcare, child advocacy, and effective teaching methods in the education of young children.

*Prerequisite: PSYC 201 & PSYC 310.*

**PSYC-430: PSYCHOLOGY OF CHILD PATHOLOGIES AND DISORDERS.****3 hours**

A review of disorders in childhood by understanding the different models of abnormality, assessment, and diagnosis. Additional focus is on appropriate interventions for varying childhood pathologies.

*Prerequisite: PSYC 201 & PSYC 310.*

**PSYC 435: THE PSYCHOLOGY OF THE EXCEPTIONAL CHILD.****3 hours**

A comprehensive study of theory, philosophy, and best practices utilizing proven principles in psychology specifically addressing current relevant issues of childcare, child advocacy, and the teaching and education of the exceptional child.

*Prerequisite: PSYC 201.*

**RELIGION****RELI-103: INTRODUCTION TO RELIGIOUS THOUGHT. 3 hours**

Introduction to the nature and definition of religion as a dimension of human life. Examines various concepts, experiences, and practices which are manifestations of the impact of religion within culture.

**RELI-211: OLD TESTAMENT.****3 hours**

Introduction to the literature of the Old Testament. Attention to the meaning of literature at the time of writing, the effect of the material on the development of Judaism and Christianity, as well as an interpretation of meaning and significance for the present day.

**RELI-212: NEW TESTAMENT.****3 hours**

Introduction to the literature of the New Testament involving a close study of the birth of Christianity and the Church. The New Testament is studied in light of its relation to the Old Testament and relevance to the Twenty-First Century.

**RELI-215: WORLD RELIGIONS.****3 hours**

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

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

A study of the portrait of Jesus of Nazareth as given in the Synoptic Gospels, the Gospel of John, and in consideration of the extra-biblical material. His acts and teaching will be analyzed in relation to the First Century through the Twenty-First Century.

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

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

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

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

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

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

**RELI-315: EXPLORING SPIRITUAL TRADITIONS: PILGRIMAGE.****3 hours**

Contemporary persons are rediscovering that the time-honored practices of revered, sacred traditions have much to teach us. This experiential course will explore some of this wisdom and practices. Traditions may include Native American, Daoism, Buddhism, Judaism, Celtic spirituality, and monasticism/contemplative traditions. Course may be repeated for credit when topic varies.

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

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

**RELI-325-329: THEOLOGY IN LITERATURE AND FILM. 3 hours**

An exploration of seminal theological themes and social justice issues in literature and film through the analysis of literary and theological texts. Popular culture literary works and film may include *Harry Potter*, *Lord of the Rings*, *Les Miserables*, and others. Students may take the course for credit more than once when the topic varies.

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

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

**RELI-335: THE TORAH.****3 hours**

A study of the Torah, the first five books of the Bible. This course will involve a critical evaluation of the background, structure, and message of the Torah as well as an examination of interpretations from both rabbinical literature and modern scholars.

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

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

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

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

**RELI-413: APOCALYPTIC LITERATURE.****3 hours**

This course will be an in-depth study of Jewish and Christian apocalyptic literature with a foray into other religious apocalyptic traditions as time allows. The historical importance and contemporary relevance of apocalyptic literature will also be explored.

**RELI-415-419: WOMEN IN RELIGION: WOMEN IN THE CHRISTIAN TRADITION.****3 hours**

This course examines the lives and writings of women from various religious traditions. Specifically, the course focuses on women who dared to defy societal and religious constraints and stereotypes, as well as examine their religious, cultural, and societal contributions. Students may take the course for credit more than once when the topic varies.

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

This course is an introductory study in systematic theology from the perspectives of the various Protestant denominations, the Roman Catholic traditions, and the Eastern Orthodox traditions. The course will include, but is not limited to, theology proper, God, Creation, Angelology, Christology, Pneumatology, Soteriology, and Eschatology. These topics will be studied historically, but also how these topics are interpreted and used in a contemporary context.

**RELI-425: RELIGION IN AN AGE OF COUNTERCULTURE. 3 hours**

This course examines the connections between the counterculture and diverse religious groups, ideas, and practices during the 1960s and 1970s. The course will

also explore the continuing influence of countercultural norms and styles on religion in contemporary America.

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

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

**RELI-440: INTRODUCTION TO CHRISTIAN WORSHIP 3 hours**

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

**RELI-490-499: SPECIAL TOPICS IN RELIGION. 3 hours**

This course will explore varied topics in the field of religious studies. Topics may include specific religious themes, specific historical periods, key figures, etc. Course may be repeated for credit when topic varies.

### **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.*

### **SOCIAL WORK**

**SOWK-201: INTRODUCTION TO SOCIAL WORK. 3 hours**

This survey course will provide an introduction to the profession of social work and social work roles within the social welfare system. It will include the nature, function, and types of social work practice, and acquaint the student with the history, scope, and values of the profession.

### **SPANISH**

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

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

*Placement is dependent upon meeting established criteria.*

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

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

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

**SPAN-140: SPANISH FOR HERITAGE SPEAKERS.****3 hours**

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

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

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

*Placement is dependent upon meeting established criteria or satisfactory completion of SPAN 102 or 140.*

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

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

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

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

A study of major concepts of verbal communication with examination of verbal skills necessary for competent student work as it applies to areas such as lectures, discussions, 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 help the student become a more competent speaker. At least one prepared speech will be video-taped to encourage self-analysis.

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

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

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

An introduction to the concept of sport in society. This course examines issues and patterns of social behavior with regards to sport and leisure, including the ethics,



psychology, and behavior in sport, sport as an American and international institution, and sport as portrayed in popular, culture including art and literature.

## **HUMANITIES**

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

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

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

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

### **SMC-120: ORIENTATION TO ONLINE LEARNING. 3 hours**

This course is an introduction to learning in the online environment. Topics include the learning management system, library resources, and other support mechanisms within the program. This course will also include an introduction to SMC policies and procedures relevant to the online degree program. Required for SMC Online associate students. Substitution for SMC 101.

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

An expansion of SMC-101 and introduction to career exploration and preparation tools.

