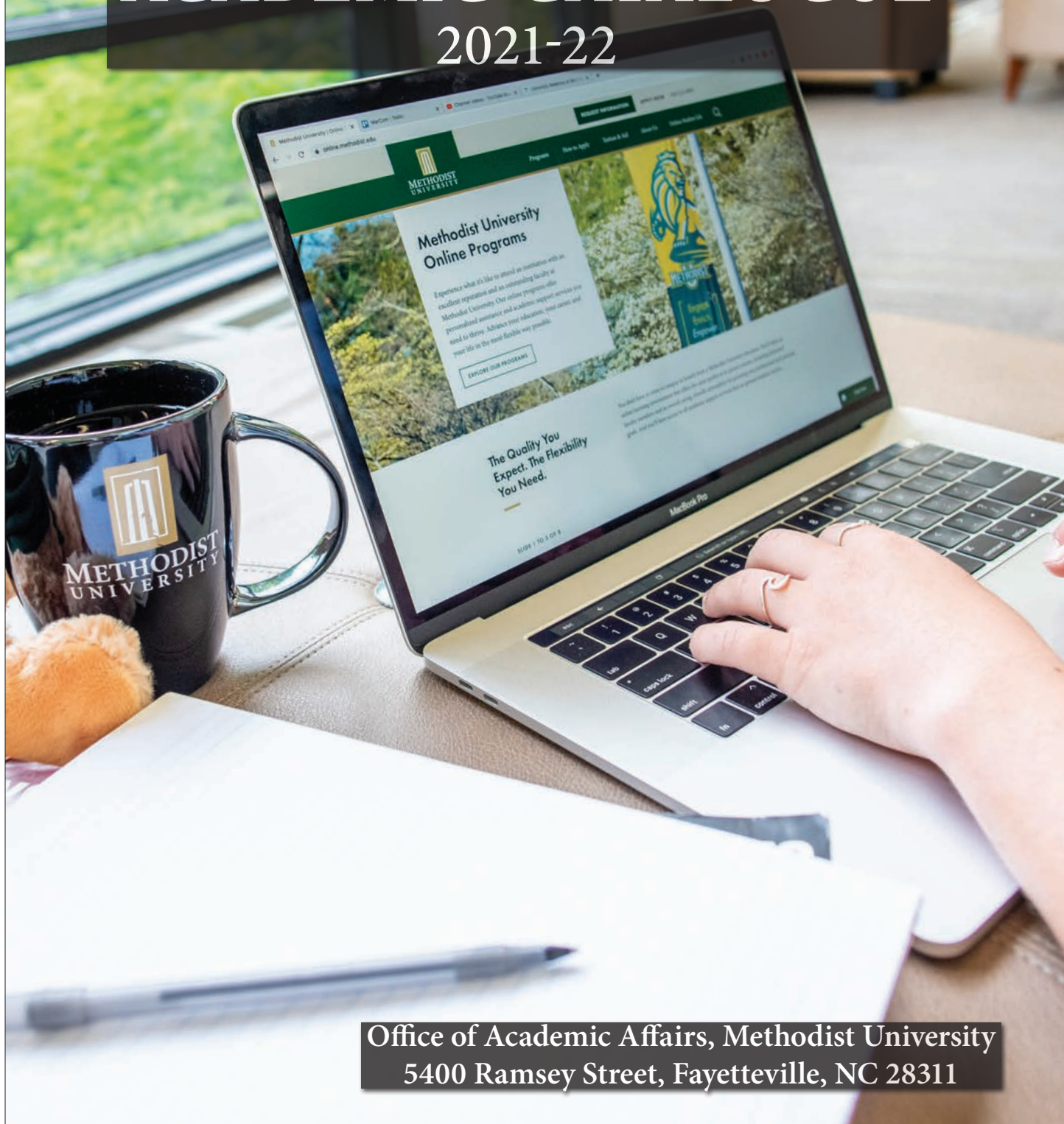




ONLINE ACADEMIC CATALOGUE 2021-22



Office of Academic Affairs, Methodist University
5400 Ramsey Street, Fayetteville, NC 28311

Online Academic Calendar 2021-22

Fall 2021

Term I

Note – This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus programs are included in the academic calendar for those sessions.

Friday	October 22	Last day to drop/add without record
Thursday	November 11	Veterans Day (Holiday no classes)
Wednesday-Sunday	November 24-28	Thanksgiving Holiday
Friday	December 3	Last day to withdraw
Wednesday-Friday	Dec. 8-10	Final Exams
Saturday	December 11	Commencement Ceremony
Monday	December 13	Final grades due
Monday	August 23	Classes begin
Friday	August 27	Last day to drop/add without record
Friday	October 8	Last day to drop a class
Wednesday-Friday	October 13-15	Final Exams
Monday	October 18	Final Grades Due

Term II

Note – This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus programs are included in the academic calendar for those sessions.

Monday	October 18	Classes begin
Friday	October 22	Last day to drop/add without record
Friday	December 3	Last day to drop a class
Friday-Tuesday	December 8-10	Final Exams
Monday	December 13	Final Grades Due

Spring 2022

Term I

Note – This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus programs are included in the academic calendar for those sessions.

Monday	January 10	Classes begin
Friday	January 14	Last day to drop/add without record
Friday	February 25	Last day to drop a class
Wednesday-Friday	March 2-4	Final Exams
Monday	March 7	Final Grades due

Term II

Note – This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus programs are included in the academic calendar for those sessions.

Monday	March 7	Classes begin
Friday	March 11	Last day to drop/add without record
Friday	April 22	Last day to drop a course
Friday -Tuesday	April 27-29	Final Exams
Monday	May 2	Final Grades Due

Summer 2022

Term I

Note – *This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus programs are included in the academic calendar for those sessions.*

Monday	May 2	Classes begin
Friday	May 6	Last day to drop/add without record
Friday	June 17	Last day to drop a course
Wednesday-Friday	June 22-24	Final Exams
Monday	June 27	Final Grades Due

Term II

Note – *This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus programs are included in the academic calendar for those sessions.*

Monday	June 27	Classes begin
Friday	July 1	Last day to drop/add without record
Friday	August 23	Last day to drop a course
Friday-Tuesday	August 17-19	Final Exams
Monday	August 22	Final Grades Due

INTRODUCTION TO THE UNIVERSITY

Mission Statement

Methodist University, historically supported by the North Carolina Annual Conference of the United Methodist Church, owes its origin and values to the life and teachings of Jesus Christ. The University is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. The University's programs are based on the conviction that a liberally-educated person is sensitive to the needs and rights of others. Methodist University affirms the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The University community seeks to develop whole persons who will contribute substantially and creatively to the professions and to civic life. Therefore, Methodist University provides opportunities for spiritual, academic, and social growth, to the end that students may acquire enlightened minds and responsible spirits, as well as a continuing thirst for knowledge.

The purpose of Methodist University is to provide an undergraduate and graduate education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making; to provide distinctive professional and graduate programs that complement the undergraduate programs; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

General Goals of the University Student

Oriented Goals

1. Be immersed in an environment in which they are encouraged to develop good moral values, practice ethical decision making, and to have an opportunity to enhance their spiritual development.
2. Attain an understanding of themselves and their social and physical world through a broad study of the liberal arts and an in-depth study of an academic discipline.
3. Live meaningfully in the world, as reflected in satisfaction with their career development and social relations, through the understanding they have attained of themselves and the world.
4. Acquire competence in written and oral communication and in critical thinking.
5. Acquire proficiency in common uses of personal computers.

Graduate Level Goals

1. Graduate masters and doctoral level students who are competent in their academic discipline.
2. Graduate masters and doctoral level students who are ready for the job market and/or are equipped to pursue further graduate training.

Other Goals

1. Attract, develop, and retain a faculty that strives for excellence in teaching, scholarship, professional service to the community, and service to the University outside the classroom.
2. Provide significant services and facilities to groups within the community and state.
3. Engage in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement and demonstrate that the University is effectively accomplishing its mission.

Accreditation

Methodist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30330-4097 or call 404.67.4500 if you have any questions about the accreditation of Methodist University.

The Reeves School of Business is nationally accredited by the Accreditation Council for Business Schools and Programs to offer the following graduate and undergraduate degrees: the Professional Master of Business Administration (M.B.A.) with a focus in Organizational Management and Leadership, the Bachelor of Science (B.S.) in Accounting, Business Administration, Entrepreneurship, Financial Economics, Management, Marketing, and Sport Management. Additionally, a minor in Accounting; Business Administration; Entrepreneurship; Economics; Finance; Human Resource Management; International Business; Management; Marketing; Professional Tennis Management; Resort, Club, and Hospitality Management; and Sport Management is accredited. Finally, a B.S.

degree in Accounting, Business Administration, Financial Economics or Marketing with a PGA Golf Management Concentration; Professional Tennis Management; Resort, Club, and Hospitality Management; and Sport Management Concentration is accredited, and the Associate of Arts (A.A.) with a subject concentration in Accounting, Business Administration, Financial Economics, and Marketing.

The PGA Golf Management Program is accredited by the Professional Golfers' Association of America (PGA).

The Methodist University Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program has been placed on Probation as of Feb. 1, 2019, by the CAATE, 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3101, and is currently in teach-out..

The Legal Studies Program is accredited by the North Carolina State Bar and the American Bar Association (ABA).

The baccalaureate degree program in nursing at Methodist University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

The Social Work Program is accredited by the Council on Social Work Education and the North Carolina Department of Public Instruction (School Social Work).

The Teacher Education Program, accredited by the North Carolina Department of Public Instruction (NCDPI), provides courses of study for the following teaching licenses: Elementary Education (K-6); Middle Grades Education (6-9) concentrations: language arts, mathematics, social studies, science; Special Education: General Curriculum; Secondary Education (9-12): mathematics, history; Special Subjects (K-12): art, music, physical education and health education; with add-on licensure programs in English as a Second Language (ESL), and academically and intellectually gifted (AIG).

The Physician Assistant Program is accredited by The Commission on Accreditation of Allied Health Education Programs and by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA). Based on our accreditation, students who successfully complete the program can take the Physician Assistant National Certifying Exam (PANCE). If they score a passing grade on the PANCE, they are eligible to apply for licensure anywhere in the United States.

The Methodist University Doctor of Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Alexandria Virginia 22305-3085; telephone: 703.706.3245; email: accreditation@apta.org; website: www.capteonline.org. To contact the program/institution directly, please call 910.630.7216 or email gmusolino@methodist.edu.

Graduation from a physical therapist education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Alexandria, VA 22305-3085 phone; 703.706.3245; accreditation@apta.org ebsite: capteonline.org.

The program has determined that its curriculum meets the state educational requirements for licensure or certification in all states, the District of Colombia, Puerto Rico, and the U.S. Virgin Islands secondary to its accreditation by the Commission on Accreditation in Physical Therapy Education, based on the following:

CAPTE accreditation of a physical therapist or physical therapist assistant program satisfies state educational requirements in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Thus, students graduating from CAPTE-accredited physical therapist and physical therapist assistant education programs are eligible to take the National Physical Therapy Examination and apply for licensure in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. For more information regarding state qualifications and licensure requirements, refer to the Federation of State Boards of Physical Therapy website at www.fsbpt.org. Please refer to the FSBPT Licensing Authorities for additional information: <https://www.fsbpt.org/Free-Resources/Licensing-Authorities-Contact-Information> FSBPT jurisdictional licensure guide: <https://www.fsbpt.net/lrg/Home/LicensureByExamRequirem>

The entry-level occupational therapy doctoral degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

ACOTE® accredited occupational therapy and occupational therapy assistant educational programs satisfy the states' educational requirements in all states, the District of Columbia, and Puerto Rico. Students graduating from an ACOTE® accredited occupational therapy and occupational therapy assistant educational program are eligible to take the National Board for Certification in Occupational Therapy (NBCOT) certification exam and apply for licensure in all states, the District of Columbia, and Puerto Rico. For more information regarding state qualifications and licensure requirements, please refer to the AOTA State Licensure webpage.

Associations and Other Endorsements

The University is also a member of the North Carolina Association of Colleges and Universities and, the North Carolina Association of Independent Colleges and Universities. It is approved by the Division of Certification and Standards of the North Carolina Department of Public Instruction for the preparation of public school teachers and by the University Senate of the United Methodist General Board of Education.

The Exercise and Sport Science Program at Methodist University has been approved by the National Strength and Conditioning Association's Education Recognition Program in Strength and Conditioning. The Health Care Administration program is fully certified by the Association of University programs in Health Care Administration. The BSN program is a member of the American Association of Colleges of Nursing (AACN) and is fully approved by the North Carolina Board of Nursing (NCBON).

Founding

Methodist University was chartered in 1956 as Methodist College. The school was founded by the people of Cumberland County and the North Carolina Conference of the United Methodist Church for the purpose of Christian higher education and the extension of the influence of science, art, and Christian culture.

The school seal portrays the "Prophet of the Long Road," Francis Asbury, who was the first bishop of The Methodist Church in America, and also symbolizes his successors, the early circuit riding clergy. The school motto is *Veritas et Virtus*, "Truth and Virtue."

While the University is deeply committed to The United Methodist Church, its primary function is to provide a liberal arts education for all. In October 2006, on the eve of the 50th anniversary of the founding of Methodist College, the school's Board of Trustees voted to rename the school Methodist University to reflect Methodist's ongoing expansion into graduate education.

Location and Facilities

The University is located in Fayetteville, North Carolina, part of the Carolina Sandhills region in the heart of golfing country and two hours from the coast. Designed by Stevens and Wilkinson of Atlanta, the award-winning campus has grown from three buildings at its opening in 1960 to its present over 80 major and minor structures. It consists of 600 acres, primarily in undeveloped woodland, including Cape Fear River frontage. Part is given over to the Pauline Longest Nature Trail, visited by many school children and garden clubs each year. Classes are held principally in the Trustees Building, Dr. and Mrs. M. Elton Hendricks Science Complex, D. Keith Allison Hall, Richard L. Player Golf and Tennis Learning Center, Walter and Margaret Clark Hall, the Physician Assistant Program's three-building complex, The Professional Nursing Studies Building, March F. Riddle Center, John M. Reeves Fine Arts Building (a community center for the arts), Thomas R. McLean Health Sciences Building, and the William F. Bethune Center for Visual Arts. Other campus facilities include 14 residence halls, Berns Student Center, Chris's House, Nimocks Fitness Center, Horner Administration Building, O'Hanlon Amphitheatre, Joe W. Stout Hall (housing Admissions, Financial Aid, and Veterans Affairs), Davis Memorial Library, Gene Clayton Tennis Facility, Monarch Stadium and outdoor track, a driving range, putting greens, 18-hole golf course, Armstrong-Shelley Baseball Field, Price Field (softball), Coach Sink Field (intramural sports), and the Duggins Soccer Stadium. The Yarborough Bell Tower, located in the central mall of the campus, provides amplification for the Jones Memorial Carillon. The illuminated cross at the top of this 95-foot structure is symbolic of our religious origin. Hensdale Chapel, located on the central mall, features a vaulted ceiling with an interior of red oak. A Schantz pipe organ enhances worship services and provides an excellent instrument for recitals. The Mallett-Rogers House, which dates to 1778, was donated to the campus by the Florence Rogers Foundation. Computer labs available to students are located in the library, Trustees Building, Clark Hall, Allison Hall, Hendricks Science Complex, Bethune Center, and Physician Assistant buildings.

Davis Memorial Library

Davis Memorial Library, a vital component of Methodist University, provides access to resources, knowledge, information, and ideas for the intellectual inquiry of students, faculty and staff; supports the instructional program; and promotes scholarship on campus. Fundamental to this philosophy of service is a commitment to freedom of information and equity of access to information.

The library houses over 74,286 book volumes, video-recordings and many other formats. For electronic full-text sources, students can select from over 64,448 electronic journals and 355,961 e-books. The majority of the library's electronic resources can be accessed both on and off campus by students. These resources include the Online Catalog and over 148 databases for journal article searching, including ProQuest Research Library, JSTOR, Science Direct and many others. A password is needed for off-campus access.

Services available include: research assistance, interlibrary loan, and information literacy classes. There are computers for student use as well as wireless service for laptops.

The Special Collections Room showcases letters and other materials relating to the Marquis de Lafayette, for whom Fayetteville is named, and a four-volume facsimile set of the double elephant folio *Birds of America* by John James Audubon, donated by Margaret Rose and Terry Sanford. In addition, the library houses an extensive Bible collection donated by the Reverend Mr. Allen C. Lee, memorabilia of Carolina College, and the archives of both the University and the United Methodist Women of the North Carolina Conference.

Faculty, staff, and students may register with the library by presenting a current Methodist University ID card in order to check out library materials and to reserve study rooms. More information is available at the library homepage at www.methodist.edu/library.

Religious Life

Campus Ministry fosters a spirit of hospitality that supports and encourages all students, faculty, and staff in honoring the sacred. While distinctively Wesleyan in the United Methodist tradition of the Christian faith, Campus Ministry encourages members of the MU community to know deeply and live freely their own faith's sacred texts and traditions while being intentional in learning and reverencing the faith traditions of others. In this environment of education and transformation, there are safe and respectful times and places to wrestle with the hard questions of life and faith. Campus Ministry invites and equips students to embody faith and justice in their lives by providing opportunities for spiritual growth, discernment, prayer, and community engagement. Students are encouraged to broaden and deepen spiritual horizons through participation in diverse styles of worship, biblical study, music, community service, and pursuit of justice and leadership. MU's Campus Ministry intentionally fosters worship, discipleship, evangelism, fellowship, and ministry with students from a wide base of Christian traditions. Most broadly, Campus Ministry recognizes, advises, and supports student groups from religious traditions outside Christianity, and encourages the community to engage in interfaith dialogue. There are no meetings or classes scheduled during the Circuit Hour (11 a.m.-Noon) on Wednesday during which time all are encouraged to gather for the weekly University gathering. The University Chaplain is available to students of all faith traditions for pastoral conversations around faith and personal matters.

Athletics

Methodist University offers 20 intercollegiate sports (10 for women and 10 for men). Methodist competes at the NCAA Division III level and is a member of the USA South Athletic Conference.

HONOR CODE

In the pursuit of academic studies at Methodist University, every student has the responsibility of obeying the Honor Code, which prohibits cheating (including plagiarism), theft, and academic misrepresentation. Each student is responsible for becoming familiar with the Honor Code. All work submitted to instructors must be in compliance with the rules of the Honor Code and "pledged" as an indication of its conformity to the rules of the Honor Code. Violations of the code may be reported by any member of the Methodist University community.