*Prerequisite: SMC 101.*

## **INDEPENDENT STUDIES**

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

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

### **INDIVIDUALIZED STUDIES.**

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

# **FINANCES AND FINANCIAL AID**

**FINANCES AND FINANCIAL AID**

Spartanburg Methodist College provides quality educational experiences at a reasonable cost. Only part of the cost of a student’s education is paid through tuition and fees. The remaining funds are provided in financial aid through support of the South Carolina Conference of The United Methodist Church, gifts from Trustees, friends, industry, and alumni of the College, as well as from the College’s endowment income and tuition grants from various state and federal programs. The cost to the student is kept as low as possible through careful management of all of the resources available. Spartanburg Methodist College has a comprehensive financial aid assistance program and works with students to obtain grants, scholarships, and other forms of aid. The College believes that its costs are competitive with those of other private institutions of higher education in the state of South Carolina. The various charts below list the fees full-time students will incur for the 2023-2024 school year. Information on costs for part-time students is also included in this section of the catalog.

**FEES FOR THE 2023-2024 ACADEMIC YEAR**

YEARLY EXPENSES	FULL-TIME RESIDENTIAL STUDENTS	FULL-TIME NON- RESIDENTIAL STUDENTS
TUITION	\$16,200	\$16,200
ROOM/BOARD	\$9,900	N/A
TECHNOLOGY FEE	\$900	\$900
STUDENT ACTIVITY FEE	\$450	\$450
ACADEMIC RESOURCE FEE	\$900	\$900
WELLNESS FEE	\$400	\$400
CAPITAL FEE	\$500	\$500
<b>TOTAL</b>	<b>\$29,250</b>	<b>\$19,350</b>

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

**OTHER ESTIMATED EXPENSES**

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

**DEPOSITS**

Students planning to enroll must make a deposit of \$75 before they begin classes to reserve their space in the classes. The deposit is non-refundable.

**ALL-INCLUSIVE FULL-TIME TUITION**

Students enrolled in 12 credit hours or more per semester are considered full-time and have access to all traditional or on-line courses offered that semester.

### OTHER SPECIAL FEES

Special fees as follows may be applicable:

Late registration	\$100
Background check fee for EDUC 101	\$8
Bowling course fee PHED114	\$54
Graduation	\$100
HLTH 101-American Red Cross Cert. Fee	\$30
Individual music lesson fee	\$215
Replacement ID card (First card \$15.00)	\$15
Returned check due to insufficient funds	\$30
Replacement of broken room key	\$25
Replacement of lost room key(s)	\$100
Science lab fee	\$25
PDEV classes	\$20-\$35
Studio Art	\$40

### ONLINE PROGRAM FEES

Online courses are eight weeks in length and are offered at \$335 per credit hour. Each semester holds two eight-week terms. Electronic books will be included in the per credit hour charge. In the Fall and Spring terms, an academic resources fee of \$450 will apply regardless of the number of hours attempted. In the Summer terms, an academic resource fee of \$225 will apply regardless of the number of hours attempted.

### 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 2023-2024:

**Tuition** **\$675 per semester hour**

In addition, all fees for the semester will apply regardless of the number of credit hours attempted.

### PAYMENT OF ACCOUNTS

The College requires full payment of tuition and fees upon registration at the beginning of each semester unless a payment plan has been set-up (See “Monthly Payment Plans” below). In addition to financial aid awards and checks, students may pay their bills with cash, wire transfers, American Express, Discover Card, Visa or Mastercard.

**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 provides 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. For more information on the payment plan option, please contact the Business Office.

## **REFUND POLICIES**

### **Policy for Institutional Aid & Refunds**

#### **1. Policy Statement**

It is the policy of Spartanburg Methodist College to fairly and equitably evaluate institutional aid considering all other sources of financial assistance. Spartanburg Methodist College reserves the right to reduce and/or cancel institutional aid if a student receives sufficient financial assistance from other sources (federal, state, or private gift aid). Institutional offers for full comprehensive or tuition-only scholarships will be evaluated based on the value of tuition, fees, and housing & food, not on set dollar amounts. The values set forth represent the policy of the institution and individual costs of attendance. Any request for reconsideration or reevaluation must be directed to the attention of the Director of Financial Aid.

##### **1.1 Gift Aid Refunds**

- a) Spartanburg Methodist College will not permit the receipt or refund of institutional grants or scholarships above fixed costs (tuition, mandatory fees, and housing & food, if on campus) and expenses directly related to a student's degree (i.e. lab fees, etc.). All non-institutional sources of grant/scholarship aid (federal, state, private, veteran's benefits, vocational rehabilitation benefits, outside scholarships, etc.) will be counted toward fixed costs before calculating institutional aid.
- b) Students receiving gift aid in excess of fixed costs, regardless of the source, will have their institutional gift aid reduced by the Financial Aid Office to ensure compliance with this policy.
- c) Federal, state and private aid will be reduced in accordance with the rules, regulations, policies and procedures of the prospective program from which the funds were awarded.

##### **1.2 Institutional Financial Aid Limits**

- a) Students may receive institutional financial aid for one degree-seeking program only. Students may not receive institutional financial aid for a second bachelor's degree.
- b) Non-degree seeking students are ineligible for institutional financial aid.

#### **2. Procedures for Refunds**

- The Financial Aid Office will review all awards for students receiving gift aid in excess of fixed costs.
- Institutional awards will be adjusted accordingly to comply with this policy and reversed from the student's financial aid package and/or student account.
- Students will be notified via email of any adjustments made to awards.
- Awards may be adjusted at any time as other gift aid is received.

**Credit Balance Refunds**

Spartanburg Methodist College refunds all overpayments or excess loan fund distributions each semester. This does not happen until financial aid and registration are finalized. Refund Checks will be made payable to the student (with the exception of refunds resulting from a Parent Plus Loan) and are mailed to the home address on file for the student. Fall semester refunds are issued in November and Spring semester refunds are issued in March. Aid is applied to accounts in the following order:

- 1. State Grants
- 2. Federal Grants
- 3. Federal Loans
- 4. State Scholarships
- 5. Other private or institutional sources of aid

In the event that a refund is generated by addition of new Title IV funds, the Refund will be generated within 14 days of the addition of the new Title IV funds.

**Withdrawal Refunds**

Spartanburg Methodist College considers the enrollment in at least one course as a contract binding the student for charges the entire semester. However, when withdrawal from school or a class becomes necessary, reduction in charges (tuition, mandatory fees, Room & Board) will be made according to the following scale:

<b>Length of Enrollment</b>	<b>Percentages of charges refunded</b>
1 <sup>st</sup> week of the semester	100%
2 <sup>nd</sup> week of the semester	75%
3 <sup>rd</sup> week of the semester	50%
4 <sup>th</sup> week of the semester	25%
After the 4 <sup>th</sup> week	0%

No refund will be issued to students compelled to leave school for disciplinary reasons.