Academic endeavor is undermined by cheating, plagiarism, theft, or lying for academic advantage. The faculty has the duty to promote an atmosphere of honest learning through its own example as a community of scholars but also through the establishment and support of a system by which students charged with academic wrongdoing can be fairly judged and punished. That system at Methodist University is founded on the following principles:

1. Student civil rights must be protected. Among these are the right to an orderly hearing following due process, the right to confront accusers, the right to avoid self-incrimination, and the right to present evidence and call witnesses.
2. Grading is the prerogative of the faculty member, even in cases in which cheating has occurred. In those cases, however, in which the student is dissatisfied with such a private settlement, fairness dictates that faculty members accept the recommendations of the University community resulting from a hearing process.
3. More severe penalties (suspension and expulsion) are the responsibility of the University as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.
4. A fair and independent appeal process is vital to protect student rights and correct abuses.
5. Although the relationship between student and teacher is essentially a private one and while academic violations can and should be kept between two parties and resolved to their satisfaction, fairness to the larger community requires that all violations be reported to the Honor Board. In cases in which matters cannot be resolved in this way, they may be appealed, by either party, to the Honor Board. Repeat violators face mandatory Honor Board hearings.
6. Consistency requires that a relatively small and fixed group hear and judge Honor Board cases.
7. The adversary system utilized in litigation is not used in Honor Board cases; rather, the procedure is more conversational in character.

Jurisdiction

Plagiarism and cheating in academic work, theft, and academic misrepresentation (lying) are offenses that fall under the jurisdiction of the Methodist University Honor Code. Students must understand what these offenses are and how to avoid them.

Cheating

Students must complete all tests and examinations without help from any other source. They may not look at another student's paper or at any opened textbook or notebook while taking tests. They may not use any kind of "crib" sheet, i.e., any papers or materials that have helpful information on them.

Possession of a "crib" sheet while taking a test is considered evidence of intention to cheat. Students may not ask another student for information during a test or give another student information. Students may not talk to another student while a test is being given except with the explicit permission of the professor. These rules apply to take-home examinations and to all others unless the professor says otherwise. Students who find a misplaced test question sheet should return it as soon as possible to the professor whose test it is. Students may not give or receive aid in examinations; they may not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading unless explicitly stated in the course syllabus.

Exceptions to these rules can be made only by the professor as stated in the syllabus.

Plagiarism and Intellectual Property

Any work must be the student's own or must properly and fully indicate the source(s). Anything that students copy word for word from another source is a direct quotation. All direct quotations must be shown as such and must be properly documented. Material that is paraphrased must be documented. Students must also rewrite paraphrased material in a style and language that are distinctively their own; merely rearranging the words found in a scholarly source without documentation is plagiarism. For methods of documentation and all other aspects of manuscript form, students should follow either current practices advocated by style manuals (e.g., MLA, APA, Chicago/Turabian) recommended by individual departments and/or professors.

Students may not submit as their own or copy any part of their papers from another student's paper, a paper they have bought, or anything written by a friend or relative. Students may not use an outline written by somebody else. They may not knowingly permit another student to copy their papers. Within limits, students are allowed and even encouraged to get the help of other students on papers. They may get ideas or suggestions on source materials from other students and may have another student read the paper for clarity and correctness. However, once students start putting words on paper, they must be on their own, and every word written must be their own. Students should check with professors if they are not sure what can or cannot be done.

The taking of intellectual property belonging to another without his/her consent, with intent to deprive the owner of the property and/or to appropriate the item(s) for academic gain, constitutes theft.

Academic Misrepresentation

Students may not lie to gain academic advantage. Cases of academic misrepresentation include, but are not limited to, presenting forged or false excuses for class absences and lying to teachers concerning class assignments.

Honor Board

Organization – The Honor Board hears two types of cases.

- ◆ First, a student may appeal to the Honor Board if he/she considers a faculty member's settlement unfair.
- ◆ Second, any member of the University community may bring a case directly to the Honor Board.

These cases are heard by a Honor Board panel with student participation and with the right to appeal to the Provost. At the end of each academic year, the files are consigned to the care of the Registrar for permanent storage.

The Honor Board is appointed by chair of Academic Standards. The Chair serves as a non-voting moderator of the Honor Board. The Honor Board consists of two students (designated by the Student Council and approved by the President) and three faculty members (designated by the chair of Academic Standards). The chair keeps the files and records of the Honor Board and arranges the time, place, and personnel for the hearing panels.

Process – A faculty member who learns of a possible violation from personal observation, physical evidence, or the complaint of a student may wish to settle the matter directly with the offending student. The maximum penalty by a faculty member is an F in the course. The faculty member is obligated to inform the student of his/her decision and to report any infraction, the name of the student involved, and the decision on the matter to the Honor Board chairperson for the permanent record. If the faculty member considers that a more severe penalty is appropriate, he/she may bring the case directly to the chair of Academic Standards (having first given the grade of F for the course). All written communications should not be entrusted to campus mail. Students who learn of possible violations may also bring such matters to the Honor Board. Repeat violators face a mandatory Honor Board hearing.

Appeal Procedure

1. One wishing to allege a violation or dispute an allegation or penalty contacts the chair of Academic Standards to initiate an appeal and files the appeal in writing. A first honor code violation must be appealed before the end of the next semester, excluding the summer semester. The chair arranges a Honor Board Panel, the time, and the place for the hearing and notifies the parties involved.
2. The chair informs the accused of the right to have any person from the University community attend as an advisor and a counsel. The proceedings are tape-recorded.
3. The accuser briefly describes the alleged offense and the penalty imposed (if applicable).
4. The accused states the reason for his/her appeal.
5. The accuser, in the presence of the accused, presents the evidence for the alleged offense and the rationale for the penalty, using personal testimony, the testimony of others, and the physical evidence of tests or papers, as appropriate. The panel members ask any questions needed to clarify the issue.
6. The accused (or his/her representative) presents evidence for the accused's position in the presence of the accuser, using personal testimony, the testimony of others, and interpretation of the physical evidence, as appropriate. The panel members ask any questions needed to clarify the issue, except that the accused is not required to incriminate himself/herself.
7. The panel retires to consider its decision and reconvenes as soon as possible to announce it. Its deliberations in reaching a decision are not recorded. It decides penalties as follows: F on the assignment(s)/evaluation(s), F in the course, suspension, or expulsion. Panel decisions are by majority vote, and the complainant is obligated to accept the panel's decision.
8. If the panel finds in favor of the accuser (or adds additional penalties), the accused has the right to appeal in writing to the Office of the Provost within 24 hours or by the end of the next working day, whichever is later. No formal grounds for this appeal are necessary.
9. The moderator of the panel sends the Provost a report on the board's decision and the tape recording of its deliberations. A copy of the report is kept is also kept in the permanent file.
10. The Provost may use the tape recordings as the basis for a judgment on any appeal or may choose to speak to the parties involved and examine the physical evidence. The Provost communicate the result of any appeal in writing to the accused and to the Academic Standards chairperson for the permanent file and states the reason for any change. The accused remains in class pending resolution of the appeal.
11. A decision by the Provost may be appealed to the President of the University. Such appeals must be in writing and must be submitted by the accused within 24 hours or by the end of the next working day, whichever is later, after the receipt of the decision. No formal grounds for appeal are necessary. The President may make any decision which he/she deems fit.

Penalties

1. Grade of F – The student is given a failing grade on the particular assignment(s) involved.
2. Grade of F in the course – The student is given a failing grade in the course. This course can be repeated. No single course can be taken more than three times (i.e., repeated twice).
3. Suspension – The student's enrollment at the University is terminated involuntarily. The student can apply for re-admission after a specified amount of time and can return if his/her application is approved by the Vice President for Enrollment Services and the Vice President for Student Development and Services. Notice of suspension is placed on the student's transcript.
4. Expulsion – The student is required to leave the University permanently and is not allowed to return. He/she forfeits all fees paid except board fees paid in advance. Notice of expulsion is placed on the student's official transcript.

ACADEMIC REGULATIONS

Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students are responsible for learning the content of the course of study for which they are enrolled. The professor in the classroom should encourage free discussion, inquiry, and expression.

Student Responsibility for Requirements and Registration

Every full-time student admitted to Methodist University is enrolled in a degree program that is normally completed in four academic years. The Professional Golf Management programs requires an additional semester. The University provides counseling resources, and every student has an academic advisor to assist in planning his/her program. However, each student accepts full responsibility for reading all materials and information included in this Academic Catalogue and the satisfactory completion of all graduation requirements. Students must consult with their advisors before making changes in their academic programs.

Dates for registration are published in the academic calendar. Students are not permitted to attend any class until they have registered, nor can they register after the cut-off date for entering classes as designated in the academic calendar.

Early Registration

Registration periods for upcoming semesters are scheduled throughout the academic year. Prior to registering for classes, returning students are required to meet with their academic advisor to discuss their schedule. Both advisors and students have access to course schedules and registration via the MyMU portal. All students must be cleared by an advisor prior to registering for classes. Grades and unofficial transcripts are available to advisors and students via the MyMU portal.

Declaration of Major Policy

All students must officially declare an academic major (not including the Exploratory option) before registration during the semester following the completion of 30 semester hours. If a student transfers in 30 or more semester hours, then the student must declare a major at the time of admission to the University.

Classification of Students

1. Full-Time Students: Those enrolled for 12 semester hours (s.h.) or more per semester, including subterms (e.g E1/E2).
2. Part-Time Students: Those enrolled for fewer than 12 s.h. per semester.
3. Special Students: Those not enrolled in an academic program but admitted by the University for specific courses.
4. Class Standings: Students are classified according to s.h. completed:

Freshmen – 0 to 29.5 s.h. completed	Juniors – 62 to 93.5 s.h. completed
Sophomores – 30 to 61.5 s.h. completed	Seniors – 94 s.h. or more completed

Academic Standing

All students at Methodist University must demonstrate continuous satisfactory progress toward graduation. A minimum GPA of 2.00 overall and in the major is required for graduation. However, a few specialized major fields and concentrations require a higher minimum GPA. Students should study the requirements for graduation and consult regularly with their advisors.

Quality Points

The GPA is obtained by dividing the total number of quality points by the total number of hours attempted. Pass/fail and the first three repeated courses are not included in the calculation of the GPA.

Course Load

An undergraduate student's standard course load is 12 to 18 semester hours. In some cases, students find it necessary to take a nineteenth hour for reasons of laboratory course work, performance ensembles, instructional seminars, and similar academic requirements. No undergraduate student may take more than 19 semester hours unless he or she has a) already completed a minimum of 30 semester hours and b) a cumulative GPA of 3.0. Students not meeting both standards must get permission from their academic advisor to register for a heavier course load, but under no circumstances can a student take more than 24 semester hours (including all combinations of terms and modalities) in any fall or spring semester. A student denied permission to take more than 19 semester hours by the Provost may appeal that decision to the Academic Standards committee. An additional fee per semester hour may be charged for each academic semester hour over 18.

Due to the intense nature of summer classes, the faculty strongly advises that no student take more than three summer classes in one term. A student's total course load during the summer may not exceed 12 semester hours in concurrent terms.

A student whose academic course load drops below 12 semester hours during the fall or spring semesters may lose eligibility for Financial Aid and for participation in athletics and is not considered to be full-time students. NCAA eligibility requires that student-athletes must be enrolled in 12 semester hours, including subterms.

A residential student whose academic load drops below 12 semester hours is not eligible for continued residence unless authorized by the Vice President for Student Services.

Methodist University's Definition of a Credit Hour Policy

Methodist University defines a credit hour according to federal guidelines, along with generally accepted practices in higher education. This definition applies equally at the undergraduate and graduate level. A credit hour is the amount of academic work represented by:

1. A traditional face-to-face class, not less than one contact hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work, including but not limited to reading, studying, conducting research, writing, performance practicing, rehearsals, and other learning activities each week for approximately 15 weeks of instruction for one semester or the equivalent amount of work over a different amount of time. The total amount of face-to-face contact required for one credit hour is 750 minutes.
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including distance education, laboratory work, directed and independent study, internships, practica, student teaching, clinical rotations, physical education, studio work, and other academic work leading to the award of credit hours.

Regardless of method of instructional delivery, faculty who teach remote, hybrid, or online classes have identical learning outcomes and content established for a face-to-face course and then reformat the content for online delivery and assessment of student learning. The faculty are responsible for ensuring that the expected quantity of student learning relative to credit hours is achieved.

Modality Definitions

Face to Face: specified class time and classroom designation in the schedule; synchronous mode; asynchronous use of Canvas; switch to fully remote instruction if needed.

Hybrid: more than 50% face to face and the rest online. specified class time and classroom designation in the schedule; move fluidly between in-person and Zoom for synchronous learning; asynchronous use of Canvas; switch to fully remote instruction if needed.

Remote: specified class time but no classroom designation in the schedule; synchronous mode via Zoom or other remote conferencing tool; asynchronous use of Canvas.

Online: no specified class time and no classroom designation; asynchronous use of Canvas and other online tools.

DROPPING/CHANGING COURSES

1. A student cannot add a class after the date posted in the academic calendar of any semester/term.
2. A student can drop a class until the date posted in the academic calendar of any semester/term without academic record.
3. A student dropping a class after the date posted in the academic calendar of any semester/term will be awarded a grade of WD (withdraw).
4. A student withdrawing from the institution after the date posted in the academic calendar of any semester/term will receive a grade of WD. Withdrawals must be properly submitted to the Office of the Registrar and receive the approval of the academic advisor.

Note: A WD is a withdraw where no grade or quality points are awarded.

Withdrawal from the University

A student withdrawing from the University must follow the procedures for withdrawal. The process begins in the Office of the Registrar; and the student must be cleared by other areas, including the Office of Student Accounts, the Provost, as indicated on the withdrawal form. Failure to withdraw properly from the University may result in the student's being awarded failing grades for the semester.

Step-Out Policy

Students who enroll at Methodist University but do not return the following term will have one year's valid admission status in which to re-enroll, providing they:

1. Left in good standing.
2. If the student has subsequently taken additional college work, they must have official transcripts sent to the MU Office of Admissions from each institution attended. All course work taken will be subject to Methodist University's transfer policy.

Students who have a break in attendance will not be considered enrolled and may be subject to loan repayment during this time. Students are advised to discuss this with the Financial Aid Office and their lender prior to requesting a break in enrollment.

Undergraduate Attendance Policy

Regular class preparation, attendance, and participation are the best predictors of student success; therefore, students are expected and encouraged to attend all of their Methodist University classes.

If students must miss class sessions, they are expected to give faculty notice about the absence as early as possible and must communicate with each faculty member to ensure that they complete all required work in preparation for subsequent classes. Students with excessive absences, as described in the course syllabus, are at risk of receiving failing grades.

The following types of absences are considered excused:

1. Illness or accident with supportive medical documentation;
2. Death of a close relative (grandparent, parent, sibling, spouse, child);
3. Military duties when certified by a student's commanding officer;
4. Scheduled participation as a Methodist University Student-Athlete in intercollegiate competitions that conflict with a student's class schedule;
5. Scheduled participation in co-curricular events or activities sponsored by Methodist University that conflict with a student's class schedule

Faculty are required to give students with excused absences reasonable opportunities to submit missed coursework or to make alternate arrangements for classroom activities (e.g. labs, presentations, examinations). The student is responsible for notifying faculty of the absence, communicating with faculty about materials and assignments, and completing all missed coursework. Students who fulfill these responsibilities within the time frame agreed upon with their instructors may not be penalized for an excused absence.

Students Who Add a Course after the First Class Meeting

Students who add a course during the permitted, beginning of semester drop/add period, but after the first class meeting, either will be permitted to make up missed assignments or will not have missed assignments counted against them in the final course grade. Absences will not be assigned for the period during which the student was not enrolled in the class.

Rescheduling Coursework in the Event of a Campus Closure

1. If courses are canceled due to emergency/unplanned circumstances for three consecutive days, faculty are required to engage students in alternate learning activities.
2. For all unplanned campus closures, faculty are encouraged to reorganize their syllabi to absorb content and classroom work and/or to engage students in other synchronous or asynchronous learning activities. Examples of such learning activities are available on the Teaching and Learning Center web site.
3. Some courses may not follow “traditional” class times (e.g. 50 min MWF or 80 min T Th). A course that meets for three hours on one day may miss an entire week of class if the University is closed for one day. Individual instructors may implement this policy as appropriate in order to satisfy requirements for the course.
4. Students **may not be penalized for closure decisions made by the University**. When classes resume, students should be given no less than 1 week but no more than 30 days or the last day of classes (whichever comes first) to turn in work assigned during unplanned closures. Deadlines that occur during the closure should be extended.

Internships

Schools in the university formulate internship policies with respect to individual programs and departments. The policies allows departments and programs within each school to meet accreditation requirements.

Grading System

Letter Grade	Quality Points per semester hour	Letter Grade	Quality Points per semester hour
A	4.0 Excellent	C	2.0 Average
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0 Below Average
B-	2.7 Above average	D-	0.7
C+	2.3	F	0.0 Failure

I An I is awarded when extenuating circumstances warrant an extension of time for completion of the course. The course work must be completed within the time frame according to the policy below; otherwise, the I becomes an F.

WD Withdrew, no grade awarded. No quality points awarded.

AU Audit/no grade awarded. No quality points awarded.

P Course taken on pass/fail basis. Pass. No quality points awarded.

F Failure

Grade Change Policy

Grades of A through F are permanent grades and may not be changed except when assigned in error. All grade changes must be approved by the respective department chair and school dean. A grade change must be made before the end of the next semester, excluding the summer semester. For example, a fall grade change must be made by the end of the following spring semester. A spring grade change must be made by the end of the following fall semester. A summer grade change must be made by the end of the following fall semester.

It is the responsibility of the student to check his/her grade report or transcript for errors. A student who believes he/she has been assigned a grade in error must appeal a grade before the end of the next semester, excluding the summer semester.

Incomplete Grade Policy

An “I” grade is awarded when extenuating circumstances (i.e. illness, emergency, military service or other reasonable cause) warrant an extension of time for completion of the remaining course work. Course work must be completed within a reasonable period, as set by the instructor, not to exceed 45 days from the date grades are due.

After this date the “I” grade automatically changes to “F” unless an extension is granted by the Provost. Approved experiential courses are exempt from this 45 day limit. For these courses, work must be completed within a reasonable period, as set by the instructor, not to exceed the end of the next academic semester, not including the summer semester. The criteria for assigning an incomplete grade are as follows:

1. A student must be passing the course, or, for cohort programs, students must meet the minimum requirements established by the program to meet accreditation standards.
2. Approval from the student and instructor is needed before an “I” can be assigned
3. The instructor must specify all work completed to date and the grade earned for each assignment.
4. All remaining work necessary for the grade submission must be included.
5. If the instructor approves the request, the instructor will complete the Request for Incomplete Grade Contract (located on the MyMUPortal).