On-campus students must contact the Registrar’s Office prior to initiating a withdrawal from the college. No financial adjustments will be made if the student fails to withdraw properly, and a grade of F will be assigned for each course not successfully completed.

A permanent withdrawal during an academic award period may reduce or eliminate financial aid or VA assistance and/or eligibility and require that all or part of the assistance received be refunded to the lender. Students who receive Title IV financial assistance are subject to refund policies for their financial aid that are different from the one described above. When a student withdraws, a refund calculation which determines the amount of Title IV aid earned will be used to determine the amount of funds that must be returned to the sources for students who withdraw before the sixty percent (60%) completion point of any semester. The actual withdrawal date is the date the student begins the official withdrawal process. The Financial Aid Office determines a student’s withdrawal date when the student submits

the completed withdrawal form to the Registrar's Office. A federal aid recipient who does not officially withdraw from a term is considered to be withdrawn if the student does not complete all days he/she is scheduled to complete or receives non-passing grades in all courses. In such cases, the midpoint of the student's enrollment period will be used for calculating the amount of aid to be returned.

Refunds calculated are returned to sources in the following order:

1. Loan proceeds
2. Grant proceeds
3. Other federal, state, private, or institutional sources of aid.

Students receiving financial assistance may be required to repay an appropriate amount of the assistance advanced for the semester of withdrawal.

### **Online Programs**

The following refund policies pertain to all online programs:

All online classes are refunded 100% up to drop/add and nothing after that.

Online students must contact the Registrar's Office prior to initiating a withdrawal from the college. No financial adjustments will be made if the student fails to withdraw properly, and a grade of F will be assigned for each course not successfully completed.

A permanent withdrawal during an academic award period may reduce or eliminate financial aid or VA assistance and/or eligibility and require that all or part of the assistance received be refunded to the lender. Students who receive Title IV financial assistance are subject to refund policies for their financial aid that are different from the one described above. When a student withdraws, a refund calculation which determines the amount of Title IV aid earned will be used to determine the amount of funds that must be returned to the sources for students who withdraw before the sixty percent (60%) completion point of any semester. The actual withdrawal date is the date the student begins the official withdrawal process. The Financial Aid Office determines a student's withdrawal date when the student submits the completed withdrawal form to the Registrar's Office. A federal aid recipient who does not officially withdraw from a term is considered to be withdrawn if the student does not complete all days he/she is scheduled to complete or receives non-passing grades in all courses. In such cases, the last day of an academically-related activity will be used for calculating the amount of aid to be returned.

### **Summer Refund Policy**

If withdrawal is requested prior to the course start date, the student is eligible for a full tuition credit for that course. If withdrawal is requested after the drop/add date, no refunds will be issued.

### **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 the Financial Aid Offer.

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 criteria 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

Students should reach out to the Financial Aid Office to determine if they have eligibility remaining for summer courses. The types of aid that may be available are Pell Grant, Lottery Tuition Assistance, and Student Loans.

### Eligibility Requirements and Determination of Need

Students must apply and be accepted for admission to one of the regular College programs in order to qualify for financial assistance. Students who are either part-time, enrolled in a special non-degree program, transient from another institution, or provisionally admitted under a waiver of regular College academic standards do not normally qualify for Federal Loan or institutional financial aid programs. Each student in these categories should check with the Office of Financial Aid regarding eligibility. The Free Application for Federal Student Aid (FAFSA), 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 completed on-line at [www.fafsa.gov](http://www.fafsa.gov). **Responsibility for obtaining and filing the FAFSA and providing correct information belongs solely to the student and/or the family.** Eligibility for federal aid programs, (Pell Grants, Supplemental Grants, Federal Work-Study, and Direct Student Loans), is established by the FAFSA. Since these awards and loans cannot be made without a need analysis, interested students should complete the application early in the admissions process before the student enrolls. The amount of financial aid will be determined by the regulations of the aid source and the student's qualifications for each aid program.

## FEDERAL PROGRAMS

### The Federal Grant Program:

<https://studentaid.gov/understand-aid/types/grants/pell>

**The Federal Supplemental Educational Opportunity Grant (SEOG) Program:**

<https://studentaid.gov/understand-aid/types/grants/fseog>



**The Federal Work-Study (FWS) Program:**

<https://studentaid.gov/understand-aid/types/work-study>

**SOUTH CAROLINA GRANTS AND SCHOLARSHIPS****The South Carolina Tuition Grants Program:**

<https://sctuitiongrants.org/>

**LIFE Scholarship**

<https://che.sc.gov/index.php/students-families-and-military/scholarships-and-grants-sc-residents>

**S.C. Lottery Tuition Assistance Program (LTAP):**

<https://che.sc.gov/index.php/students-families-and-military/scholarships-and-grants-sc-residents>

**Palmetto Fellows Scholarship:**

<https://che.sc.gov/index.php/students-families-and-military/scholarships-and-grants-sc-residents>

**FEDERAL LOAN PROGRAMS****Federal Direct Subsidized/Unsubsidized Loan:**

<https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

**Federal Direct PLUS Loan:**

<https://studentaid.gov/understand-aid/types/loans/plus/parent>

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

**Satisfactory Academic Progress (SAP)** is defined as a rate of student course completion determined using a time frame, in addition to qualitative measures and quantitative measures. Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive assistance through Title IV federal grant, work, and loan programs.

Please note:

- These are Financial Aid standards and do not replace or override SMC academic policies.
- The academic progress of students will be reviewed after each payment period.

- The academic progress of new financial aid applicants will be reviewed as SMC receives the results of students’ FAFSA.
- It is every student’s responsibility to stay informed about the College’s SAP standards and policy.

**TIME FRAME**

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

\*Students pursuing a second associate or bachelor’s degree will be monitored on an individual basis.

**QUALITATIVE STANDARD**

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

<b>Attempted Hours</b>	<b>Minimum SAP GPA</b>
1-15 Hours	1.20
16-30 Hours	1.40
31-45 Hours	1.60
46-59 Hours	1.80
60+ Hours	2.00

\*Semester hours include Transitional Studies courses successfully completed.

**QUANTITATIVE STANDARD**

The minimum completion rate requires students to earn at least 67% of the cumulative credit hours attempted. This is also referred to as pace. This percentage is calculated by dividing the number of earned credit hours by the number of attempted hours. (Earned / Attempted = Completion Rate); example provided below. All transfer hours accepted by SMC will be counted in calculations for both earned and attempted hours.

Example:

	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Total attempted (all years)</b>	<b>Must earn at least 67%</b>
<b>1<sup>st</sup> Year</b>	15 hours	12 hours	27 hours	27 hours x 67% = 19 hours
<b>2<sup>nd</sup> Year</b>	15 hours	15 hours	57 hours	57 hours x 67% = 39 hours
<b>3<sup>rd</sup> Year</b>	18 hours	15 hours	90 hours	90 hours x 67% = 61 hours

- To earn hours at SMC, a student must receive a grade of A, B, C or D. All other grades including F, FA, I, W, WP, or WF count as attempted, but not earned hours.
- **Withdrawing** from classes at any point after the drop/add period will negatively affect a student's completion rate/pace and future financial aid.
- Repeat Coursework is treated the same for Financial Aid purposes as Academic Purposes for qualitative calculations. Please refer to the Academic Regulation section of the catalog for more information on **Repeating a Course**. All courses taken at SMC count toward quantitative calculations.
- Courses for which a student earns a grade of **Incomplete** (I or IP) are counted as attempted but not earned credit hours. If a student receives a passing grade in place of an Incomplete after academic progress has been evaluated, it is the student's responsibility to notify the Financial Aid Office.
- **Transitional Studies (Remedial/Developmental) courses** count toward both qualitative and quantitative calculations. If a student enrolls in more than 30 hours of remedial/developmental courses, he/she may not meet standards of satisfactory academic progress and can lose his/her financial aid.
- **Pass/Fail Courses** with a P grade are not considered in qualitative calculations. Pass/Fail courses do count toward quantitative calculations.
- **Transfer hours (including Dual/Joint Enrolled courses)** do not count toward qualitative calculations (unless taken at SMC.) Transfer hours accepted by SMC do count toward quantitative calculations.
- Students who receive financial aid must be degree-seeking and take courses that apply to their primary degree program.

## FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

Students who do not meet the SAP criteria at the end of a payment period are not eligible for any type of aid, including federal, state, or institutional grants, scholarships, work-study, or federal loans until such time as they meet the standards or are approved through the appeal process. The possible statuses outside of making good satisfactory academic progress are outlined below. Financial Aid SAP may differ from Academic Standing. Students will be notified of their Academic Standing by the Registrar's Office.

**Warning** – The first time students fall short of meeting the required completion ratio or GPA, their status is Warning. They remain eligible to receive financial aid while in warning status.

**Suspension** – After attending one semester on Warning status, if students do not meet the required completion ratio or GPA, their status becomes FA Suspension. They are no longer eligible to receive financial aid until the required standards are met. They must successfully appeal to regain eligibility.

**Probation** – After being placed on FA Suspension, AND a student has successfully appealed and financial aid has been reinstated, the student is eligible to

receive financial aid. This status is only for one term and quite often will carry conditions and/or stipulations for continued eligibility.

### **RE-ESTABLISHING FINANCIAL AID ELIGIBILITY**

**Without an Appeal:** If students meet one of the following requirements, they must contact the Financial Aid Office to have their financial aid reviewed for reinstatement:

- They were denied financial aid because they did not meet the minimum GPA standard but have taken additional courses to bring their GPA up to the minimum.
- They were denied financial aid because they did not meet the 67% completion rate but have taken additional courses to bring their pace back up to 67% or better.

**With an Appeal:** Students may appeal to regain their eligibility for financial aid if they had extenuating circumstances which prevented them from making SAP. Extenuating circumstances are significant life experiences that impacted their emotional and/or physical health so much that they were unable to make good academic progress. Students may not base their appeal on:

- Their need for financial aid or
- Their lack of knowledge that their financial aid was in jeopardy.

#### **Appeals must include:**

- The Satisfactory Academic Progress Appeal Form (complete, legible, and signed).
- A letter from the student explaining the circumstances which prevented satisfactory academic progress in the past and how/why those circumstances affected the student. An explanation from the student as to how the circumstances have been resolved so that he/she can make satisfactory academic progress in the future. Include the steps/resources he/she plans to take to improve his/her academic record.
- Documentation to support/verify the circumstances cited in the letter. For example, illness and/or injury can be documented with hospital or insurance records; a death can be documented with an obituary or funeral card; divorce can be documented with a signed letter from a lawyer or a copy of the divorce decree, etc. Letters must be signed and must contain contact information (the phone number, email address, etc., of the person who wrote and signed the letter). Documentation cannot be from family members, significant others, roommates, etc., unless otherwise specified.
- If a student is appealing due to maximum timeframe (150%), the appeal must include a list of the student's remaining degree requirements signed by the student's advisor.

#### **More information about the appeal process:**

- The SAP Appeal Committee will review appeals. Students will be notified in writing of the appeal decision, and all appeals and relevant documents will be kept in the student's file.
- The SAP Appeal Committee:
  - Meets as needed to review appeals.
  - All Financial Aid Appeal decisions are final.

- Federal regulations are clear that students may not make subsequent appeals for the same reason as a previous appeal.
- Appeals may be denied, or approved with stipulations. For example, a student may be approved for aid for one semester during which he/she will be required to earn all credit hours (no withdrawals – which includes grades of “W,” “WP,” and “WF” – and no grades of “F,” “I,” or “FA”) and earn a certain GPA. If the student meets those stipulations, aid would be granted for the next term. If the stipulations are not met, future aid would be denied.
- If an appeal is approved, the student is considered to be on Probation and may receive financial aid for only one payment period. At the end of that probationary payment period, the student must meet SMC’s SAP standards or meet the requirements of an academic plan to qualify for future financial aid. Academic plans may be developed by staff in the Financial Aid Office, academic advisors, and/or the student as deemed appropriate.
- Appeals must be received before or during the term for which the student is requesting aid. Any appeal received after the published deadline for the term will be considered for the next term for which the student enrolls. Appeal decisions are not retroactive.
- All appeal documentation submitted becomes the property of SMC Financial Aid Office for their discretionary use.