Grade Appeals and Student Complaints

Should a student have a grievance that is academic in nature (such as challenging a grade in a course), the student must complete the Methodist University Grade Appeal process detailed below **before the end of the semester following receipt of a grade for the course (summers excluded)**. This procedure is for specific academic grievances, not general policy concerns.

The grading and evaluation policies outlined in the course syllabus form the basis for resolution of all grade grievances. Every attempt should be made to resolve an academic grievance through consultations between the student and the instructor or among the student, instructor, and the department chair. If these consultations fail to resolve the grievance, the appeal procedure detailed below is available to students. Appeal procedures require written documentation. All documents must be dated.

*A grade grievance occurs when a student protests a grade awarded on the final grade roster. The grievance must be filed within before the end of the semester following receipt of a grade for the course (summers excluded).

*Every grade grievance must be submitted in writing by the student to the instructor who awarded the grade. The student must copy the department chair when the original grievance is submitted to the instructor.

*The instructor will respond in writing to the student and copy the department chair.

*If the response from the instructor is not satisfactory to the student, a written petition of appeal to the department chair must be submitted.

*The chair will respond to the student’s petition of appeal in writing, copying the instructor.

*If the decision of the chair is unsatisfactory to the student, they may appeal to the dean of the appropriate college.

*The dean will respond to the student’s petition of appeal in writing, copying the instructor and the department chair.

*If the student considers the matter unresolved at that point, they may, with the assistance of their advisor, appeal to the Academic Standards Committee of the University, which will hold a hearing and determine a resolution. The decision of the Academic Standards Committee is final and cannot be appealed.

Other academic complaints should be directed to the chair of the department or the dean of the college.

Student complaints related to areas outside of academic departments should be reported to the appropriate Methodist University Representative for Student Complaints: <https://www.methodist.edu/academics/state-authorization/>

Methodist University does not tolerate discrimination or harrssament. Additional information is availabel in the Student Handbook (<https://www.methodist.edu/student-affairs/handbook>). Complaints or questions related to non-discrimination policies and complaint procedures should be directed to:

Debra Yeatts, Director of Human Resources and Title IX Coordinator
Horner Administration Building
910.630.7385
dyeatts@methodist.edu

Consumer Affairs Division, part of the North Carolina Department of Justice

Students should make full use of all Methodist University established processes to resolve complaints. On occasion, a student may believe that s/he cannot resolve their concern through these processes. In that event, the student has the option to contact either the Consumer Affairs Division part of the North Carolina Department of Justice, or the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which is the regional accrediting body of Methodist University.

SACSCOC is at 1866 Southern Ln., Decatur, GA 30030-4097, or call 404. 679.4500.

ACADEMIC CLEMENCY

Eligibility

1. The clemency policy pertains only to students who have been expelled or dismissed from Methodist for five years or more because of insufficient academic performance or for violation of the University Honor Code.
2. An individual must be a degree-seeking student.
3. A student can only be granted clemency once.

Process

1. A student must submit a detailed explanation in writing (no email) to the Provost who will forward the appeal to Chair of the Academic Standards Committee.
2. The request must entail a detailed explanation for why the student was unsuccessful and how he or she has made changes to ensure their academic progress upon return. (No more than 1,500 words)
3. Clemency requests must be received by the following deadlines: For the Fall semester – March 1, Spring semester – October 1.
4. A subcommittee convened by the registrar and composed of an admissions counselor/officer, academic services staff member, and additional members from the Academic Standard Committee will review the requests and make recommendation to the Provost, who then will make the FINAL decision.

Terms and Conditions

1. The notation “Academic Clemency” will be placed on the student’s transcript after the completion of six semester hours at Methodist University.
2. Student will be on probationary status for two semesters.
3. Student’s GPA cannot drop below a GPA of 2.0 in any semester or term.
4. Courses taken after the student left the institution will be subject to institutional transfer policy.
5. Students will forfeit all prior courses below “C.”
6. All courses will remain on the transcript but only courses with a grade of “C or higher” will be calculated into the GPA. The forgiveness date will be placed on the transcript beside the course work that is forgiven.
7. The grade forgiveness has been exhausted, but courses taken prior to clemency that have been forfeited do not count against the repeat policy.
8. Students will be ineligible for Latin honors when graduating.

Cancellation of Courses

The University reserves the right to cancel any scheduled course at any time through the first meeting of the class. All published class schedules are tentative and are not contractual in nature.

The University reserves the right to cancel or discontinue any course because of insufficient enrollment or for other reasons. In order to assure quality education, the University reserves the right to limit further registrations when the maximum number set by the department has been reached. The University reserves the right to make changes in schedules and/or faculty when necessary.

Right to Change Requirements

The faculty reserves the right to change academic curricula and requirements. When the catalogue changes, the student has two options: to be governed by the catalogue under which he/she enrolled or to be governed by a more recent catalogue. Requirements from the two catalogues cannot be mixed. A student wishing to switch to a more recent catalogue must notify the Registrar in writing.; however, students who change to a more recent catalogue cannot move back. No student can graduate under the terms of any catalogue dated more than six years prior to the graduation date. (This catalogue expires in August 2027).

Institutional Effectiveness

Methodist University strives to maintain excellence in its academic programs and services. As part of the University’s Institutional Effectiveness program, students are asked to respond to various surveys such as the Entering Student Survey, Student Evaluation of Instruction, the Noelle-Levitz Student Satisfaction Inventory, the National Survey of Student Engagement (NSSE), and the Graduating Senior Survey. These surveys help us to assess the quality of the University’s programs and services. The University will use a sample of students whenever possible to try to mitigate the number of surveys students have to complete.

Entering Freshmen and Seniors are assessed on their reading abilities as well as their basic skills and competencies through the Nelson-Denny Reading Test and the College Base Test. Students may also be required to take subject-area examinations and submit student portfolios for their particular academic programs.

Computing Resources Policy/Computer Use Policy

Please refer to the Methodist University Website for the most up-to-date information. The University reserves the right to modify and/or expand this policy at any time. www.methodist.edu/computer-use

MANDATORY STUDENT EMAIL POLICY

Undergraduate Students

An email account (ending in @student.methodist.edu) will be created for all Methodist University students by the MU Information Technology Team. Students will receive their email account information in a letter from the Admissions Office. If you do not receive your email account, you will need to contact the Computer Assisted Composition (CAC) Lab attendant in one of the following three ways; physically go the CAC Lab in the Trustees Classroom building, room 264, call the CAC Lab attendant at extension 910.630.7300, or email help@methodist.edu for assistance. All students are responsible for checking their email daily for messages from the University. All official MU information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other email address.

Graduate Students

The above policy applies to all Methodist University graduate students.

ALTERNATIVES TO TRADITIONAL CLASSROOM CREDIT

Pass/Fail Option

Juniors and seniors may take one elective course during each of the last four semesters in residence on a pass/fail basis. This course cannot be used to fulfill a requirement of the major, minor, concentration, or general education core. The grade received is excluded from the GPA and earns no quality points. In order to enroll in a course on a pass/fail basis, the student must complete a pass/fail form in the Office of the Registrar when he/she registers for the course before the last day of drop/add. Once a course is commenced on this basis, it cannot be changed to a graded course.

Letter Grade Option

Students taking Honors courses (HON 1010, 1020, 2000, 2010, 2020, 3010, 4010) and IDS 2100 have the option of receiving academic credit in these courses in the form of a traditional (A to F) letter grade or under the current non-traditional letter grade options. Credit in the form of a letter grade will factor into the student's Methodist GPA. Credit received on a pass/fail basis will be excluded from the GPA and receives no quality points. In order to enroll in one of the above mentioned courses and receive credit in the form of a letter grade, the student must complete a letter grade form in the Office of the Registrar no later than the last day of the drop/add period for the semester in which the course is to be taken. The decision to receive a traditional grade is irrevocable after drop/add ends.

Auditing a Course

Any Methodist University course can be audited without credit by completing the "Request to Audit a Course" form obtained in the Registrar's Office. Once a course is commenced on an audit basis, it cannot be changed to a graded course. Students are advised to refer to the fee schedule elsewhere in this catalogue for audit costs. Auditing a course is subject to space limitations and approval of the instructor.

Students wishing to audit a course who are not currently enrolled at Methodist University be admitted to the University as outlined in the section on special students.

Directed Study Policy

Directed Studies cannot be used to replace previously earned academic grades. Only in unusual circumstances can a student register for a non-scheduled course as a directed study. Any non-scheduled course in the Methodist University Catalogue, with the exception of courses numbered 4990, taught on a one-to-one basis is considered a directed study. The reasons for the request must be approved by the faculty advisor, the course instructor, the department chair and the college dean.

A student registered for a directed study must pay a directed study credit hour fee in addition to the regular tuition rate. Directed studies have a minimum of seven contact hours per semester hour credit. Students cannot take more than two directed studies at Methodist University. Exceptions to any of these policies can be made only by the Provost.

Independent Study Policy

Independent Studies cannot be used to replace previously earned academic grades.

An Independent Study is reserved as an opportunity for well-qualified upper-division students to engage in special research in their major. Regular courses from the Methodist University Catalogue are not offered as Independent Studies. Independent Studies must be approved by the faculty advisor, the faculty supervisor, the department chair and the college dean. Independent Studies are supervised by full-time faculty members only.

A student registered for Independent Study must pay a per Independent Study credit hour fee in addition to the regular tuition rate. Independent Studies have a minimum of three contact hours per semester hour credit. Exceptions to any of these policies can be made only by the Provost.

Challenge Examination

Some Methodist University courses can be challenged by passing a validating examination. A request to take a challenge examination must be addressed to the appropriate department chair. In order for a course to be challenged, the department chair, after consultation with faculty and instructors, must have submitted the course name and number to the registrar's list of challengeable courses prior to the academic year of the challenge. Special topics, independent study, experiential, internship, and study abroad courses are not challengeable. Satisfactory performance on the validating examination earns degree credit on a pass/fail basis. A challenge exam fee is required. Please reference the finance section of the academic catalogue. Any student who takes a challenge examination for a course and fails the challenge examination must wait a minimum six months before retaking the challenge examination for that course. In addition, the student must pay the challenge examination fee again.

Credit by Examination

Students may earn up to 45 s.h. of credit by examinations endorsed by the American Council on Education.

Foreign Language Credit: Upon receipt of official CLEP or ACTFL (American Council on the Teaching of Foreign Language) written and reading grade reports, a maximum credit of 14 semester hours in a foreign language can be awarded. National CLEP and ACTFL Exams are only available for Spanish, French, German, Italian, Russian, Arabic, and Chinese. Credit hours awarded through the CLEP or ACTFL examination program do not affect the student's GPA; they cannot be used to replace grades previously earned at Methodist University; nor can they be used to fulfill residency requirements. All testing fees will be paid by the student.

International Baccalaureate (IB) Credit: The Registrar may award up to six semester hours of transfer credit in a specific discipline for Higher Level International Baccalaureate scores of 5 and above (A1 or A2 exams are required for English). Academic departments have the authority to require a higher score in their discipline(s). A department also has the authority not to accept any IB credit. The maximum transfer credits for Higher Level International Baccalaureate awarded by Methodist University is 30 semester hours.

Other Credit by Examination: Upon initial receipt of official ACTFL, CLEP/DANTES grade reports or transcripts acceptable to the Registrar, credit may be earned through the College Level Examination Program (CLEP) General Examinations, CLEP Subject Examinations, College Board Advanced Placement Examinations, the ACT Proficiency Examination Program (PEP), and DANTES Subject Standardized Tests (DSST's).

Transfer Credit

The Registrar is responsible for determining the acceptability of academic credit from other institutions into Methodist University. In determining the transferability of academic credit, the following minimum guidelines will be followed, with the understanding that Methodist University is at no time under any obligation, legal or otherwise, to accept the academic credits of any institution, except where provided for in reciprocal contractual agreements among colleges. Credit will be awarded only in areas that fall within the regular curricular offerings of the institution and must be appropriately related to the student's current educational goals.

1. Academic credit from post-secondary institutions will be evaluated as follows and may be accepted if it meets the following criteria:
 - a. The institution awarding the grade was accredited by a regional accrediting agency at the time the grade was earned; and
 - b. Methodist University has an equivalent course or the course is applicable as elective credit.
 - c. A course grade of C or higher was earned. Courses taken at an audit or pass/fail basis will not be accepted.
2. A maximum of 64 semester hours of course work will be accepted from two-year post-secondary institutions.
3. A maximum of 93 semester hours of course work, from all sources, will be accepted as transfer credit by Methodist University. For degree completion, at least 25% of the semester credit hours must be earned through instruction by Methodist University.

4. A maximum of 62 semester hours of credit may be awarded from non-traditional learning sources, including military training courses, Army Military Occupational Specialties (MOS's), Navy Ratings, Coast Guard Ratings, Marine Corps (MOS's), Air Force Specialty Codes (AFSC's), and Basic Law Enforcement, Federal, Highway Patrol, State Police, State Bureau of Investigation, Probation, Parole, or Corrections Training. Credit will be awarded in accordance with the recommendations stated in the ACE Guide and the approval of the academic departments.

Innovative Learning Opportunities

Qualified upper-division students can, with the approval of the appropriate department and the Provost, pursue non-traditional programs (e.g., internships in state and federal agencies, resident study at foreign institutions, independent study and research) on and off campus for credit.

Visiting Student Letters

At the time a student enrolls for his/her first class at Methodist University, he/she is considered, for enrollment purposes, a Methodist University student. In order to receive subsequent academic credit at Methodist University for course work taken at another institution after becoming enrolled, the student must obtain written approval from the Office of the Registrar in the form of a visiting student letter.

Students who are transferring hours should confer with their advisors to make sure they fulfill MU residency hours.

Academic credit for course work taken at another institution after being enrolled at Methodist University, and pre-approved through a visiting student letter, will be transcribed on the student's record with the original grade, but will be excluded from the student's Methodist GPA. Only courses in which a student has earned a C or higher will be used to fulfill graduation requirements.

It is the student's responsibility to complete any additional requirements of that institution. Transcripts must be forwarded to Methodist University after completion of the course work.

A student seeking teacher licensure only or lateral entry must complete all courses listed on the Individualized Education Plan (IEP) prepared by the Education Department at Methodist University.

GUIDELINES AND AIDS FOR STUDENTS WITH ACADEMIC DIFFICULTIES

Methodist University expects its students to make reasonable progress toward earning a degree. Students must demonstrate the incentive and ability to meet the minimum progress and performance standards in order for Methodist University to justify the student's continued enrollment.

A student at Methodist University may have one of five official standings: Good Standing, Academic Probation, Academic Suspension, Academic Dismissal, or Academic Expulsion.

Academic standing is assessed at the end of the fall and spring semesters. A student in Good Standing has a cumulative GPA of 2.00 or higher. A student with a cumulative GPA of 1.999 or lower will be placed on one of the following standings: Academic Probation, Academic Suspension, or Academic Dismissal.

Course Repeat Policy

Any single course may be repeated up to two times, meaning that a student may take any course a total of three times. Cross-listed courses are considered to be one course and can only be repeated twice in any combination. Special topics courses covering the same topic can also only be repeated twice. The exception to this repeat policy is for applied classes in music and theatre where performances and lessons continue to enroll students in the same course to gain increased proficiency. Examples include ensembles, chorales, workshop classes, and applied proficiency lessons.

Students who fail a course required in the core three times will not be eligible for graduation in any program. If a student fails a required course for any major, minor, or concentration three times, the student will be ineligible to graduate with that major, minor, or concentration.

Any graded course will be considered a formal attempt at repeating a course except WD and audits.

Consult program graduation requirements for any applicable time limitations. Grades originally awarded at this institution must be repeated at this institution if the new grades are to be recorded on a Methodist University transcript. Pass/fail, CLEP, DAN TES, Directed Studies, Independent Studies, and course challenges cannot be used to replace previously earned academic grades. A transfer grade cannot replace a grade earned at Methodist University.

Grade Forgiveness Policy

Grade forgiveness means that when a course is repeated, the highest grade is the grade of record. A student may repeat any course or combination of courses twice and the highest grade will be the grade of record, and the other grades are not included in the GPA. The other attempts will remain on the student's transcript. Grade forgiveness is allowed for only three single courses or combination of courses for a total of three letter grades that can be forgiven. After a student exceeds the forgiveness policy, all future grades for any course or combination of courses will count in the calculation of the GPA.

Academic Probation Policy

The status of Academic Probation is applied in accordance with the following student performance levels:

Credit Hours Attempted	Academic Probation
1 s.h. to 29.9 s.h.	Cumulative GPA less than 1.700
30 s.h. to 62.9 s.h.	Cumulative GPA less than 1.800
63 s. h. to 93.9 s.h.	Cumulative GPA less than 1.800
94 s.h. and higher	Cumulative GPA less than 1.900

In relation to the table above, please note the following:

1. The heading "Hours Attempted" in the table above includes all hours attempted at Methodist University.
2. In the event a student achieves a GPA of 0.999 or less at the end of a fall, spring, or summer semester and has amassed 29.5 or more semester hours, the student will be placed on Academic Suspension even if the student has not been placed on Academic Probation.

Students on Academic Probation must adhere to all of the following:

1. Enroll in no more than 15 semester hours.
3. If students have not already done so, enroll in and earn a minimum grade of C in Interdisciplinary Studies (IDS) 1150 – Learning Strategies.
4. Mandatory participation in Academic Recovery Plan (ARP) as facilitated by the Center for Student Success (CFSS).

Academic Recovery Program

The Center for Student Success (CFSS) offers the Academic Recovery Plan (ARP) to help students who are on academic probation return to good academic standing.

Students on Academic Probation must design a personal plan to address their academic standing. Each probation student must attend a meeting with a Student Success professional during the first 15 days of the semester of probation. The purpose of the meeting is to design an individual plan for success.

Components of the ARP include, but are not limited to, the following:

1. Enrollment in IDS 1150 – Learning Strategies
2. Probation students who have not previously earned a C or higher in IDS 1150 must enroll in this class. Registration for IDS 1150 will be facilitated by the CFSS staff and is mandatory.
3. Participation in "Making the Grade" workshop(s) and Habitudes seminars.
4. Follow-up meetings with Student Success professionals
5. Consultation with the student's academic advisor
6. Other non-mandatory components of the ARP may include, but are not limited to, the following:
 - a. Limited extracurricular activities
 - b. Not holding leadership positions in clubs and other organizations.
 - c. Limited participation in intercollegiate athletics.