## **REQUIREMENTS TO RETAIN ACADEMIC AND OTHER INSTITUTIONAL GRANTS**

Spartanburg Methodist College academic scholarship programs require students to meet Satisfactory Academic Progress.

Athletic, leadership, and other service awards required 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*.

## **OTHER RESOURCES FOR STUDENTS**

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

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

**Private Student Loans** are different from federal student loans in that they are not guaranteed by the federal government, require a credit check, and often a co-signor. Terms and conditions vary significantly depending on the lender. Students should carefully consider their needs, and then select a loan product that best meets their individual situation. When researching private loans, they should pay close attention to the borrower benefits, fees, interest rates, and repayment requirements.

### **VA PENDING PAYMENT COMPLIANCE POLICY**

In accordance with Title 38 US Code 3679 subsection (3), Spartanburg Methodist College has adopted the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Spartanburg Methodist College will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.



# **STUDENT PROGRAMS AND SERVICES**



## STUDENT PROGRAMS AND SERVICES

### THE SMC EXPERIENCE

Spartanburg Methodist College offers various Student and Professional Development programs that create an engaging culture of student success from enrollment to employment. Through the SMC Experience, students can develop various skills and knowledge that support them in their academic, career, and community involvement journeys. In addition, students who engage in campus life and leadership opportunities have a sense of belonging and support on campus and in the classroom to achieve their academic, personal, and career goals.

As a central value, The SMC Experience infuses equity, diversity, and inclusion throughout all programs.

To create a safe and healthy campus community, SMC expects and encourages students to develop responsible self-direction and positive standards of conduct that promote personal freedom and foster respect for others' freedom and rights. Therefore, students who enroll at Spartanburg Methodist College are expected to understand and honor the specific regulations governing campus life and live by them as community members. The complete Student Conduct Code can be found in *The Student Handbook*.

The SMC Experience includes Career & Success, Community, Involvement, and Wellness Programs.

### EXPERIENCE CAREER & SUCCESS

Experience Career and Success prepare students for success in college and their careers after college.

#### Advising & Student Success

To support students in this process, SMC students have one advisor that supports them in all areas of success, from enrollment to employment. Advisors work with students to plan and achieve their goals at SMC and beyond. This includes scheduling classes, academic success, academic recovery, deciding on a major, and introductory career planning.

Experience Success offers workshops, and programs to help students inside and outside the classroom on topics including time management and study skills. Advisors work with students individually and in groups to pair them with available resources to ensure their success at SMC. Experience Success also offers The Summit, a series of academic recovery days hosted each semester where students receive individual assistance and the opportunity to catch up on assignments.

The Advising Office is located in the Buchheit Administration Building.

#### First-Year Programs

Experience Orientation is SMC's orientation program required for all first-year students. Experience Orientation is a one-day event that aids students in

becoming acquainted with campus resources and will help students start their college experience on the right path to success! Students meet fellow incoming students, get to know the campus, and meet with various faculty and staff around campus who will be vital to a smooth first semester at SMC. Experience Orientation occurs throughout the summer for students starting SMC in the Fall, and in January for new Spring semester students.

SMC 101 is a required Freshman Year Experience course. The course is designed to help students transition from high school to college. During SMC 101, students will study the fundamentals of academic success, goal setting, and introductory career exploration.

For more information about First-Year Programs, contact your advisor.

### **Tutoring Services**

Tutoring Services, 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 through peer tutoring and 24-hour online tutoring services.

Peer Tutoring: Qualified students are available to organize research papers, review for tests, complete projects, improve math and writing skills, and meet the academic challenges of college-level work. In addition, Tutoring Services provides study groups for various subjects to assist students with preparing for upcoming exams.

Online Tutoring: Professional tutors are available 24/7 through an online tutoring service. Please see the Tutoring Services webpage for information.

### **Career & Internships**

Experience Career provides coaching, internship opportunities, and job search support to help students identify, explore, and prepare for their career options. Experience Career offers programs and services to all students regardless of their job or career path. While introductory career and major exploration happens with advisors, Experience Career offers Resume and Interview Preparation, Internship and Job Search preparation. Additionally, Experience Career hosts a series of events each semester including opportunities to connect with employers and grad schools, workshops, and panel presentations for a variety of career interests.

Experience Career is located in The X, on the second floor of the Student Center.

## **EXPERIENCE COMMUNITY**

A healthy and robust community is vital to supporting student success. We aim to foster a safe, healthy, supportive campus community for residential and commuting students. Experience Community includes Community (Residence) Life, Title IX, and Equal Opportunity, the Office of Diversity, Equity and Inclusion, and the Campus Safety Department.

## **Community Life**

Spartanburg Methodist College takes pride in its residential program, which provides comfortable and convenient housing for all students. Payment for living on campus includes utilities, cable TV connection, unlimited use of washers and dryers, internet access, basic furniture, and food service in the dining hall. Students should expect to have a roommate. Even though conditions may temporarily leave a student without a roommate, the College reserves the right to place students as necessary to manage the residence halls effectively. Trained staff supervise Residence Halls and work closely with students to provide a positive living-learning experience.

Students must live on campus unless they meet approved exemption criteria as listed in *The Student Handbook*.

The students at Spartanburg Methodist College are members of the college's community with rights and responsibilities. The College has expectations regarding out students' behavior as community members. These expectations reach beyond the classroom setting into aspects of daily life decisions. All students are responsible for conducting themselves per the Standards of Conduct and the SMC Honor Code. Community Life educates students about community expectations and student conduct. If a student fails to comply with stated community expectations and standards, learning, personal growth, and development are facilitated through a restorative conduct process.

Community Life is located in The X, on the second floor of the Student Center.

## **Campus Safety**

The Campus Safety Department at SMC is an official police department that aims to provide a safe campus community. Our Campus Police Officers are certified through the South Carolina Criminal Justice Academy and State and South Carolina State Constables through the South Carolina Law Enforcement Division (SLED) to make an arrest, write traffic citations, and conduct investigations off campus, if necessary. The Department also employs SLED Certified Security Officers to provide additional security on Campus.

Students can receive a Student ID and/or register a personal automobile with the College. Parking is available in designated areas for registered automobiles. A complete list of parking and automobile policies is located in *The Student Handbook*. The College assumes no liability for vehicle damage by providing parking spaces on the campus.