Academic Suspension

The Provost executes the status of Academic Suspension and this status is reflected on a student's transcript. The Academic Suspension will be either for the academic summer and fall semesters or spring and summer semesters. Academic Suspension will result if one of the four criteria is met:

1. A student who has attempted 29.5 semester hours or more and has a cumulative GPA of 0.9999 or less at the end of a fall or spring semester will be placed on Academic Suspension.
2. A student placed on Academic Probation for any two consecutively enrolled semesters at Methodist University, not to include summers, will be placed on Academic Suspension.

3. A student placed on Academic Probation for any three semesters will be placed on Academic Suspension.
4. Students in the Methodist Academic Achievement Program (MAAP) are suspended from MU if:
 - a. The student has a GPA of 1.0 or less at the end of the fall semester,
 - b. The student is placed on Academic Probation at the end of the spring semester, or
 - c. The student does not comply with the conditions of the MAAP contract. This type suspension can occur at any time during the student's enrollment in the MAAP.

A student can appeal the status of Academic Suspension. The appeal process for Academic Suspension is as follows:

1. Any student who is on Academic Suspension may appeal the suspension in writing to the Provost. The letter of appeal should state in detail any extenuating circumstances that may have affected the student's academic performance.
2. The letter of appeal must be received by the Office of the Provost no later than a week prior to the start of the semester following the placing of a student on Academic Suspension. The following are examples for the fall and spring semester.
 - a. A student placed on Academic Suspension for the fall semester must submit a written appeal to the Provost by no later than a week prior to the start of the spring semester.
 - b. A student placed on Academic Suspension for the spring semester must submit a written appeal to the Provost by no later than a week prior to the start of the fall semester.
3. The Provost will submit the student's appeal to the Academic Standards Committee. The Academic Standards Committee will meet no later than the Friday prior to the start of the fall or spring semester. If the appeal is approved, the readmitted student will be allowed to resume attending classes with the standing of Academic Probation. If the appeal is denied, the Academic Suspension will stand.

While on Academic Suspension from Methodist University, a student cannot enroll in Methodist University classes the semesters following the suspension. A student suspended after the spring semester cannot enroll for the following summer or fall semesters. A student suspended after the fall semester cannot enroll for the following spring or summer semesters.

After completing the Academic Suspension period, a student can reapply for admission via the following process:

1. The student must apply to the Office of the Provost for readmission to Methodist University by no later than two weeks prior to the beginning of the semester or evening term in which the student wishes to re-enroll.
 - a. As part of this application to the Office of the Provost the student must include a typed essay containing the following components:
 - i. Reflection of why the student did not succeed academically before being suspended.
 - ii. Why the student wishes to return to Methodist University.
 - iii. Steps the student has taken to ensure future success (e.g., course work at other colleges and universities, limiting extracurricular activities, etc.). Please note: that no credit will be given for courses taken at other colleges and universities while on suspension. These courses are to be used only as pieces of evidence to show the student's academic maturation.
 - b. This essay will also be reviewed and acceptance of the application will be voted on by the current faculty of the Academic Standards Committee.
2. The student must submit an application for readmission to the Office of Admissions and be formally admitted before enrolling the fall or spring day program, evening terms or online program.
3. The student must accept the status and adhere to the policies of Academic Probation.

If a student's academic performance (GPA) leads to a second Academic Suspension, the student will be dismissed rather than placed on a second Academic Suspension. A student who achieves a GPA of 3.0 or higher in subsequent semesters following academic suspension will be allowed to continue, even if the student's cumulative GPA would otherwise cause his/ her dismissal.

Academic Dismissal

The Provost executes the status of Academic Dismissal and this status is reflected on a student's transcript. Academic Dismissal will result if the following criterion is met. If a student is placed on a second Academic Suspension at the end of any subsequent fall or spring semester, the student will be dismissed from Methodist University.

The appeal process for Academic Dismissal is as follows:

1. Any student who is dismissed may appeal the dismissal in writing to the Provost. The letter of appeal from the student should state in detail extenuating circumstances that might have affected the student's academic performance.
2. The letter of appeal must be received by the Office for Academic Affairs by no later than the Thursday prior to the start of the semester following the placing of student been on Academic Dismissal. The following are examples for the fall and spring semester.
 - a. A student dismissed for a second Academic Suspension for a fall semester must submit a written appeal letter to the Provost by no later than Thursday prior to the start of the spring semester.
 - b. A student dismissed for a second Academic Suspension for a spring semester must submit a written appeal letter to the Provost by no later than the Thursday prior to the start of the fall semester.
3. The Provost will submit the student's appeal letter to the Academic Standards Committee. If the appeal is approved, the readmitted student will be allowed to resume attending classes on Academic Probation for the next semester, but the student remains subject to dismissal if the following conditions occur:
 - a. at the end of the next semester if the student's GPA falls below a 2.0 for the immediate semester following readmission, the student will be dismissed.
 - b. If the student is placed on Academic Suspension any subsequent semesters following readmission the student will be dismissed.
4. If a student is readmitted, the student must accept the status and adhere to the policies of Academic Probation.
5. If the appeal is denied, the Academic Dismissal will stand. The decision of the Academic Standards Committee is final.

ACADEMIC AND DISABILITY SERVICES

Academic Advising

All students are assigned to an academic advisor upon receipt of their enrollment deposit. When a major has not been declared, students are assigned to an Exploratory (EXP) academic advisor. Students and advisors meet regularly for academic planning purposes.

Tutoring Services

Tutoring is available, free of charge, to all Methodist University students. The Monarch Tutoring Center is located in Davis Memorial Library. Tutoring Center schedules are posted at www.methodist.edu/tutoring. Appointments and walk-ins are welcome.

The Writing Center

The Writing Center is a specialized, cross-disciplinary facility dedicated to individual instruction in writing. It is open to all members of the Methodist University community – students, faculty, and staff. Trained professionals and peer writing consultants are available to assist writers with all aspects of writing. Appointments can be scheduled from any computer on or off campus at www.methodist.mywconline.com or through a link at the Writing Center's Website at www.methodist.edu/writing-center. The Center also accepts walk-ins.

Accessibility Resources

Methodist University is in compliance with the Americans with Disabilities Act. If students require accommodations due to disabilities they must bring the appropriate documentation to the Director of Disability Services located in Pearce Hall no later than the first week of classes during which the accommodations are required. Together, the students and the Director will decide upon the modifications to be implemented. Accommodations cannot be instituted retroactively.

MILITARY STUDENTS

Registration for Active Duty Service Member Students

Methodist University is a signatory of the Department of Defense (DOD) Voluntary Education Partnership Memorandum of Understanding (MOU) and participant in the DOD Tuition Assistance (TA) program.

Active-Duty Service member students can register for and/or add or drop classes once approved by their advisor. However, if dropping a class, students must notify the Fort Bragg office to ensure appropriate Tuition Assistance procedures are completed correctly and in a timely manner.

Tuition Assistance

a. Eligible Active-Duty Army, Reserve, and National Guard using military TA must register for classes through both the MyMU Portal and ArmyIgnitED platform. All military TA must be requested and approved prior to the start date of the course. The Director for Military programs and Coordinator for Military Programs at the Fort Bragg office can assist soldiers who have questions regarding TA.

b. Eligible Active-Duty Air Force, Navy, and Marine Corps Service members should follow their respective Service-specific Tuition Assistance program regulations and instructions.

c. Military Tuition Assistance must be requested and approved through ArmyIgnitED, Academic Institution Portal, or Navy College Management Information System before the student can enter class.

Financial Aid

Financial Aid

Active-Duty Service members are entitled to consideration for all forms of financial aid that Methodist University makes available to students.

“Top Up” eligible Active-Duty DoD personnel may use the Montgomery or Post-9/11 G.I. Bill benefit in conjunction with TA funds from their Service to cover those course costs to the Service member that exceed the amount of TA paid by his or her Service.

Contact the Methodist University office at Fort Bragg for more details at 910.436.3624 or email at bragg@methodist.edu

For Veterans Educational Benefits, contact the Methodist University Director of Veteran Services at 910.630.7174.

SUMMER SESSION

Methodist University conducts summer sessions that includes in-person and online classes. The academic calendar should be consulted for the exact dates of the summer terms. Full details, including dates, course listings, policies and schedules, can be obtained from the Methodist University website or the Office of the Registrar.

ORGANIZATIONS AND HONOR SOCIETIES

Campus Government and Leadership

Omicron Delta Kappa (national leadership society)
Residence Hall Association

ROTC-Raider Team
Leadership Fellows
Student Government Association

Student Publications

Small TALK-the campus newspaper

Tapestry-the literary and art magazine

Social, Recreational, and Entertainment Groups

Alpha Epsilon Omega
Dance Team

SAC (Student Activities Council)
Pep Band

Intramurals, Sports, and Pep Clubs

Campus Recreation Intramural Program

Outdoor Adventure Club

Religious, Service, Honorary, and Professional Organizations

Accounting Club
African-American Society/Minority Student Association
Alpha Lambda Delta (National First-Year Honor Society)
Alpha Chi (National Honor Scholastic Society)
Alpha Phi Sigma (National Criminal Justice Honor Society) Alpha Psi Omega (National Theatre Honorary Fraternity)
Alpha Sigma Lambda (National Honor Society for Adult Learners in Continuing Education)
American Marketing Association Collegiate Chapter
American College of Health Care Executives
Alpha Kappa Delta (International Sociology Honor Society)
Beta Beta Beta (Science Honorary)
Campus Ministry Work Team
Chi Delta Chi (Veterans/Family Members Honor Society)
Commuter Student Association
Computer Science Club
Crime Stoppers
Criminal Justice Association
Debate/Speech Team
Delta Mu Delta (National Business Honor Society)
Engineering Club
Environmental and Occupational Management Club
Dr. Harvey Estes Student Society (PA Student Organization)
Ethics Bowl
Exercise Science Majors Club
Fellowship of Christian Athletes
Greek Life Bible Study
Gamma Sigma Epsilon
Global Studies/Political Science/History Club
Health Care Administration Student Club

Health Occupations Society
Health Occupations Students of America
Iota Tau Alpha (Athletic Training Honor Society)
Interfaith Council
Methodist University Young Democrats
Methodist University Golf Association
Methodist University Hockey Club
Methodist University Investment Club
Kappa Delta Pi (International Education Honorary Society)
Kappa Alpha Omicron (International Environmental Honor Society)
Mathematics Club
Men's Bible Study
Methodist University Institute of Industrial & Systems Engineers Student Chapter
Methodist University Men's Volleyball Club
Methodist University Model United Nations Club
Methodist University Professional Tennis Association
Methodist University Republicans Club
Methodist University Sport Management Club
Methodist University Student Athletic Training Association
Methodist University Student Nurses Association
Methodist University Men in Nursing Club
Sigma Alpha Pi (National Society of Leadership & Success)
Phi Alpha (National Social Work Honor Society)
Phi Alpha Theta (National History Honor Society)
Pi Kappa Delta (National Debate/Speech Honor Fraternity)
Phi Kappa Phi (National Interdisciplinary Honor Society)
Phi Sigma Iota (National Foreign Language Honor Society)

Pi Sigma Alpha (National Political Science Honor Society)
Physical Education & Health Education Majors Club
Psi Chi (Psychology Honor Society)
Psychology Club
PGM (Professional Golf Management) Fellowship
Resort Management Club/CMAA Club
R.U.S.H.

Sigma Delta Pi, National Spanish Honor Society
Social Work Club
Student Education Association
Student Chapter of the Council for Exceptional Children
Student Council for Exceptional Children Honor Society
Upsilon Phi Delta (National Health Administration Honor Society)
Women's Bible Study

Creative and Performing Arts

MU Athletic Bands
MU Chamber Singers
MU Chorale
MU Concert Band
MU Jazz Ensemble
Grace Notes
MU Orchestra

One Voice Gospel Choir
National Association for Music Education (NAFME)
Noblemen
One Voice Gospel Choir
Grace Notes

ACADEMIC HONORS AND RECOGNITIONS

The President's List

Students who achieve a 3.90 GPA with at least 46.8 quality points during the semester on a total course load of 12 or more semester hours, with no grade of D, F, or I and no developmental courses, are named to the President's List. Students awarded the grade of I will not be considered for the President's List even though the incomplete grade may be changed later and subsequently qualify the student for this honor status.

The Dean's List

Students who achieve a 3.50 or better GPA with at least 42.0 quality points during the semester on a total course load of 12 or more s.h., with no grade of D, F, or I and no developmental courses, are named to the Dean's List. Students awarded the grade of I will not be considered for the Dean's List even though the incomplete grade may be changed later and subsequently qualify the student for this honor status.

Honors and Awards

Alpha Chi is a National Honorary Scholastic Fraternity chartered in 1922. The North Carolina MU Chapter was installed on October 8, 1976. Membership is limited to the top 3% of the junior class and the top 5% of the senior class.

The **Anthony J. DeLapa Art Achievement Award** was established in 2003 to honor Dr. Anthony J. DeLapa for his contributions to the college in the positions of Vice President of Academic Affairs and Department Chair for Education. The award is presented annually to a junior or senior Art or Art Education major selected by the Fine Arts Division. The student is recognized for his/her academic excellence and contribution to the arts, as well as their demonstrated outstanding potential as an artist. Only qualifying students with a 3.0 GPA or higher in their major will be considered. The award consists of a \$300 honorarium, certificate, and a memorial plaque, located in the Fine Arts Division and inscribed with the recipient's name.

The **Balaez-Ambrose Mathematics Award** was established by James Loschiavo, a 1969 (Summa Cum Laude) graduate, to honor Dr. Ofelia M. Balaez and Mr. Robert B. Ambrose, Professors of Mathematics. It is presented to the mathematics student with the greatest academic potential. The student must have completed 18 s.h. of work in mathematics by or during the second semester of his/her junior year. It consists of \$250 in cash and a certificate of recognition.

The **Best Composition Award** presented by the faculty in the English and Writing Department for the best student paper written in a composition class (ENG 1000, 1010, 1040) in the preceding calendar year. The award consists of a certificate of recognition and a check for \$100.

The **Samuel J. Clark Award** in Accounting was established in 1990 by Lynn G. Clark to honor Samuel J. Clark, Director of Institutional Computing at Methodist University and a previous Registrar and Director of Extension Services. He came to the University as an Instructor of Accounting. The \$250 award is given based on a vote of the faculty of the Accounting Department and is awarded to a returning junior (who will be a senior in the fall). It is designated for the purchase of books in the Methodist University Bookstore for the fall semester.

The **Theresa P. Clark Writing Endowed Award** was established in 2013 by Professor Donna K. Pelham and other faculty members of the Reeves School of Business to honor the memory of Professor Theresa P. Clark and her career-long commitment to exemplary professional writing and student research. The \$150 award is presented to the Business 3520 (Business Law I) student who submits the best legal research paper during the academic year in which the award is presented.

The **Clark Memorial Science Service Award** was established in 1984 by the Biology faculty to honor Dr. Fred E. Clark, Dean of Academic Affairs and Professor of Biology. It is given to the student making the greatest contribution to the Science Department's programs and activities.

The **Walter B. Clark Maximum Effort Award** was established in 1995 to honor Mr. Walter B. Clark, founder of Mid-South Insurance Company, and is presented to a graduating Reeves School of Business student. It is given to an individual who has demonstrated maximum effort in overcoming hardship, commitment, work ethic, and is likely to be successful in the future. Nominations are open to students and faculty. The advisor for the nominated student should substantiate the award criteria. The award consists of a \$100 honorarium and a plaque of recognition.

The **Joe Cannata Memorial Award** is given in memory of former Methodist College student Joe Cannata. The recipient is a senior Sociology major selected by the Sociology faculty in recognition of academic achievement and service in advancement of the discipline.

The **Chemistry Mendeleevium Medallion** was established in 2010 by the chemistry faculty and is presented to a graduating Chemistry major. The recipient is selected by the Chemistry and Physical Science faculty in recognition of exceptional academic achievement and active involvement and service within the department. The winner must also have graduate or professional school aspirations. The award consists of a medallion, certificate, and monetary award.

Delta Mu Delta is a business honor society that recognizes and encourages academic excellence of students at qualifying colleges and universities to create a DMD community that fosters the well-being of its individual members and the business community through life-time membership. To be eligible for membership, the student's academic ranking must be in the upper 20 percent of the junior or senior class, and the student must have completed at least half of the required business classes in their field at Methodist University. The benefits of joining Delta Mu Delta include lifetime membership, opportunities to apply for national scholarships, and professional networking opportunities.

The **Robert S. Christian English Achievement Award** was established in 2002 by the English Department faculty to honor Dr. Robert S. Christian for his many years of service to the department and to the University as a whole. The award is presented annually to the graduating senior English major deemed to be most worthy of receiving the award by members of the English Department faculty. Only graduating English majors with an overall GPA of 3.40 or higher in courses counting toward fulfillment of requirements for the major in English will be considered. Also, other distinguished contributions to the intellectual and cultural life of the department and of the University as a whole will be evaluated. The award consists of an honorarium of \$200 and a certificate.

The **Outstanding Computer Information Technology Student Award** was established in 2012, it is presented to an outstanding senior who is graduating with a degree in Computer Information Technology. The recipient of this award is nominated and selected by the Computer Science faculty. The individual recipient of this award has demonstrated exceptional performance in academic excellence, leadership in Computer Science Club, undergraduate research work, and participation in community service. The recipient will receive a \$100 honorarium, and a certificate of recognition.

The **Outstanding Computer Science Student Award** was established in 2012, it is presented to an outstanding senior who is graduating with a degree in Computer Science. The recipient of this award is nominated and selected by the Computer Science faculty. The individual recipient of this award has demonstrated high academic excellence, leadership in the department's Computer Science Club, presented research projects, and participated in community service. The recipient will receive a \$100 honorarium, and a certificate of recognition.

The **Curie Freshman Chemistry Achievement Award** is sponsored by Chemistry Department and awarded to a student/s who is currently enrolled in the General Chemistry course on the basis of outstanding academic achievement in chemistry. The award consists of complimentary molecular models.

The **Cumberland Oratorio Singers Choral Award** is given annually by the Cumberland Oratorio Singers to a member of the Methodist University Concert Choir whom the conductor feels most nearly embodies the characteristics of an ideal choral singer. It is an award of \$100 and an engraved plaque.