The Campus Safety Office is located in the basement of Kingman Residence Hall. The Campus Safety Department at Spartanburg Methodist College operates 24 hours a day, seven days a week. The telephone number is 864-587-4003.

## **Title IX & Equal Opportunity**

The Office of Title IX & Equal Opportunity addresses complaints of discrimination based on sex in educational programs and activities that receive financial assistance. This office also addresses concerns about providing equal opportunity to all students, faculty, and staff members on campus. Training, including Title IX training and bias incident training, is also provided by this office.

The Title IX & Equal Opportunity Office is located on the second floor of SMCX in Suite 23, Room 231. The telephone number is 864-699-4642.

### **Diversity, Equity, & Inclusion**

The Office of Diversity, Equity, and Inclusion facilitates the collaboration with departments across campus to create an environment that is welcoming of all aspects of campus members' identities (including race, ethnicity, nationality, gender, sexuality, disability status, socioeconomic level, age, and extended dimensions of diversity). The Office of DEI develops initiatives that promote student engagement and success within SMCX, educates the campus about diversity, equity, and inclusion (DEI) initiatives, fosters an environment that allows all students to develop a strong sense of belonging and inclusion, and prepares students to lead in a diverse society.

The Diversity, Equity and Inclusion Office is located on the second floor of SMCX in Suite 23, Room 231. The telephone number is 864-587-4381.

### **EXPERIENCE INVOLVEMENT**

Experience Involvement aims to create a fun and vibrant campus community by hosting a wide variety of activities for all students. Involvement activities encourage students to foster community, identity, and leadership skills. Xvibes, Student Government Association, Campus Recreation, and other student clubs and organizations work together to provide an engaging student life experience for the SMC Community.

Experience Involvement Offices are located in The X on the second floor of the Student Center.

### **Campus Recreation**

Campus Recreation offers experiences that enrich students' lives through fitness, sport, adventure, and play. All SMC students can utilize the Moore Family Fitness Center, the Moore Basketball Gym, and participate in Intramural Sports.

All SMC students have free access to the Moore Family Fitness Center and Moore Basketball Gym. The fitness center is a 4,000 square foot facility with cardio equipment, weights, an aerobics room, and various workout classes. The basketball gym is a 6,500-square-foot facility with a full-sized basketball court with stadium seating on both sides.

Intramural programs provide an opportunity for interested students to participate in a variety of team and individual sports seasons throughout the year.

### **X-Vibes**

X-Vibes is a student-led activities board that plans a wide range of activities throughout the school year. Through a diverse range of activities, X-vibes fosters an inclusive and engaged campus community and aims to create vibrant activities for all SMC students.

## **Student Government Association**

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

## **Clubs and Organizations**

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 cultural, intellectual, and social growth opportunities. SMC strives to provide various options for student participation and involvement in campus life and the college community.

## **EXPERIENCE WELLNESS**

Experience Wellness is dedicated to our students' physical, mental, and emotional health and well-being. Experience Wellness provides free counseling, accessibility services, and a Health Center that offers basic medical services to support student success.

### **Counseling**

Personal counseling is available for all SMC students to enhance their academic success. Individual appointments can be made to discuss stress, depression, relationships, college life adjustments, and other mental health or personal concerns. These services are confidential and offered at no cost to students. In addition, referrals are made to other professionals in the community if additional medical or psychological help is necessary. To schedule an appointment, email [wellnessgroup@smcsc.edu](mailto:wellnessgroup@smcsc.edu).

Counseling Center Offices are located in Willard Hall, Suite 14.

### **Health Services**

The Wellness Center makes over-the-counter medications and some basic medical supplies available to the community in the wellness suite in Willard Hall and the Health Center in Kingman Hall. The Health Center, staffed through a partnership with the CDC, also offers Covid-19 testing. Questions regarding health services should be referred to [WellnessGroup@smcsc.edu](mailto:WellnessGroup@smcsc.edu). Students requiring more comprehensive healthcare services may consider contacting Regenes Healthcare; more information is available at their website: [www.myrhc.org](http://www.myrhc.org).

We strongly recommend that students be covered by their health insurance as individuals or as part of family coverage. Athletes are required to have comprehensive health insurance. All full-time students are covered by an accident policy that provides secondary coverage in coordination with other applicable insurance coverage the student and/or family has in force.

## **Psychiatric Services**

Psychiatric Services are available on campus one day a month. Students can schedule an initial appointment through counseling services to have medication prescribed. Students are required to see an on-campus counselor at least two times a semester (unless more sessions are clinically indicated) to receive psychiatric services.

*Controlled substances are unavailable through these services, so students with prescriptions for controlled substances will need to continue to get those from the original prescribing doctor.*

Psychiatric Service Offices are located in Willard Hall, Suite 14

## **Accessibility Resources**

Accessibility Resources provides students with disabilities appropriate accommodations to ensure equal access to college courses and activities. Students who wish to receive accommodations must provide documentation of their disabilities and meet with a staff member of Accessibility Resources to arrange accommodations.

Accessibility Resources is located on the first floor of the Walker Building.

## **FOOD SERVICES**

The dining facility is operated by the Spartanburg Methodist College Dining Services. Resident students must subscribe to the meal plan unless they are under a physician's dietary prescription and Dining Services cannot meet the terms of that prescription. All resident students have the same meal plan as part of the comprehensive Room/Board fee. The plan includes unlimited trips to the Dining Center and a set number of meal exchanges in "The Cellar" and any future dining venue on campus. Meals may be purchased at the Dining Center, The Cellar, and any future dining venue on campus. Commuting students may purchase a meal plan through Dining Services and that plan consists of 25 meals for \$100. In addition, commuting students may also purchase flex dollars to be used at any of the on-campus dining venues.

## **LEARNING RESOURCES CENTER**

The Marie Blair Burgess Learning Resources Center offers a comprehensive collection of resources for students, faculty, and staff to utilize, including print resources, electronic resources, computing resources, and online access to various research tools.

The Library offers approximately 500,000 ebooks, 28,000 physical items (books, DVDs) and over 100 databases which not only provide access to full text articles and journals but we also offer streaming media and interactive tests for vocational certifications, and interview practice (Mometrix). Students, faculty, and staff may also request materials from other South Carolina academic libraries via PASCAL (Partnership Among South Carolina Academic Libraries).