The **David G. Wilson Community Service Award** was established in 2002 by Joseph F. Doll to honor David G. Wilson, the first Executive-in-Residence of the Reeves School of Business (RSB). The award is presented to a student in the RSB who has shown by action an outstanding level of service to their non-University community. The awardee is selected by the dean of the RSB. The award consists of a \$150 honorarium, a certificate, and the student's name engraved on a memorial plaque which is housed in the RSB.

The **Enactus Chapter at Methodist University** honors one of its members annually with the Robert T. Davis Chapter Mentor Award. This award is named on behalf of the Founder of SIFE, which is now known as Enactus. Enactus was originally a regional leadership training program attended by university students who were required to teach their communities what they had learned. The principle remains the same today but the scope has been broadened to encompass both teaching and learning through practical application of knowledge and skills gained at university, in the wider community by means of student- designed outreach projects. Drs. Mark and Sharon Kendrick are the sponsors of this award, which includes a Certificate of Recognition, name inscribed on a wall plaque displayed in the Reeves School of Business, and a \$250 honorarium.

The **Distinguished Graduate Award** was established in 2009. The recipient is selected by a vote of the graduating class and is among the five students with the highest GPA in their class. In addition to being recognized, the Distinguished Graduate delivers an address at the graduation ceremony.

The **Engineering Graduate Award** is presented to a graduating engineering student. The recipient is selected by the Engineering faculty to recognize exceptional achievement in academics, involvement within the department and on campus, and potential as a practicing engineer.

The **Outstanding Engineering Service Award** is presented to an engineering student who exhibits outstanding loyalty, leadership, and service to the Engineering Program. The award recipient is chosen by the Engineering faculty.

The **Exercise and Sport Science Award** was established in the 2009-10 academic year. This award is presented to an outstanding senior in Exercise and Sport Science. The recipient must demonstrate high academic achievement, interest in pursuing a career in Exercise and Sport Science or a related field, and participate in service to the community. This award consists of a certificate, a plaque, and a memorial plaque, which will be inscribed with the recipient's name and prominently displayed in the March F. Riddle Center.

The **Marie C. Fox Philosophy Award** was established by the first professor of Philosophy at Methodist University, and is presented to the philosophy student who has exhibited outstanding analytic ability, philosophical perspective, and creative potential. The honorarium is a \$50 United States Government Bond or the cash equivalent.

The **Willis C. Gates Music Award** for Excellence in Performance was established by the music faculty in 1979 to honor Dr. Gates, one of the original faculty members of Methodist University and the first Chair of the Department of Music. The award is presented to the student deemed by the music faculty the finest performing artist of the academic year. The student's name is inscribed on a plaque that is on permanent display at the University and is presented with a smaller plaque commemorating the award.

The **Gautam Award** in Business Administration was established in 1978 by John Junius Grandefeld '75 to honor Dr. Sid Gautam and is given to the student manifesting the same dedicated interest and creativity in the field of finance and investments as Dr. Gautam in his teaching. The recipient must be majoring in Business Administration/Economics, be a rising junior or senior with a 3.2 or better GPA, and have demonstrated an interest in pursuing a career in finance and investment. The award is a \$100 United States Savings Bond or the cash equivalent.

The **Outstanding Health Care Administration Student Award** was established in 1995 by the Sandhills Healthcare Executives Forum, a local affiliate of the American College of Healthcare Executives (ACHE). The award is presented annually to a Health Care Administration graduating senior for scholastic achievement, service to the community, and for active membership in the ACHE. The award consists of a \$250 honorarium, a plaque, and the individual's name will be permanently inscribed on a memorial plaque.

The **Iota Tau Alpha (MU Chapter)** – “We heal those contending for the prize.” The purpose of the Iota Tau Alpha national honor society is to function as an honor and professional society for students in athletic training education programs. The activities of Iota Tau Alpha are designed to stimulate interest, scholarly attainment, and investigation in athletic training education. To be eligible for membership, a student must be in his or her second semester of the Methodist University athletic training education program and have obtained at least a 3.3 GPA in athletic training courses and a 3.0 GPA overall.

The **Wenda D. Johnson Physical Education and Health Education Major of the Year Award** was established in 2006 and is presented to the student who demonstrates the enviable traits that mirrored Johnson's career and life. The recipient each year will be the student who demonstrates high academic performance, professionalism at all times, and service to the community. This award consists of a certificate, a plaque and a memorial plaque, which will be inscribed with the recipient's name and prominently displayed in the March F. Riddle Center.

Undergraduate Research Award in Criminal Justice. This award is given to an undergraduate who has demonstrated exceptional research skills, and has presented or published the results of his or her research in a community, professional, or academic setting. The award is sponsored and voted on by the faculty, and the winner receives a certificate.

The **Coach Larry Kirchner Gold Medal Award** was established in 2006 by Dr. Mary Kirchner, her husband, Charles, and her four sons to honor her father, Lawrence Wayne Kirchner (1937-2002), for his lifelong contributions to inner-city athletic programs. Coach K. coached several Detroit area baseball players who went on to play professional baseball, as well as countless young men who benefited from his example of generosity and sportsmanship. This award is given to the most outstanding junior or senior in the Sport Management program, as determined by the Sport Management faculty. The award consists of a \$100 honorarium, a certificate, and a memorial plaque, located in the Reeves School of Business and inscribed with the recipient's name.

The **Ronald P. Kirchner Award** in Resort Management was established in 2006 by Dr. Mary Kirchner to honor her uncle, Ronald Paul Kirchner (1936-2004), for his contributions to the resort industry. Mr. Kirchner was a founder and owner of the Hartland Glen Golf Club and maintained an interest in golf and resorts throughout his life. This award is given to the most outstanding junior or senior in the Resort, Club and Hospitality Management program, as determined by the Resort, Club and Hospitality Management faculty. The award consists of a \$100 honorarium, a certificate, and a memorial plaque, located in the Reeves School of Business and inscribed with the recipient's name.

The **Leadership Fellows Award** was established in 2014 to recognize those students who successfully complete the Leadership Fellows Program. Students are nominated for the Leadership Fellows Program in their freshman or sophomore year by a staff or faculty member and are then selected based on their leadership potential and academic achievement. Leadership Fellows have two to three years to complete the program's six core requirements to earn this award. The award consists of a certificate and a medallion suitable to be worn at the commencement ceremony.

The **Distinguished Leadership Fellows Award** was established in 2015 to recognize one or more Leadership Fellows who excelled in their participation and support of the MU Leadership Program. Selection is made by a committee of the MU Leadership Roundtable. The award usually consists of a \$100 honorarium, a desktop plaque, and a framed certificate. The names of recipients are inscribed on a plaque that is on permanent display in the Alumni Dining Room.

The **Pauline Longest Education Award** is presented to a senior member of the Student Education Association who has contributed to the work of the chapter and has demonstrated outstanding potential as a teacher. Established in 1974 as the Student Education Award, it was renamed in 1978 to honor the original advisor to the chapter and consists of a \$50 honorarium and a certificate of recognition.

The **Mass Communications Outstanding Major of the Year Award** is presented each spring to a Mass Communications senior. The recipient is selected on the basis of academic achievement and participation in extracurricular activities within the Mass Communications program and throughout the University and community. The award recipient will receive a \$250 stipend and name engraved upon a departmental plaque that includes the names of winners from previous years.

The **George and Lillian Miller Award**, established by Methodist University's first Dean of Women, who was also a member of the History Department, is presented to the history student with the greatest academic potential. The student must have completed 18 s.h. of work in history by or during the second semester of his/her junior year. The honorarium is a \$50 United States Government Bond or the cash equivalent.

The **National Society of Leadership and Success**, Sigma Alpha Pi, is the nation's largest leadership honor society. Methodist University's chapter has inducted more than 750 members since our chapter was started in 2014. Students are nominated as candidates by the university based on academic standing and leadership potential. Selection is a nationally recognized achievement of honorable distinction, but NSLS goes beyond just recognition. Candidates build leadership skills through a step-by-step program of leadership training events, speaker broadcasts by internationally noted thought leaders, and participation in student success networking teams. Upon completion of the program, members receive their leadership certificate and are inducted into membership. Membership is for life and provides access to benefits including scholarships and awards, exclusive events, and employer recruitment.

The **Rebecca Woodward Wendelken History Writing Award** was established in 2018 by members of the History Department to honor Rebecca Woodward Wendelken for her many years of service in both History and Global Studies. It recognizes the author of the best History paper written in an academic year, and consists of a certificate and a \$75 check.

The **Director's Award** in Nursing is presented to one senior nursing student who exemplifies outstanding academic and professional achievement. The selected student will exhibit leadership in pre-professional or professional activities (e.g. leadership in a MU Nursing Student Club, membership in the National Student Nurses Association, American Association for Men In Nursing, or other nursing specialty activities; nursing service to the community). The student is chosen by the Program Director of Nursing with input from the nursing faculty. The award consists of a plaque and certificate of recognition.

The **Ott-Cooper Science Award** was established in 1971 by Mrs. Pauline Longest to honor the first and second Chairmen of the Science and Mathematics Division, Drs. Charles N. Ott and William C. Cooper. It is presented to a senior science major for scholastic achievement, interest, and participation in Science Department activities, and potential for success in a science-related career; consists of \$100 and a certificate of recognition.

The **Pi Kappa Delta Speech and Debate Honorary Award** was established in 2016 to recognize one or more students who have earned membership in PKD through participation and support of the MU Debate and Speech Team. Selection is made by a committee of the Applied Communication Department faculty based on the recommendation of the Director of Debate and Speech. The award usually consists of a \$250 honorarium, plaque, and framed certificate.

The **PGA Golf Management Outstanding Student Award** was established in 2010. It is presented to an outstanding male and female student in his and her respective classes. The recipients of this award are selected by the PGA Golf Management faculty. The recipients of this award have demonstrated outstanding performance in the classroom – minimum cumulative GPA of 3.25 or higher and full-time student status, passed the PAT (Player Ability Test), provided outstanding performance in their internships – minimum grades of B or better in all internships, and successful completion of all PGA levels. The following additional criteria may also be taken into consideration

when determining the award recipients: Service to the PGA Golf Management Program, e.g. participation in PGM Tour events, participation in MU Golf Association Board/Events, working or volunteering on the MU Golf Course, assisting with special events, and service to the University or local community. The recipient will receive a monetary gift and a certificate of recognition.

The **Plyler Award** in the Arts and Humanities, established as the Plyler Humanities Award in 1988 by Dr. Lorenzo Plyler and his family in memory of the late Elizabeth (Betty) Plyler, consists of \$100 presented to a graduating senior in the disciplines recognized as the Arts and Humanities: performing arts; visual arts; history; philosophy and religion; languages, literatures, and cultures; and psychology and sociology. The award is chosen by the Chairs of the those departments.

The **Plyler-Knott Award** in Religion, established by Lynn Moore Carraway, Michael Safley, James Malloy, and William Presnell, honors Drs. Lorenzo Plyler and Garland Knott, Professors of Religion. It is given to an outstanding religion student and consists of a \$100 honorarium and a certificate of recognition. The winner must plan to enter a religious vocation and have successfully completed 12 s.h. of religion.

The **Methodist University President's Award** is presented to the cadet who has displayed the highest level of leadership and military excellence since entering ROTC.

The **Monarch Theatre Award** is given to the students who have contributed the most during the season to Methodist University Theatre Department productions, either in performance on stage or as technical support staff backstage.

The **Publisher's Award** was established in 1983 to honor a student demonstrating superior achievement in collegiate journalism. Mr. Charles Broadwell, publisher of the Fayetteville Observer, provides the award and a permanent plaque.

The **Charles M. Reeves, Jr. Outstanding Scholar Award** was established in 1993 to honor Mr. Charles M. Reeves, Jr. The award is presented to an outstanding senior. The recipient must have 106 s.h. for the academic semester ending in December and should be involved in extracurricular activity, preferably in the business areas. The award consists of a \$100 honorarium and a certificate of recognition.

The **Outstanding Forensic Science Graduate Award** is presented to the outstanding Forensic Science graduate in recognition of outstanding leadership, service, and academic achievement. The award recipient is chosen by the Forensic Science faculty.

The **Outstanding Forensic Science Service Award** is presented to the outstanding Forensic Science student in recognition of outstanding loyalty and service to the Forensic Science program. The award recipient is chosen by the Forensic Science faculty.

The **Outstanding Digital Forensics and Cybersecurity Award** was established in 2019 and is presented to an outstanding student who is majoring in Digital Forensics and Cybersecurity. The recipient of this award is nominated and selected by the Digital Forensics and Cybersecurity faculty. The individual recipient of this award has demonstrated exceptional performance in academic excellence, leadership in the Cyber Forensics Club, undergraduate research work, and participation in community service. The selected recipient will receive a certificate of recognition.

The **Outstanding Criminal Justice Graduate Award** is presented to the outstanding Criminal Justice graduate in recognition of outstanding leadership, service, and academic achievement. The award recipient is chosen by the Criminal Justice faculty.

The **Outstanding Criminal Justice Service Award** is presented to the outstanding Criminal Justice student in recognition of outstanding loyalty and service to the Criminal Justice program. The award recipient is chosen by the Criminal Justice faculty.

The **Outstanding Environmental and Occupational Management Award** was established in 2007 to recognize an outstanding student in the field of Environmental and Occupational Management. The student must be majoring in ENM and have a demonstrated record of campus leadership and academic excellence. The award recipient is chosen by the ENM faculty.

The Trevor Morris **Outstanding Political Science Student Award** was established by the Department of Political Science in 2021 to commemorate the life and service of one of the department's most notable faculty members, Dr. Trevor Morris. This award recognizes students who have exhibited outstanding leadership, service, and academic achievement. The student must be majoring in Political Science and selected by department faculty. The award usually consists of a \$100 honorarium and a certificate of recognition. The student's name will be inscribed on a plaque permanently displayed in the Trustees Building.

The **Outstanding Social Work Student and Deborah Murray Social Work Senior Awards** were established by the Social Work Department to honor top students as selected by the Social Work faculty in recognition of leadership, service and academic achievement.

The **Professors' Spanish Award** was established in 2009 by the chair of the department of modern languages to recognize the advancement of students majoring/minoring in Spanish. It is given to the student with the highest

academic potential in Spanish. Students whose native tongue is Spanish are not eligible. It consists of a \$50 check and a certificate of recognition.

The **Lura S. Tally Award** for Leadership Excellence was established in 1999 to recognize a student who has exhibited outstanding leadership. The recipient must be minoring in Leadership Studies and have a demonstrated record of leadership excellence. The student is selected by Leadership Program faculty and representatives from the Advisory Board of the Tally Center. The award usually consists of a \$250 honorarium and a certificate of recognition. The student's name will be inscribed on a plaque that is on permanent display in the Trustees Building.

The **Lucius Stacy Weaver Award**, established in 1964 by the family of Dr. L. Stacy Weaver to honor Methodist University's first president, is an engraved plaque presented to an outstanding member of each graduating class for academic excellence, spiritual development, leadership, and service.

The **Writing Across the Curriculum Award** presented by the Writing Across the Campus Committee to a faculty person who has incorporated writing into his or instructions in such a way as to intensify student's engagement with course material, facilitate student's learning of course content, and/or improve students' skills in writing. The award consists of a \$250.00 check and a certificate of recognition.

PROGRAM AND DEGREE REQUIREMENTS

Degrees Awarded

Methodist University confers sixteen degrees upon completion of the respective academic program and the approval of the faculty. It reserves the right to refuse a degree if the character or conduct of the student does not represent the University in an acceptable manner. Baccalaureate degrees are conferred upon completion of a course of study with a minimum of 124 approved semester hours. However, Professional Golf Management requires a minimum of 136 s.h. Associate degrees are conferred upon completion of a course of study with a minimum of 62 approved semester hours. Courses numbered below 1000 cannot be counted toward the semester-hour minimum for an associate or a baccalaureate degree.

Doctor of Occupational Therapy (O.T.D.)

Doctor of Physical Therapy (D.P.T.)

Master of Business Administration (M.B.A.)

Master of Health Administration (M.H.A.)

Master of Justice Administration (M.J.A.)

Master of Medical Science (M.M.S.)

Master of Education (M.Ed.)

Bachelor of Applied Science (B.AS) is conferred upon graduates of Associate of Applied Science degrees who have completed all requirements for the B.AS degree.

Bachelor of Arts (B.A.)

Bachelor of Science in Athletic Training (B.S.A.T.)

Bachelor of Fine Arts (B.F.A.)

Bachelor of Science (B.S.)

Bachelor of Science in Nursing (B.S.N.)

Bachelor of Social Work (B.S.W.)

Bachelor of Music (B.M.)

Associate of Arts (A.A.) degree is awarded to persons completing a prescribed two-year course of study in the liberal arts.

Associate of Science (A.S.) degree is awarded to persons completing a prescribed two-year course of study in such areas as biology, chemistry, health care administration, mathematics, science, computer science, and interdisciplinary studies of clandestine lab.

Award of Second Baccalaureate Degree

The award of a second Baccalaureate degree at Methodist University requires that the student complete an additional residency of 31 s.h. of course work after the completion of all requirements for award of the first baccalaureate degree; minimally this will require 155 total s.h. of course work of the following:

1. Completion of all general education core requirements required for the award of each degree; and
2. Completion of all major area courses required for the award of each degree.

Posthumous Degrees

Methodist University understands that tragic events happen, often unexpectedly. Unfortunately, sometimes these events result in the loss of members of the Monarch family. In honor and recognition of these individuals, Methodist can award posthumous degrees in certain circumstances. Due to the sensitivity of this matter, MU utilizes the following criteria as general guidelines for awarding these degrees.

Eligibility:

1. Any student who has completed all degree requirements but who is deceased before the formal commencement ceremony is eligible to be awarded a posthumous degree.
2. For an undergraduate, anyone who has earned at least a cumulative GPA of 2.0 or higher, has completed 75% of the work for the bachelor's or associate's degree, and was successfully progressing towards completion of degree requirements shall be eligible for consideration for a posthumous degree.
3. For a graduate student, anyone who has earned at least a cumulative GPA of 3.0 or higher, has completed 75% of the work for the graduate degree, and was successfully progressing towards completion of degree requirements shall be eligible for consideration for a posthumous degree.

Procedure

1. Family or friends of the deceased will contact the Office of the Provost to recommend awarding of a posthumous degree. The request must be submitted in writing within two semesters following the student's death and must be accompanied by a copy of the student's death notification (i.e., death certificate, newspaper article, funeral service program).
2. The Provost and the Registrar's Office will review the student's record to determine if the student meets the eligibility requirements stated above.
3. On the student's behalf, The Registrar's Office will complete an Intent to Graduate form and file this form, the student death notification, and a copy of the formal request for permanent record.
4. The Registrar will then forward the degree request, the student's transcript, and a degree audit to the academic advisor.
5. The academic advisor will review the student records and determine if the student qualifies for the awarding of a posthumous degree.
6. The academic advisor will forward their recommendation to the Provost.
7. The Provost, in consultation with the Registrar and the President, will review the materials and provide a final decision.
8. The Provost's office or the Registrar will notify the individual who made the original request.