Over 87 online research databases are available 24/7 through the library's Website at <http://libguides.smcsc.edu/main/home> and can be accessed from both on

and off campus. These databases provide access to thousands of full-text articles from various academic journals, magazines, and newspapers.

The library also provides wireless access, 11 computer stations for student use, two printers, and a photocopier.

Librarians are happy to assist with any questions regarding library resources and services. A 24-hour chat support service is available on our website.

### **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 service:

**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 Provost.

### **THE WRITE PLACE**

The Write Place offers support for any writing-related assignment and at any stage of the writing process, including brainstorming, outlining, essay development, editing, locating and incorporating sources, and formatting. Tutors can also offer assistance with professional documents or creative writing work.

Located in Ellis 218, The Write Place is open Monday through Thursday and hours are posted each semester. Students may also request an appointment via Microsoft Bookings.

## 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 worship 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 Chapel also contains the Pioneer Pantry, a food resource for students struggling with food insecurity, the meditation room and a lactation space for nursing mothers.

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 a common goal of helping students find meaning in their faith through fellowship and service.

## 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 online newspaper, *The Trailblazer*, is published by students in the Journalism Workshop course. Articles cover matters of interest to the campus-wide community, including campus events, entertainment, sports, and local and world news. Editorials on issues confronting the College community are also published. All students, faculty, and staff are welcome to submit articles to *The Trailblazer*.

Published in the spring of each year, *The Blue Granite Review* is the College's literary/visual arts journal which publishes short stories, poetry, creative nonfiction, and visual art produced by Spartanburg Methodist College students.

All full-time students enrolled for both semesters of the academic year receive College publications.

## INTERCOLLEGIATE ATHLETICS

Spartanburg Methodist College is a member of the National Junior College Athletic Association (NJCAA) and competes in Region 10. Men's intercollegiate sports include baseball, basketball, cross country, golf, half marathon, soccer, and club track and field. Women's intercollegiate sports include basketball, cross country, golf, half marathon, soccer, softball, club track and field, beach volleyball, and court volleyball.



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

### **SMC THEATRE**

Students have the opportunity to develop their talents in both acting and technical theatre through the production of at least one play or musical each semester. All students involved in SMC Theatre productions, either acting or backstage, are enrolled in the Drama Workshop class each semester they participate. The Drama Club also fosters interest in theatre by engaging in on-campus activities and attending area theatre productions.

### **SMC SINGERS**

Spartanburg Methodist College supports a Chorus for students with musical interest and talent. The SMC Singers perform at selected functions of the College and in two choral concerts each year.

### **TROUBADOURS**

The College sponsors an auditioned choral ensemble, which prepares more challenging repertoire than the SMC Singers. This ensemble will travel to churches and various other venues as representatives of the College.

**PERSONNEL**

## PERSONNEL

### BOARD OF TRUSTEES

Mr. John Moore, Chairperson .....	Spartanburg
Mr. Michael Allen .....	Greenville
Mr. Andrew Babb .....	Spartanburg
Mr. Pat Barber .....	Charleston
Mr. Phillip Buchheit .....	Spartanburg
Ms. Carol Burdette.....	Pendleton
Mr. Darrell Campbell.....	Columbia
The Reverend Jerry Gadsden.....	Kingstree
The Reverend C. Lane Glaze.....	Beaufort
Mr. Marcos Gomez.....	Spartanburg
Mrs. Catherine Gramling .....	Spartanburg
Dr. Frank Lee.....	Charleston
Mrs. Kathy McKinney .....	Greenville
The Reverend Evelyn Middleton .....	Chapin
Ms. Charlita Moss.....	Spartanburg
Mrs. Marilyn Murphy .....	Ninety Six
Dr. Darryl Owings .....	Spartanburg
Dr. Harriett Rucker .....	Newberry
Mr. Clint Settle .....	Spartanburg
The Reverend Mary Teasley .....	Surfside
Mr. Quinn Mann .....	Student Advisory Trustee

### ADMINISTRATIVE AND SUPPORT STAFF

#### Office of the President

W. Scott Cochran.....	President
Lynn Lancaster .....	Executive Assistant to the President

#### Office of Information Technology and Analytics

Jason Womick.....	Vice President for Information Technology and Analytics
Christian Bryant.....	Director of IT Services and Operations
James A. Gregg.....	Network Operations Specialist
Judy G. Hefner.....	Director of Administrative Systems
Antonio McClintock .....	IT Service Desk Analyst
Jessi Smith .....	Systems Analyst/Developer

#### Office of Marketing

Lisa M. Ware .....	Vice President for Marketing
Radhika Vaid .....	Digital Content Manager
Melinda Maxwell.....	Director of Enrollment Marketing
Jeremy Handel .....	Director of Marketing Communications
Brendan Plake.....	Digital Production Manager

#### Office of Student and Professional Development

Courtney Shelton.....	Vice President for Student and Professional Development
Allen Lollis .....	Dean of Students
Corey Bell.....	Director of Community Life
Lontay Greene .....	Asst. Director Community Life & Conduct
Jerone Wilder.....	Area Coordinator

Courtney Laughlin .....	Area Coordinator
Allyson Brown .....	Director of Diversity, Equity and Inclusion
Kevin Rhodes .....	Director of Title IX & Equal Opportunity
Mindy Bliss, Ph.D. ....	Asst. Dean and Director of Health and Wellness
Ronnie McCarrell .....	Director of Counseling Services
Gina Parris .....	Director of Accessibility Resources
Chris Carter .....	Chief of Campus Safety
Forrester Ellison .....	Operations Lieutenant
AJ Gwyn .....	Investigative Sergeant
Ryan Clark .....	Campus Police Officer
Casey Rogers .....	Campus Police Officer
Leah Risinger .....	Security Corporal
Brian Willoughby .....	Security Officer
William Massingale .....	Security Officer
Megan Georgion .....	Dean of Career and Student Success
Shannon Bishop .....	Director of Career and Student Success
Victoria Anthony .....	Advisor
Brandon Lyles .....	Senior Advisor
Hayli Keith .....	Advisor
Eric Wells .....	Advisor
Steven Jeter .....	Tutor Coordinator
Emily Lausier .....	Employer Relations Manager
Reed Jostes .....	Assistant Director of Involvement
Clara Jane Hallar .....	SMC Experience Marketing Director