Academic Majors

For the baccalaureate degree, a major is a planned program of study that is a student's primary area of academic specialization.

A major may involve courses from one or more academic disciplines.

Students should select their majors at least by the sophomore year and follow the respective departmental curriculum patterns established for each major. The University offers the following undergraduate majors:

MAJOR PROGRAM	DEGREES OFFERED
Accounting	A.A., B.A.S, B.S.
Business Administration	A.A., B.A.S, B.S., M.B.A.
Computer Information Technology	B.S.
Criminal Justice	B.S.
Health Administration	M.H.A.
Health Care Administration	A.S., B.S.
Marketing	B.S.
Nursing	B.S.N.
Professional Leadership and Ethics	B.A.
Psychology	B.S.W

Academic Minors

For the baccalaureate degree, a minor is a secondary area of academic specialization involving courses in one or more academic disciplines. The University offers the following minors:

- Accounting
- Business Administration
- Computer Information Technology
- Criminal Justice
- Health Care Administration
- Marketing

Concentrations

For the baccalaureate degree, a concentration is a restricted minor that provides a field of in-depth study in conjunction with a designated major field. The majors listed below have the following concentrations available:

- Accounting, Business Administration,** Health Care Administration;
- Computer Science:** Business Information Systems
- Biology:** General Biology, Integrative Biology, Health Care, and Cell and Molecular
- Psychology:** Counseling/Clinical, Human Performance

GRADUATION POLICIES

Declaration of Intent to Graduate

Any candidate for a Methodist University degree must file an “Intent to Graduate Form” in the Office of the Registrar not later than the date specified in the academic calendar for the next scheduled graduation. The graduation fee must be paid no later than one month prior to the date of graduation. The University assumes no responsibility for making special adjustments for students who fail to file graduation applications by the designated time. All financial obligations must be satisfied before a student can participate in graduation ceremonies.

Requirements for Graduation

For the requirements for the master’s and doctoral degree, please see the specific master’s and doctoral program in the Graduate Catalogue. Methodist University confers the baccalaureate degree when the student exhibits the following qualifications:

1. Has earned at least 124 approved s.h. of credit with a minimum cumulative GPA of 2.00 (or higher if required by department) in (1) overall, (2) the major, and (3) the concentration.
2. Has satisfactorily completed the appropriate general education/core requirements for the degree.
3. Has satisfactorily completed all course requirements specified for the major, minor, and/or concentration field of study.
4. Has satisfactorily completed a minimum of 31 s.h. in residency
5. Has filed a Declaration of Intent to Graduate Form with the Office of the Registrar before the deadline specified in the academic calendar. If a candidate fails to qualify after filing the Declaration of Intent to Graduate Form but does qualify at some later time, he/she must submit another application for graduation.

A candidate failing to meet any of the aforementioned requirements must wait until the next commencement following the completion of the graduation requirements to receive a diploma. The student will not be recognized as an official graduate until that time.

Methodist University confers the associate degree when the student exhibits the following qualifications:

1. Has earned at least 62 approved s.h. of credit with a minimum cumulative GPA of 2.00.
2. Has satisfactorily completed the general education/core requirements for the degree.
3. Has completed all requirements for a concentration or for the general studies program. He/she must have at least a C average (2.00 or better GPA) on all courses taken in that concentration. In the event that any course in the concentration is failed, the student must repeat the required course successfully at Methodist University.
4. Has earned a minimum of 16 s.h. in residence at Methodist University.
5. Has filed a Declaration of Intent to Graduate Form with the Office of the Registrar before the deadline specified in the academic calendar. If a candidate fails to qualify after filing the Declaration of Intent to Graduate Form but does qualify at some later time, he/she must submit another application for graduation.

A candidate failing to meet any of the above requirements must wait until the next commencement after satisfying the requirements to receive a diploma. The student will not graduate until that time.

Graduation Exercises

The University conducts formal graduation exercises in December and May. Special features are the presentation of the bachelor’s hood to each graduate, the presentation of their countries’ flags to the University by international students if they are the first MU graduate from the country, and the honor cordon formed by the faculty to honor the graduates.

International Students and the Ceremony of the Flags

Those students should contact the Office of the Provost.

Graduation with Honors for Baccalaureate Degrees

Students who attain high scholastic achievement while in residency at Methodist University will be recognized at graduation as “Honors Graduates.” The appropriate designation will appear on the student’s diploma and permanent academic record. Only the student’s cumulative residency grade point average will be considered for graduation honors as follows:

<i>Summa Cum Laude</i>	3.90
<i>Magna Cum Laude</i>	3.70
<i>Cum Laude</i>	3.50

To graduate with honors, bachelor's students must have completed a minimum of 60 semester hours of graded courses at Methodist University. Pass/fail grades are not considered in the hours required for honors.

Closing of Records

When a student graduates with a bachelor's, a master's, or doctoral degree, his or her academic record for that degree is complete. No courses can be added to that degree and the graduation GPA and class ranking cannot be changed by repeating courses.

Course Abbreviations

Methodist University utilizes the following standardized listing of three-letter abbreviations to indicate courses and programs on the official transcript:

ACC	Accounting	JUS	Criminal Justice
AGD	Art – Graphic Design	KIN	Kinesiology
ACL	Applied Communication	LAN	Foreign Language
ARH	Art History	LAW	Legal Studies
ARS	Aerospace Studies	LSS	Leadership Studies
ART	Art	MAT	Mathematics
ATP	Athletic Training	MBA	Master of Business Administration
BHC	Health Care Administration	MJA	Master of Justice Administration
BIO	Biology	MKT	Marketing
BUS	Business Administration	MSL	Military Science and Leadership (ROTC)
CHE	Chemistry	MUS	Music
CIT	Computer Information	MUJ	Methodist University Journey
CLB	Interdisciplinary Studies of Clandestine Laboratories	NUR	Nursing
COM	Mass Communications	OTD	Occupational Therapy
CSC	Computer Science	PGM	Professional Golf Management
DPT	Physical Therapy	PHA	Physician Assistant
ECO	Financial Economics	PHE	Physical Education and Health Education
EDU	Education	PHI	Philosophy
EGR	Engineering	PHY	Physics
ENG	English	PNU	Pre-Nursing
ENM	Environmental and Occupational Management	PXS	Physical Education and Exercise Science
ENP	Entrepreneurship	PSC	Political Science
ESL	English as a Second Language	PSY	Psychology
ESS	Exercise and Sport Science	PTM	Professional Tennis Management
FRE	French	REL	Religion
GEO	Geography	RMT	Resort, Club and Hospitality Management
GER	German	SCI	Science
GLY	Geology	SMA	Sport Management
GLS	Global Studies	SOC	Sociology
GRN	Gerontology	SPA	Spanish
HCA	Health Care Administration	SPE	Special Education
HIS	History	SWK	Social Work
IDS	Interdisciplinary Studies	THE	Theatre
INF	Information Science	WEL	Wellness
ISE	Industrial and Systems Engineering	WST	Women's Studies

Course Numbering

1000-1999	Primarily for freshmen	2000-2999	Primarily for sophomores
3000-3999	Primarily for juniors	4000-4999	Primarily for seniors
5000-7999	Graduate		

GENERAL EDUCATION CORE

General Education Mission Statement

The Methodist University General Education Program provides a foundation for personal, professional, and civic success. The program is designed to develop competencies in the skills crucial to success while engaging students in the study of topics important to 21st century life.

General Education Goals

The Methodist University General Education Program produces graduates who demonstrate competence in the following skills:

- ◆ Computer usage
- ◆ Critical thinking
- ◆ Information literacy
- ◆ Oral communication
- ◆ Quantitative reasoning
- ◆ Research
- ◆ Written communication

Students develop competence in these skills while studying the following topics:

- ◆ Fine arts
- ◆ Global perspective
- ◆ Humanities
- ◆ Mathematics
- ◆ Natural sciences
- ◆ Social sciences
- ◆ Wellness

While studying these topics, students will encounter material designed to raise their awareness of ethical reasoning, cultural diversity, global interdependence, and environmental issues.

Computer and Oral Communication Competency Requirement

Students who pass a competency test (administered on a pass/fail basis at no charge) for ACL 1510 and/or CSC 1000 will not be required to take the class for which a test is passed. Passing a competency test will not give a student a grade or the equivalent semester hours for taking the respective course(s), but will satisfy the respective general education ACL and/or CSC requirement(s). Students are permitted one single attempt to pass a CSC 1000 and/or ACL 1510 competency test.

A student must pass CSC 1000 (or BUS 1700 for Reeves School of Business Majors ONLY) prior to completing 60 semester hours in order to satisfy the Computer Competency Requirement.

ACL 3540 may substitute for ACL 1510. BUS 1700 may substitute for CSC 1000.

Written Communication Requirement

All new students will be placed in an appropriate composition course (ENG 1000, 1010, 1040), on the basis of either SAT or ACT scores, AP or CLEP exam scores, or an English Placement Test. Students must remain enrolled in composition classes until they complete the composition sequence.

Library Competency Requirement

Students at Methodist University are required to complete a Library Competency class in order to graduate. A student must pass the Library Competency with a grade of 70 or higher prior to completing 60 semester hours.

GENERAL EDUCATION CORE CURRICULUM (Bachelor's Degree)

INTERDISCIPLINARY STUDIES	s.h.
Interdisciplinary Studies 2100	1
COMPUTER COMPETENCY	
*Computer Science 1000 (or BUS 1700 for Reeves School of Business majors ONLY) or demonstration of competence	0-3
COMMUNICATIONS	
**English 1010	3
English 1020 or 1040	3
***ACL1500, 1510 or demonstration of competence, 3540, or 3600	0-3
GLOBAL PERSPECTIVE ELECTIVE	
Students choose 3 s.h. from the approved course list outside their major, minor, or concentration	3
HUMANITIES	
Any literature course 2000 or higher except EDU 3620	3
History	3
Religion	3
FINE ARTS	
Art History 1510, 2530, or 2540; Music 1510, 1520, 1600 or 1610; or Theatre 1620 or 1630 or 3 hours in applied music/ensemble/voice class for non-music majors (MUS 1110-1120) or theatre ensemble....	3
MATHEMATICS	
Mathematics 1050 or higher except MAT 1060 and MAT 2060	3
NATURAL SCIENCE	
Two Lab Sciences	6-8
Students will not receive General Education Credit for both SCI 1410 and GLY 1600; SCI 1420 and BIO 1530; or SCI 1430 and CHE 1510.	
SOCIAL SCIENCE	
Economics, Political Science, Psychology, or Sociology	3
WELLNESS	
Wellness 1010 and either 2010 or 2350; or 2180 or Physical Education and Exercise Science 2900	2-3
LIBERAL ARTS ELECTIVE	3-4
Students choose 3-4 s.h. outside their major, minor, or concentration. Must be from the fine arts, humanities, mathematics, computer science, natural sciences, foreign languages, and/or social sciences.	
*Library Competency	0
 Total Semester Hours	 39-54
 *Must be satisfied before completing 60 semester hours or demonstration of competence	
**English 1000 as needed	
(Entry level is determined by scores attained on standardized ACT/SAT and high school English grades. Continual enrollment in composition courses mandated until requirements are fulfilled.)	

***Students who pass a competency test (administered on a pass/fail basis at no charge) for ACL 1510 and/or CSC 1000 will not be required to take the class for which a test is passed. Passing a competency test will not give a student a grade or the equivalent semester hours for taking the respective course(s), but will satisfy the respective General Education ACL and/or CSC requirement(s). Students are permitted one single attempt to pass a CSC 1000 and/or ACL 1510 competency test.

GENERAL EDUCATION CORE CURRICULUM (Associate Degrees)

INTERDISCIPLINARY STUDIES

Interdisciplinary Studies 2100 1

COMPUTER COMPETENCY

*Computer Science 1000 (or BUS 1700 for Reeves School of Business majors ONLY)
or demonstration of competence 0-3

COMMUNICATIONS

**English 1010 3
English 1020 or 1040 3
***ACL1500, 1510 or demonstration of competence, 3540, or 3600 0-3

HUMANITIES Choose one of the following 3

Any literature course 2000 or higher except EDU 3620
History
Religion

FINE ARTS

Art History 1510, 2530, or 2540; Music 1510, 1520, 1600 or 1610; or Theatre 1620 or 1630
or 3 hours in applied music/ensemble/voice class for non music majors (MUS 1110-1120) or **theatre** ensemble 3

MATHEMATICS

Mathematics 1050 or higher except MAT 1060 and MAT 2060 3

NATURAL SCIENCE

One Lab Science from BIO, CHE, GLY, PHY, and SCI..... 3-4

SOCIAL SCIENCE

Economics, Political Science, Psychology, or Sociology..... 3

WELLNESS

Wellness 1010 and either 2010 or 2350; or 2180 or Physical Education and Exercise Science 2900 2-3

*Library Competency..... 0

Total Semester Hours..... 24-32

*Must be satisfied before completing 60 semester hours or demonstration of competence

**English 1000 as needed

(Entry level is determined by scores attained on standardized ACT/SAT and high school English grades.
Continual enrollment in composition courses mandated until requirements are fulfilled.)

***Students who pass a competency test (administered on a pass/fail basis at no charge) for ACL 1510 and/or CSC 1000 will not be required to take the class for which a test is passed. Passing a competency test will not

give a student a grade or the equivalent semester hours for taking the respective course(s), but will satisfy the respective General Education ACL and/or CSC requirement(s). Students are permitted one single attempt to pass a CSC 1000 and/or ACL 1510 competency test.

Liberal Arts Electives

1. The Liberal Arts Elective includes courses in the following areas designated as Liberal Arts in the catalogue: Fine Arts, Humanities (ENG, HIS, GEO, PHI, REL, or WRI), Mathematics (MAT), Computer Science (CSC), Natural Science (BIO, CHE, GLY, PHY, or SCI), Foreign Language (FRE, GER, GRK, SPA, or LAN), Social Science (ECO, PSC, PSY, or SOC), and WST 2000. Only the following courses are Liberal Arts Electives for Fine Arts: ARH 1510, 2530, 2540, 3530, 3540; MUS 1510, 1520, 1600, 1610; THE 1620, 1630, 3620, 3650, or 3 hours in applied music/ensemble or theatre ensemble.
2. The Liberal Arts Elective may not be fulfilled by any course with a prefix within the department sponsoring a declared major, minor, or concentration of the student. For example, a computer science or computer information technology major must fulfill the Liberal Arts Elective requirement by taking a course with a prefix other than CSC, and a performing arts major must fulfill the Liberal Arts Elective requirement by taking a course with a prefix other than MUS or THE.
3. Courses in areas listed above that emphasize professional preparation and pedagogy cannot be used to fulfill the Liberal Arts Elective. The following courses are not Liberal Arts Electives: LAN 2600, LAN 3300, MAT 1060, and MAT 2060.
4. Developmental courses cannot be used to fulfill the Liberal Arts Elective. The following courses are not Liberal Arts Electives: ENG 1000; ESL 0910, 0920, 0960, 0970, 1210, 1220; and MAT 1005 and 1015.
5. Courses that fulfill the General Education curriculum outside the Liberal Arts Elective may not be used to fulfill the Liberal Arts Elective. The following courses are not Liberal Arts Electives: CSC 1000, ENG 1010, ENG 1020, and ENG 1040.
6. Special Topics courses may not be used to fulfill the Liberal Arts Elective.
7. Courses considered to be capstone courses by any program may not be used to fulfill the Liberal Arts Elective.

Global Perspective Electives

The Global Perspective Elective can be met by taking a minimum of 3 s.h. outside their major, minor, and concentration from:

- Foreign Language
- Study Abroad (SA) = IDS 3550/4550
- International Internship

ACC 4620 International Accounting (Study Abroad)	ENG 4850 Special Topics: Wales and London (SA)
ACL 3600 Intercultural Communication	ENM 2510/LAW 2510 Caribbean Environmental Management and Law (SA)
ARH 2530 Survey of Art History I	ENP 3300 International Entrepreneurship
BUS 3310 Fundamentals of International Business	GEO 2520 Regional Geography
BUS 3330 International Business Experience (SA)	HIS 1030 World History I
BUS/LAW 4850 Special Topics: International Law (SA)	HIS 1040 World History II
ECO 4200 Comparative Economic Systems	HIS 2150 Barbarian Invasions
ECO 4520 International Trade and Finance	HIS 2170 Race, Ethnicity, and Global Perspective
ECO 4650 Economic Growth and Development	HIS 2200 World War II
ENG 2950/3950 Study Abroad in English	HIS 3010 Modern Asian History
ENG 3420 Women's Literature	HIS 3050 Islam and the Islamic World
ENG 3520 Global Perspectives in Literature	HIS 3250 Modern History
ENG 3710 Chaucer	HIS 3310 Topics in Latin American History
ENG 3730 Literature of Medieval England	HIS 3700 Contemporary World History
ENG 3740 Shakespeare	HIS 3850 Special Topics: Medieval Britain (SA)
ENG 3920 Victorian Literature (formerly "19th Century British Literature")	HIS 4110 Modern Russia
ENG 4020 Modernist Literature	LAN 3200 Introduction to Linguistics
ENG 4030 Contemporary Literature	LSS 2850 Special Topic in Leadership-Ultimate Journey (SA)
ENG 4170 Jane Austen & Literature	MKT 4100 Global Marketing
ENG 4180 Charles Dickens & Literature	PSC 1080 Politics and Sport

PSC 2270 Comparative Politics	REL 1510 Western Religious Traditions
PSC 3470 American Foreign Policy	REL 2010 Survey of Hebrew Bible
PSC 3510 International Relations	REL 2020 Survey of the New Testament
PSC 4010 European Politics	REL 3020 Jesus and the Gospels
PSC 4020 Middle East Politics	REL 4040 Myth and Culture
PSC 4040 Politics in East Asia	REL 4050 Early Christianity
PSC 4050 Latin American Politics	REL 4060 Reformation Europe
PSC 4400 International Organizations	SOC 2530 Global Social Problems
PSC 4510 International Political Economy	SOC 2560 Cultural Anthropology
REL 1030 Introduction to Religion	
REL 1070 Religion and Film	
REL 1500 Eastern Religious Traditions	

The listed courses may not be offered every semester; the courses will be identified with the letters GP throughout the catalog.

Associate Degrees with subject concentrations

Several departments offer associate degrees with one or more subject concentration. Students should refer to the department listings for specific course requirements.

Areas of Subject Concentration for the Associate of Arts

Accounting	French*	Political Science
Art	German*	Sociology
Business Administration	History	Spanish
Criminal Justice	Leadership & Management	Theatre
English	Music	Writing
Financial Economics	Marketing	<i>*currently inactive</i>

Methodist University/Defense Language Institute Cooperative Program

Methodist University cooperates with the Defense Language Institute Foreign Language Center (DLIFLC) in a program permitting a DLIFLC graduate to utilize American Council of Education (ACE) recommended s.h. credits to obtain an Associate of Arts (A.A.) degree with a subject concentration in the following DLIFLC-taught courses:

Arabic-Modern Standard	Hebrew	Romanian
Arabic-Egyptian	Italian	Russian
Chinese-Mandarin	Japanese	Slovak
Czech	Korean	Spanish
Dutch	Lingali	Tagalog
French	Persian Farsi	Thai
German	Polish	Turkish
Greek	Portuguese	Vietnamese

Total s.h. required – 62; total hours required in residence –16

Areas of Subject Concentration for the Associate of Science

Biology	Health Care Administration	Mathematics
Chemistry	Interdisciplinary Studies of Clandestine Labs	Science
Computer Science		

Total s.h. required – 62; total hours required in residence – 16

PROFESSIONAL LEADERSHIP AND ETHICS

This program offers explicit training in ethical decision making, as applied to a professional setting. It does so via courses from a variety of disciplines, including psychology, speech, philosophy, business, and leadership studies. Program Learning Outcomes:

- Students will be able to effectively communicate in multiple modalities.
- Students will be able to identify and analyze social contexts present in the workplace
- Students will be able to analyze data, hypothesize causes, and predict outcomes.
- Students will be able to use leadership techniques to anticipate threats and opportunities
- Students will be able to apply moral reasoning to social and professional situations

Degree(s) Awarded: B.A.

Major Requirements: Professional Leadership and Ethics. The Professional Leadership and Ethics major consists of 42 s.h. distributed as follows:

Collaborating Skills (15 s.h.)

Professional Writing		3 s.h.
ENG 3201	Business Writing	
SWK2400	Professional Writing and Critical Thinking	

Creativity		3 s.h.
ART 1010,	Foundations I Design	
AGD 1000	Design Production	
THE 2000	Theatre	

Interpersonal Communication		3 s.h.
ACL 2540	Strategic Issues and Professional Communication	
ACL 3600	Exploring Cross-Cultural Communication	
ACL 3700	Results-Oriented Persuasion	
ACL 3900	Collaborative Conflict Management	

PSY 1010	Introduction to Psychology	3 s.h.
PSY 3100	Industrial/Organizational Psychology	3 s.h.

Contextualizing Skills (12 s.h.)

PHI 2130	Argument and Inference	3 s.h.
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Society and Identity		3 s.h.
HIS 2170	Race and Ethnicity in a Global Perspective	
HIS 3610	The Civil Rights Movement	
HIS 3820	History and Gender	
SOC 3830	Gender and Society	
SOC 3920	Human Sexuality	
SWK 3500	Human Diversity and Populations At-Risk	

Statistical Analysis		3 s.h.
SOC 2200	Applied Statistics	
PSY 2500	Statistics for Business	
BUS 2160	Statistics for Business and Economics	
MAT 2200	Applied Statistics	

Public Welfare and Administration		3 s.h.
PSC 3050	Democratic Principles and Theory	
PSC 3100	Law and the Legal System	
PSC 3330	Public Administration	
HIS 3700	Contemporary World History	
<i>Contributing and Leading (15 s.h.)</i>		
BUS 1510	Organization and Management	3 s.h.
Techniques of Leadership		3 s.h.
LSS 3000	Principles of Leadership	
LSS 3250	Theories and Techniques of Leadership	
Moral Reasoning		3 s.h.
PHI 2200	Moral Philosophy and Contemporary Ethical Problems	
PHI 3350	Environmental Ethics	
LSS 3750	Future-Oriented Leadership	3 s.h.
Professional Ethics		3 s.h.
PHI 3200	Business Ethics	
PHI 3400	Medical Ethics	
PHI 4200	Ethical Foundations of Criminal Justice	
TOTAL HOURS:		42 s.h.

PSYCHOLOGY

Psychology is the science of behavior and mental processes (perception, emotion, and cognition), and the application of the knowledge acquired to the resolution of personal and social problems. For students seeking a B.S., the Department of Psychology offers a major in psychology with an optional applied concentration in either human performance or counseling/clinical psychology. The concentration in human performance combines the related specialties of human factors and industrial/organizational (I/O) psychology. Human factors applies psychology to the design of systems, machines, and products so that people can use them more comfortably, safely, and effectively. I/O psychology applies psychology to improve the productivity and satisfaction of members of organizations (such as employees in manufacturing plants). The concentration in counseling/clinical psychology combines the related areas of counseling psychology and clinical psychology. Counseling psychology applies psychology to common problems in living, such as in choosing a career or resolving issues in a personal relationship. Clinical psychology applies psychology not only to common problems in living but also to psychological disorders, such as a phobia or a clinical depression. Basic and applied specialties in psychology are numerous and extraordinarily diverse. Not all students majoring in psychology pursue one of the two applied concentrations.

A major in psychology is an excellent choice for some students. Some students majoring in a different area who have the ability to complete two majors may wish to major in psychology as well. Given its nature, it complements many other academic areas.

Mission

The Psychology Department seeks to develop students who understand the psychological functioning of themselves and others, know how psychology is applied to enhance human life, know the ways knowledge (especially scientific knowledge) is acquired, and are prepared to enter graduate school or the workforce. The Psychology Department supports the mission of the university, with particular emphasis on providing an education grounded in the liberal arts tradition and developing whole persons who will make substantial contributions.

Goals

1. Students will acquire a significant understanding of their psychological functioning (perceiving, feeling, thinking, and behaving) and its development, and that of others.
2. Students will acquire significant knowledge of the application of psychology to the enhancement of human life.
3. Students will acquire significant knowledge of different approaches to attaining knowledge, with an emphasis on the scientific approach.
4. Students who major in psychology will be prepared for entrance into a graduate program in psychology or an entry-level job related to the provision of psychological services in which a baccalaureate degree in psychology is a requirement or an alternative requirement.

Degree(s) Awarded: B.S.

Major Requirements: Psychology. The Psychology major consists of 41 s.h. distributed as follows:

Major Required Core Courses:

PSY 1010	General Psychology	3 s.h.
PHI 2120	Symbolic Logic	3 s.h.
PSY 2500	Statistics for Psychology	3 s.h.
PSY 3550	Experimental Psychology	4 s.h.
PSY 4850	Research Seminar	3 s.h.

Major Additional Courses: Select 12 s.h. from the following:

PSY 2040	Lifespan Development	3 s.h.
PSY 3400	Physiological Psychology	3 s.h.
PSY 3610	Social Psychology	3 s.h.
PSY 3700	Perception	3 s.h.
PSY 3850	Special Topics in Psychology	3 s.h.
PSY 3950	Memory and Cognition	3 s.h.
PSY 4050	Theories of Personality	3 s.h.
PSY 4310	Principles of Learning	3 s.h.

Major Electives: Select an additional 13 s.h. Psychology electives 13 s.h. (including the courses listed above)

Total **41 s.h.**

Concentration Requirements: Counseling/Clinical. The Counseling/Clinical concentration consists of 46 s.h. distributed as follows:

Major Required Core Courses:

PHI 2120	Symbolic Logic	3 s.h.
PSY 1010	General Psychology	3 s.h.
PSY 2500	Statistics for Psychology	3 s.h.
PSY 3550	Experimental Psychology	4 s.h.
PSY 4850	Research Seminar	3 s.h.

Required Clinical/Counseling Concentration Courses:

PSY 2040	Lifespan Development	3 s.h.
PSY 3300	Psychological Counseling	3 s.h.
PSY 3410	Abnormal Psychology	3 s.h.
PSY 3470	Tests and Measurement	3 s.h.
PSY 3610	Social Psychology	3 s.h.
PSY 4050	Theories of Personality	3 s.h.

Select one (3 s.h.) course:

PSY 3950	Memory and Cognition	3 s.h.
PSY 4310	Principles of Learning	3 s.h.

probability, sampling distributions, the logic of hypothesis testing, and parametric and nonparametric inferential statistics (e.g., confidence intervals, t-tests, analysis of variance, correlation/regression, and chi square).

Prerequisites: PSY 1010 or SOC 1510, and MAT 1050 or higher

Offered: spring and as needed in the fall

PSY 3010 INTRODUCTION TO GERONTOLOGY 3 s.h.

Aging, including historical perspectives; demographic trends; psychological and physiological processes of later life; and social role behavior in such areas as retirement, politics, religion, family life, housing, death, and dying.

Prerequisite: none

Cross-listed: SOC 3010

Offered: as needed

PSY 3100 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY 3 s.h.

The application of psychology to improve the productivity and satisfaction of members of an organization. Topics include personnel selection, performance appraisal, job analysis, job training, work motivation, job satisfaction, group processes, leadership, and organizational theory and development.

Prerequisites: PSY 1010 or BUS 2430, and BUS 2160 or PSY 2500 or permission of instructor

Offered: every third or fourth semester

PSY 3200 HUMAN FACTORS 3 s.h.

The application of psychology to the design and evaluation of person-machine-environment systems. Topics include the human operator as a receiver, processor, and emitter of information; the effects of fatigue and environmental stress; and human factors in accident research.

Prerequisites: PSY 1010 and PSY 2500, or permission of instructor

Offered: every third or fourth semester

PSY 3300 PSYCHOLOGICAL COUNSELING 3 s.h.

Development of basic skills used in all helping relationships and those used specifically in psychological counseling, an attainment of a general understanding of the major theoretical approaches to counseling and knowledge concerning the interventions associated with each of the major theoretical approaches.

Prerequisites: PSY 1010 and one of the following: PSY 3410 and PSY 4050, or permission of the instructor

Offered: spring

PSY 3360 HEALTH PSYCHOLOGY 3 s.h.

Study of the psychosocial factors promoting health-enhancing and health-destructive behaviors. The course will survey the field of health psychology, including the psychology-healthcare relationship; methods of investigation; personality, lifestyle, and/or affective/cognitive correlates of health status; the role of social support; and interventions to promote resilience and to improve wellness habits.

Prerequisite: PSY 1010

Offered: every third or fourth semester

PSY 3400 PHYSIOLOGICAL PSYCHOLOGY 3 s.h.

Anatomy and physiology of the brain and nervous system and their impact on behavior. Topics include neural communication, psychopharmacology, research methods, movement, emotion and stress, sexual behavior, ingestive behavior, learning and memory, human communication, and neurological disorders.

Prerequisites: PSY 1010 and either SCI 1420 or BIO 1530, or permission of instructor

Offered: spring

PSY 3410 ABNORMAL PSYCHOLOGY 3 s.h.

Abnormal behavior and mental processes. Topics include the distinction between normality and abnormality, the classification and diagnosis of psychological disorders, the neurotic and psychotic disorders, and the major therapeutic approaches.

Prerequisite: PSY 1010

Offered: fall

- PSY 3470 PSYCHOLOGICAL TESTS AND MEASUREMENTS** 3 s.h.
 Theory of the measurement of behavior and mental processes, application of the theory, and tests of cognitive abilities, personality, and vocational interest. Special attention given to the use of psychological tests in psychological counseling.
Prerequisites: PSY 1010 and PSY 2500, or permission of instructor
Offered: spring
- PSY 3550 EXPERIMENTAL PSYCHOLOGY** 4 s.h.
 Scientific research methods used in psychology with an emphasis on the experimental research method. Includes reviewing literature of a psychological research topic, designing and conducting an experiment, and preparing a research report of the experiment using APA style. Designated writing-enrichment course for psychology majors.
Prerequisites: PSY 1010, PHI 2120, and PSY 2500, all with a grade of C or higher or permission of instructor.
Offered: fall
- PSY 3610 SOCIAL PSYCHOLOGY** 3 s.h.
 The influence others have on an individual's mental processes and behavior. Topics include the social self, person perception, attitudes, interpersonal attraction, social influence, prosocial behavior, aggression, group dynamics, and applied social psychology.
Prerequisite: PSY 1010
Cross-listed: SOC 3610
Offered: every second or third semester
- PSY 3700 PERCEPTION** 3 s.h.
 The sensory and cognitive processes utilized to construct a phenomenological reality, emphasizing brightness, color vision, length and form perception, depth perception, and theories developed to explain these phenomena.
Prerequisite: PSY 1010
Offered: every second or third semester
- PSY 3850 SPECIAL TOPICS IN PSYCHOLOGY** 3 s.h.
 A topic in psychology not covered in depth in any of the other established courses in psychology.
Prerequisite: PSY 1010
Offered: as needed
- PSY 3950 MEMORY AND COGNITION** 3 s.h.
 Theories and data pertaining to cognitive psychology. Attention, imagery, memory structure and organization, rehearsal strategies, concept formation, language, and problem-solving emphasized.
Prerequisite: PSY 1010
Offered: every third or fourth semester
- PSY 4050 THEORIES OF PERSONALITY** 3 s.h.
 Theories of the behavior and mental processes that characterize an individual. Included are psychoanalytic, humanistic, existential, trait, and behavioral theories.
Prerequisite: PSY 1010
Offered: every year
- PSY 4100 PSYCHOLOGY PRACTICUM** 4 s.h.
 Observation of and supervised experience of psychology-related activities in a clinical, other human service, or business setting. Requires the completion of 50 hours of psychology-related activities and 75 hours on-site. Prerequisites: Majoring in psychology and completing 79 semester hours toward the baccalaureate degree and 24 semester hours toward the major, including PSY 1010 and 2500, and achieving a GPA of 2.5 overall and in the major. Applications must be made to the department chair by the week prior to preregistration the previous semester. Some practicums will be designated as "counseling/clinical" or "human performance." In addition to the above requirements, students taking these practicums must have declared the relevant concentration and have a GPA of 2.7 overall and in the concentration. The counseling/ clinical practicum also requires completion of PSY 3300 and 3410; the human performance practicum also requires completion of PSY 3100, 3300, and 3470. For particular placements, the department faculty may require additional courses. The Psychology Department faculty must approve all practicums and any waivers of prerequisites.

PSY 4310 PRINCIPLES OF LEARNING**3 s.h.**

Theories and supporting data related to animal and human conditioning. Habituation, classical conditioning, operant conditioning, schedules of reinforcement, generalization, and discrimination emphasized.

Prerequisite: PSY 1010

Offered: every third or fourth semester

PSY 4850 RESEARCH SEMINAR**3 s.h.**

Each student selects a research problem in psychology, reviews the problem in the literature, forms a causal hypothesis, designs and conducts an experiment to test the hypothesis, analyzes and interprets the data, and reports the experiment in a manuscript prepared in APA style.

Prerequisites: PSY 1010, PHI 2120, PSY 2500, and 3550, or permission of instructor

Offered: spring

PSY 4990 INDEPENDENT STUDY IN PSYCHOLOGY**TBA**

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major.

Prerequisite: PSY 1010 and approval by the faculty advisor, the supervising professor, the department chair, and the school dean before approval by Provost. Credit to be determined

SOCIAL WORK

The Social Work Program is accredited by the Council on Social Work Education (CSWE). The Program offers quality preparation for entry-level generalist practice with individuals, families, groups, communities, and organizations. Students will master the required practice behaviors and competencies and graduate with the professional knowledge, values, and skills necessary to advocate for social and economic justice. Social Workers are employed in public, non-profit, and private agencies such as nursing homes, hospice, hospitals, centers serving children and older persons, domestic violence programs, mental health centers, schools, residential treatment programs, government agencies, substance abuse, rehabilitation, and treatment agencies, courts, private industry, employee assistance programs, or enter fields such as the ministry or law. Over one-half of our graduates have gone on to obtain advanced degrees in Social Work. Our graduates are now working in many states and foreign countries. The program has graduated five winners of the prestigious Toby Brown award sponsored by the National Association of Social Workers, North Carolina Chapter. This award is presented to the top BSW student in the State of North Carolina.

Mission

The mission of the Social Work Program at Methodist University is to pursue human well-being and the alleviation of oppression and poverty through the education of competent entry level professional generalist Social Workers for service to individuals, families, groups, organizations, and communities, with special attention to the people of Cumberland County, North Carolina and its adjacent areas.

Goals

1. To prepare graduates for competent entry-level generalist practice grounded in the profession's history, purposes and philosophy and the mastery of measurable practice behaviors that are based upon the knowledge, values, and skills of generalist social work practice.
2. To prepare graduates for practice with diverse populations, with special attention to the people of Cumberland County, North Carolina and its adjacent areas with an emphasis on the strengths as well as the complexities of diversity.
3. To prepare graduates for continuing education and further personal and professional development for the betterment of the profession and the community.
4. To prepare graduates who are committed to the ethics and values of the profession, to social and economic justice, and service to oppressed and at-risk populations.
5. To understand distributive and restorative justice, human and civil rights, global interconnections of oppression and discrimination.

Degree(s) Awarded: B.S.W.

Writing-Enrichment Course: SWK 2400, 3720, 4240, and 4800

Major Requirements: Social Work. The Social Work major consists of 60 s.h. distributed as follows:

Students must have a grade of C or better in all required social work (SWK) prefix courses and in ENG 1010 and 1020/1040. Students who entered Methodist University in Spring 2013 or earlier must complete University requirements with a GPA of 2.0 or better in all work attempted and maintain a 2.5 in courses with SWK prefix. Students who entered Methodist University in Fall 2013 and after must complete University requirements with a GPA of 2.25 or better in all work attempted and maintain a 2.75 in courses with SWK prefix.

Required Core Courses:

PSC 1510	American Government	3 s.h.
PSY 1010	General Psychology	3 s.h.
PSY 3410	Abnormal Psychology	3 s.h.
SOC 1510	Principles of Sociology	3 s.h.

Statistics courses: Select one course (3 s.h.) from the following:

MAT 2200	Applied Statistics	3 s.h.
SOC 2200	Applied Statistics	3 s.h.
PSY 2500	Statistics for Psychology	3 s.h.
JUS 2200	Applied Statistics	3 s.h.