### **Office of the Chaplain**

The Reverend Timothy Drum, II. ....	Chaplain and Director of Church Relations
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### **Office of Academic Affairs**

Curt Laird .....	Provost and Executive Vice President for Academic Affairs
Sharon T. Wilborn .....	Administrative Assistant to the Academic Affairs Office
Jessica Bragg .....	Director of Institutional Effectiveness
Josh Holt .....	Director of Arts Enrichment
Susan Myers .....	Librarian and Director of the Learning Resource Center
Mary Diones .....	Associate Librarian
Amanda Perez .....	eResources Librarian
Bernadette Shelton .....	Public Services Manager

### **SMC Online**

Toni Bennett, Ph.D. ....	Associate Provost
Ali Stones .....	Online Operations Coordinator
Stacey Scarborough .....	Director of Instructional Design

### **Department Chairs**

Kirk Hansen, Ph.D. ....	Chairperson, Division of Business & Social Sciences
Kelly Neil, Ph.D. ....	Chairperson, Division of English & Humanities
Adam Siegfried, Ph.D. ....	Chairperson, Division of Math & Sciences
Megan Aiello .....	Chairperson, Department of Physical Education
Litasha Dennis, Ph.D. ....	Chairperson, Department of English
Mary Jane Farmer, Ph.D. ....	Chairperson, Department of Social Sciences
J. Kris Pratt, Ph.D. ....	Chairperson, Department of Humanities
Dawn Dingwell .....	Chairperson, Department of Business
Jennifer Hyder, Ph.D. ....	Chairperson, Department of Science and Health
Sarah Frederickson, Ph.D. ....	Chairperson, Department of Math and Computer Science
Courtney Shelton .....	Chairperson, Department of Professional Development

**Office of the Registrar**

Jill R. Johnson..... Registrar  
 Caroline Conard..... Assistant Registrar

**Office of Business Affairs**

Michael Crocker ..... Chief Financial Officer  
 Jacob Armitage..... Controller  
 Callie Cable ..... Director of Human Resources  
 Pam Ponder..... Human Resources and Payroll Specialist  
 Karin Tillotson..... Accounts Payable Specialist  
 Kerry Van Winkle..... Student Account Manager  
 Amyaih Sarratt..... Accounts Receivable Specialist  
 Hildegard Linder..... Director of Dining Services

**Facilities Management**

Marty Woods ..... Vice President for Facilities  
 Ricky Hess..... Maintenance Supervisor  
 Scott Deskins ..... Director of Mail Services and Event Management  
 Harry Barnett..... Senior Maintenance Mechanic  
 Johnnie Worthy..... Maintenance Technician  
 Steve Osborne..... Maintenance Technician  
 Chris Irving..... Housekeeping Manager

**Office of Institutional Advancement**

Jennifer Dillenger .. Vice President for Institutional Advancement and Chief of Staff  
 Leah L. Caldwell ..... Director of the Annual Fund and Alumni  
 Charles Dalton ..... Assistant Director to the Annual Fund  
 Mandy Hoyle ..... Development Assistant

**Office of Enrollment Management**

Ben Maxwell..... Vice President for Enrollment Management  
 Ellen Cape-Jewel ..... Enrollment Management Associate  
 Kyle Wade ..... Director of Financial Aid and Enrollment Services  
 Deneen Talarico..... Assistant Director of Financial Aid  
 Noah Moore..... Financial Aid Counselor  
 Brandy Simpson..... Financial Aid Counselor  
 Julie Lanford..... Executive Director of Admissions and Enrollment Services  
 Harry Cochran ..... Assistant Director of Admissions  
 Emily Bishop ..... Assistant Director of Admissions and Visitor Experience  
 Kimbraly Patterson ..... Assistant Director of CRM Management  
 Seth Crain ..... Admissions Counselor  
 Sam Roberson..... Admissions Counselor  
 Candy Ortiz..... Admissions Counselor  
 Victoria Adams..... Campus Store Manager

**Intercollegiate Athletics**

Megan Aiello..... Director of Athletics  
 Deanna Unger ..... Assistant Athletic Director, Compliance  
 Ryan Cliff..... Assistant Athletic Director, Administration and Finance  
 Tim Wallace ..... Baseball Coach  
 Patrick Moynihan..... Men's Basketball Coach  
 Kelly Britsky..... Women's Basketball Coach  
 Aaron King ..... Men and Women's Cross Country Coach  
 Tyler Jones..... Men's Golf Coach  
 Sara Allen ..... Women's Golf Coach

David Cox.....	Men’s Soccer Coach
Kyle Campbell.....	Women’s Soccer Coach
Abby Young .....	Softball Coach
Makayla Castro.....	Women’s Indoor and Beach Volleyball Coach

**FACULTY**

JILL ADAMS, Adjunct Professor of English, (2023). A.A., St. Johns River Community College; B.A. and M.F.A., University of Central Florida.

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

MEGAN AIELLO, Director of Athletics and Chair, Department of Physical Education, (2013). B.S., Anderson University; M.A., Bluffton University.

HEATHER E. AUSTIN, Professor of Psychology, (2013). B.A., Newberry College; M.S., Capella University; M.A., North Central University.

KEVIN AYESH, Adjunct Professor of Music/Piano, (2021). B.M., University of Texas at Austin; M.M. and D.M., University of Maryland.

TONI BENNETT, Associate Provost, (2020). B.A. and M.B.A., Christian Brothers University; D.B.A., Jacksonville University.

KRISTIN BERKEY-ABBOTT, Adjunct Professor of English, (2023). B.A., Newberry College; M.A. and Ph.D., University of South Carolina.

ETHAN BIRNEY, Professor of History, (2020). B.A. and M.A., Bob Jones University; Ph.D., University of St. Andrews. Postgraduate Diploma, Mediaeval History, University of St. Andrews.

JANE BRACKETT, Professor Emerita, (2023). B.S., Appalachian State University; M.Ed., University of South Carolina. Additional graduate work at Converse College.

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

TAYLOR BRICKLEY, Professor of Criminal Justice, (2020). B. S., Radford University; M.S., Armstrong State University; Ph.D., University of South Carolina.

VALERIE BROOKS-MADDEN, Adjunct Professor of Business, (2023). B.S., Southern Wesleyan University; M.B.A., Strayer University; D.B.A., Walden University.

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

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