Professional Core:

SWK 2310	Introduction to Social Work	3 s.h.
SWK 2400	Professional Writing and Critical Thinking	3 s.h.
SWK 3000	Human Behavior and the Social Environment I	3 s.h.
SWK 3020	Human Behavior and the Social Environment II	3 s.h.
SWK 3150	Helping Processes	3 s.h.
SWK 3320	Methods of Social Research	3 s.h.
SWK 3500	Human Diversity and Populations-At-Risk	3 s.h.
SWK 3700	Social Welfare Policy and Services I	3 s.h.
SWK 3720	Social Welfare Policy and Services II	3 s.h.
SWK 4200	Practice Methods I	3 s.h.
SWK 4240	Practice Methods II	3 s.h.
SWK 4750	Field Education Seminar	9 s.h.
SWK 4800	Social Work Capstone Seminar	3 s.h.

Total **60 s.h.**

Minor Requirements: Social Work. The Social Work minor consists of 18 s.h. distributed as follows:

Required core courses:

SWK 2310	Introduction to Social Work	3 s.h.
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Social Work electives: Select any 15 s.h. of the courses listed below

SWK 2400	Professional Writing and Critical Thinking	3 s.h.
SWK 3000	Human Behavior and the Social Environment I	3 s.h.
SWK 3020	Human Behavior and the Social Environment II	3 s.h.
SWK 3150	Helping Processes	3 s.h.
SWK 3320	Methods of Social Research	3 s.h.
SWK 3500	Human Diversity and Populations-At-Risk	3 s.h.
SWK 3700	Social Welfare Policy and Services I	3 s.h.
SWK 3720	Social Welfare Policy and Services II	3 s.h.

Total **18 s.h.**

Licensure in School Social Work Requirements: All other requirements for the Social Work major, admission to the Social Work Program and admission to Teacher Education. Admission to Teacher Education must be completed prior to drop/add of the semester prior to the field placement. The Field Placement must be in a school setting. Students must have a cumulative grade point average of at least 2.75 and a grade of C or better in all social work courses and the student's minor professional sequence.

Required core courses:

EDU 1420	Field Experience I	1 s.h.
EDU 2510	Foundations of Education Professional Orientation	3 s.h. 4 s.h.
EDU 4070		2 s.h.
SWK 3400	School Social Work	3 s.h.

Child Welfare Collaborative Requirements: Achieve a grade of B or better in the required core course. Successfully complete an interview with the Child Welfare Collaborative Committee. Complete all requirements for the Social Work major. Complete a Field Placement in a NC Department of Social Services Child Welfare Setting.

Required core course:

SWK 3750	Child Welfare	3 s.h.
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Requirements for Admission to the Social Work Program: Students are normally approved by the Admissions Committee based on their meeting the following criteria:

1. A grade point average of 2.0 or better on all work completed for students who entered Methodist University in Spring 2013 or earlier. Students who entered Methodist University in Fall 2013 and after must have a GPA of 2.25 or better on all completed work.
2. A grade of C or better in ENG 1010 and ENG 1020/1040 or by equivalent test scores.
3. Completion of SWK 2310, 2400 and 3150 with a grade of C or better and a GPA of 2.5 or higher in courses with SWK prefix for students who entered Methodist University Spring 2013 or earlier. Students who entered Methodist University in Fall 2013 and after must have a GPA of 2.75 or better in courses with SWK prefix.
4. Completion of a written application to the Social Work Program after the above requirements have been met. Applications are due to the department on either the first Friday in September or the first Friday in February. Application packets can be obtained from the SPA secretary.

Candidates are encouraged to apply for admission to the Program in the second semester of their sophomore year. Practice courses can only be taken by students who have been formally admitted to the Program.

Requirements for admission to Field Internship:

1. Acceptance to Field Internship is not automatic.
2. Formal admission to the Social Work Program is required.
3. Submission of completed written field application.
4. Completion of all other graduation requirements or approval by the Field Coordinator.
5. A grade of C or higher in all required social work (SWK prefix) courses and a GPA of 2.5 or higher within the major and a GPA of 2.0 in all work completed for general education/core requirements at Methodist University for students who entered Methodist University in Spring 2013 or before. Students who entered Methodist University in Fall 2013 or after are required to have an overall GPA of 2.25 and a GPA of 2.75 or higher within the major.

SOCIAL WORK COURSES

SWK 2310 INTRODUCTION TO SOCIAL WORK 3 s.h.

Introduction to social problems and social service systems designed to impact upon those problems. Introduction to social work as a profession, its ethics, values, knowledge base, skills base, and fields of practice. This course requires a service learning component and is a prerequisite to all other social work courses except SWK 2400, 3050, 3100, 3150, 3450, 3500, 3320 and 3750.

Prerequisite: none

Offered: fall and spring

- SWK 2400 PROFESSIONAL WRITING AND CRITICAL THINKING** 3 s.h.
 This course introduces students to the American Psychological Association (APA) style of writing. The ethics of writing, indicating the acceptable forms and practices of recognizing the ideas and intellectual properties of others will be explored in this course. The course will examine the concept of plagiarism. The course will address the role of the Internet and the information it provides in writing professional papers. It will also offer suggestions for using computer technology at various stages of the research process. The course will develop strong writing skills necessary for professional papers, case documentation, report writing, and agency correspondence.
Prerequisites: ENG 1010 or permission of the Department Chair
Offered: spring
- SWK 3000 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I** 3 s.h.
 Systems theory and the ecological perspective applied to the bio-psycho-social development of the individual and the family from the pre-natal stage through early adolescence.
Prerequisites: SWK 2310, SWK 2400, SOC 1510, PSY 1010 or permission of department chair
Offered: fall
- SWK 3010 INTRODUCTION TO GERONTOLOGY** 3 s.h.
 Aging, including historical perspectives; demographic trends; psychological and physiological processes of later life; and social role behavior in such areas as retirement, politics, religion, family life, housing, death, and dying.
Cross-listed: SOC 3010 and GRN 3010
Offered: as needed
- SWK 3020 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II** 3 s.h.
 This course applies systems theory and the ecological perspective to the of development of the individual and family from middle adulthood through later years.
Prerequisite: SWK 3000
Offered: spring
- SWK 3150 HELPING PROCESSES** 3 s.h.
 An introduction to the giving and taking of help, the communication process, the helping relationship, the problem-solving model, and various intervention concepts and theories. This is a pre-practice course open to all majors.
Prerequisite: none
Offered: fall and spring
- SWK 3320 METHODS OF SOCIAL RESEARCH** 3 s.h.
 This course covers the scientific method and research design, including an introduction to quantitative and qualitative data collection and analysis. The student will develop an original research proposal.
Prerequisites: SOC 2200, JUS 2200, MAT 2200, PSY 2500 or ECO 2160 or by permission of the department chair
Cross-listed: JUS 3320 and SOC 3320
Offered: fall and spring
- SWK 3400 SCHOOL SOCIAL WORK** 3 s.h.
 This course focuses on major issues in education and historical, philosophical and political influences of school social work practice. A variety of social work skills, interventions, and theories applicable to the delivery of school social work services are discussed. Students will learn about working with students with challenges such as autism, asperger's syndrome, and ADHD, as well as the needs of the gifted and exceptional students.
Prerequisite: SWK 2310
Offered: as needed
- SWK 3500 HUMAN DIVERSITY AND POPULATIONS-AT-RISK** 3 s.h.
 This course focuses on the dynamics and consequences of discrimination, economic deprivation, and oppression of: women, gay and lesbian persons, people with disabilities, African Americans, Latinos, Asian-Americans, Native Americans, military families, rural populations, and other populations at risk. The history of diverse groups and populations will be explored and the many myths, stereotypes, and prejudices that surround these groups will be discussed.

Prerequisite: none
Offered: fall and spring

SWK 3700 SOCIAL WELFARE POLICY AND SERVICES I **3 s.h.**

Key historical, political, economic, and ideological events in relation to the social welfare system in the United States with an introduction to current welfare policies and programs.

Prerequisites: SWK 2310, SWK 2400 and PSC 1510 or permission of the department chair

Offered: fall

SWK 3720 SOCIAL WELFARE POLICY AND SERVICES II **3 s.h.**

Current social welfare policy of the U.S., approaches to social welfare in other Western nations, and values reflected in policy options are explored and analyzed. The impact of social welfare policy upon social work practice is studied.

Prerequisite: SWK 3700

Offered: spring

SWK 3750 CHILD WELFARE **3 s.h.**

Policies, programs, and issues relating to the child welfare system are examined, including protective services, out-of-home placements, adoption, day care, and public school programs.

Prerequisite: none

Offered: as needed

SWK 3850-3950 SPECIAL TOPICS IN SOCIAL WORK **3 s.h.**

A subject in social work not covered in depth in the regular curriculum. Topics vary. Can be repeated for credit with a different topic.

Prerequisite: SWK 2310

Offered: as needed

SWK 4200 PRACTICE METHODS I **3 s.h.**

Introduction to social work practice methods with micro and mezzo client populations. It includes the development of skills in interviewing, assessment, planning, intervention, termination and evaluation of practice. This course requires a service learning component. Students who do not receive a grade of C or better may repeat this course one time only. Refer to the Methodist University Social Work Program Field Practicum Handbook for exceptions and requirements of students enrolled in Field Practicum. SWK 4200 and 4240 are taken during the same semester.

Prerequisites: SWK 2310, 2400, 3000, 3150, 3320, 3500, 3700, or permission of Department Chair and admission to the Social Work Program

Offered: fall and spring

SWK 4240 PRACTICE METHODS II **3 s.h.**

This course provides an overview of theories, concepts, and practice skills, including evaluation, relating to work with groups, organizations, and community based program planning. Entry-level generalist social work practitioners work not only with individuals and families, but also with groups, organizations and communities. It is important to develop a wide range of skills and strategies for interventions with diverse and oppressed populations including women, minorities of color, gays, and lesbians, the poor, military and rural populations. This course has a community engagement component. Students who do not receive a grade of C or better may repeat this course one time only. Refer to the Methodist University Social Work Program Field Practicum Handbook for exceptions and requirements of students enrolled in Field Practicum. SWK 4200 and 4240 are taken during the same semester.

Prerequisites: SWK 2310, 2400, 3000, 3150, 3320, 3500, and 3700 or permission of the department chair and admission to the Social Work Program

Offered: fall and spring

SWK 4750 FIELD EDUCATION SEMINAR **9 s.h.**

The student is placed in an approved social welfare agency for supervised learning experience of no less than 4000 contact hours. Requires a weekly seminar.

Prerequisites: 2.0 overall GPA; 2.5 major GPA; if enrolled at MU Spring 2013 or earlier; 2.25 overall GPA, 2.75 major GPA if enrolled in MU Fall 2013 or later; senior class standing; admission to the social work program; approval of Field Coordinator; acceptance by agency; SWK 2310, SWK 2400, 3000, 3020, 3150, 3320, 3500, 3700, 3720, 4200,

4240; SOC 1510; PSY 1010; PSC 1510; PSY 3410; and a course in statistics

Offered: fall and spring

SWK 4800 SOCIAL WORK CAPSTONE SEMINAR

3 s.h.

The Social Work Capstone Seminar runs concurrently with the Field Education component of the Social Work curriculum. It meets for 2.5 hours weekly every Monday at a designated time. It is an academic course in Social Work Education which is focused on the synthesis of knowledge, values, and skills from earlier courses.

Prerequisites: 2.0 GPA overall; 2.5 GPA in the major; if enrolled at MU Spring 2013 or earlier; 2.25 overall GPA, 2.75 major GPA if enrolled in MU Fall 2013 or later;; senior class standing; admission to the Social Work program; approval of Field Coordinator, acceptance by agency; SWK 2310, SWK 2400, SWK 3000, 3020, 3150, 3320, 3500, 3700, 3720, 4200, 4240, SOC 1510, PSY 1010, PSC 1510, PSY 3410 and a course in statistics

Offered: fall and spring

SWK 4990 INDEPENDENT STUDY IN SOCIAL WORK

1-3 s.h.

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major.

Prerequisites: approval by the faculty advisor, the supervising professor, the department chair, and the school dean before approval by Provost. Credit to be determined.

ACCOUNTING

The Accounting Department offers professional core courses and upper level accounting courses for majors and minors to prepare students for careers as professional accountants in industry, government, non-profit organizations, and financial institutions. Graduates with accounting majors will be qualified to sit for the Certified Public Accountant exam in North Carolina, as well as many other states. The course of study emphasizes both a conceptual and applied understanding of business information and accounting. The Accounting Department also prepares students for graduate studies in accounting, business, law, and related fields.

Mission

Accounting is the language of business. Our mission in the Accounting Department is to prepare our students to speak and understand this language as they begin their professional careers. The Accounting Department strives to provide the tools for all students to advance to the highest levels of upper management and the chance to make significant contributions in their chosen field.

Goals

1. Accounting students will be able to apply accounting principles, theory, and ethics to business decision-making.
2. Accounting students will be able to prepare and analyze the accounting and financial information generated by individuals and entities for internal and external reporting purposes.
3. Accounting students will be able to effectively communicate business and accounting information.
4. Accounting students will have an understanding of the ethical issues facing accountants in the workplace.
5. Accounting students will have the opportunity to participate in projects that require applying accounting knowledge and skills. Programs may include Methodist University's Community Engagement program, Study Abroad, and volunteer opportunities.

Degree(s) Awarded: B.S., B.A.S, A.A.

B.S. Major Requirements: Accounting. In addition to the foundation core and the professional core courses required for all majors in the Reeves School of Business, the following courses are required for a degree in accounting with a C or better in all accounting courses. The Accounting major consists of 54 s.h. distributed as follows:

Reeves School of Business foundation core requirements:

ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.

BUS 2160	Statistics for Business and Economics	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.
ECO 1520	Principles of Microeconomics	3 s.h.
ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
BUS 1510	Management & Organization	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.
ECO 1520	Principles of Microeconomics	3 s.h.
MKT 1510	Principles of Marketing	3 s.h.

Reeves School of Business professional core requirements:

BUS 2160	Statistics for Business and Economics	3 s.h.
BUS 3320	Managerial Finance	3 s.h.
BUS 3520	Business Law I	3 s.h.
BUS 4700	Business Policy & Strategy	3 s.h.

Required Accounting Courses:

ACC 3410	Intermediate Accounting I	3 s.h.
ACC 3420	Intermediate Accounting II	3 s.h.
ACC 3450	Cost Accounting I	3 s.h.
ACC 3850	Federal Income Taxation I	3 s.h.
ACC 4900	Auditing	3 s.h.

Electives: Select 9 s.h. from any 3000 or 4000 level electives in Accounting. (Note: For those planning to take the Certified Public Accountant exam, ACC 4630 and ACC 4810 are recommended. An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major.)

Total

54 s.h.

B.A.S. Major Requirements: Accounting. Students must have earned an Associate of Applied Science (A.A.S.) degree in Accounting to pursue the Bachelors of Applied Science in Accounting. In addition to the foundation core required for all majors in the Reeves School of Business, the following courses are required for a degree in accounting with a C or better in all accounting courses. The B.A.S. Accounting major consists of 45 s.h. distributed as follows:

Reeves School of Business foundation core requirements:

ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
BUS 2160	Statistics for Business and Economics	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.
ECO 1520	Principles of Microeconomics	3 s.h.
ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
BUS 1510	Management & Organization	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.
ECO 1520	Principles of Microeconomics	3 s.h.
MKT 1510	Principles of Marketing	3 s.h.

Accounting Required Courses:

BUS 1750 or BUS 3320	Personal Finance or Managerial Finance	3 s.h.
BUS 3520	Business Law I	3 s.h.
BUS 2160	Statistics for Business and Economics	3 s.h.
ACC 3410	Intermediate Accounting I	3 s.h.

ACC 3450	Cost Accounting I	3 s.h.
ACC 3850	Federal Income Taxation I	3 s.h.
ACC 4900	Auditing	3 s.h.

Electives: Select 6 s.h. from any 3000 or 4000-level electives in Accounting. (Note: For those planning to take the Certified Public Accountant exam, ACC 4630 and ACC 4810 are recommended. An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major.)

Total **45 s.h.**

Minor and A.A. Concentration Requirements: Accounting. The Accounting minor and concentration consists of 18 s.h. distributed as follows:

Required Courses: (12 s.h.)

ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
ACC 3410	Intermediate Accounting I	3 s.h.
ACC 3420	Intermediate Accounting II	3 s.h.

Electives: Select two courses (6 s.h.) from any 3000 or 4000 level electives in Accounting.

Total **18 s.h.**

Several concentrations are also available to attach to the major in Accounting: (specific requirements can be found in the respective section of the catalogue for the below)

- Health Care Administration

Internships requirements can be found under "Internships and Experiential Learning."

ACCOUNTING COURSES

ACC 1510 PRINCIPLES OF FINANCIAL ACCOUNTING **3 s.h.**

Fundamentals of financial accounting, with an emphasis on understanding the use of the accounting information system and analyzing and interpreting financial accounting information. Required of all accounting, business, financial economics, and marketing majors, and usually taken in the sophomore year.

Prerequisites: completion of 12 semester hours or permission of the instructor, department chair, or school dean

Offered: fall and spring

ACC 1520 PRINCIPLES OF MANAGERIAL ACCOUNTING **3 s.h.**

Completion of fundamentals of financial accounting, with an emphasis on analysis and interpretation of business operations, and an introduction to managerial accounting. Required of all accounting, business, financial economics, and marketing majors, and usually taken in the sophomore year.

Prerequisites: ACC 1510, or permission of the instructor, department chair, or school dean

Offered: fall and spring

ACC 3010 FRAUD EXAMINATION **3 s.h.**

This course is an introductory course in Forensic Accounting designed to provide students with an overview of fraud perpetrated against an organization (asset misappropriation), which includes employee theft, vendor fraud, customer fraud, and management fraud, where top management provides misrepresentations, usually on financial statements. The course will cover major methods employees use to commit occupational fraud, as well as expose students to issues in consumer fraud, bankruptcy, divorce, and tax fraud. Students will learn how and why fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved.

Prerequisite: ACC 2510 or permission of the instructor, department chair, or school dean

Offered: as needed

- ACC 3160 ACCOUNTING INTERNSHIP** 3 s.h.
 Experiential learning acquired through placement with local organizations in either public or private sectors. The student is assigned duties and responsibilities approved by the Director of Internships and supervised and evaluated by the University instructor and on-site trainer. Weekly class contact, journal or written reports are required. Classroom instruction includes resume/letter writing, interviewing techniques, and oral presentations.
Prerequisites: all required 1000-level courses in accounting and economics; completion of 45 semester hours; a minimum G.P.A. of 2.5 in the major; or permission of the instructor, department chair, or school dean
Offered: as needed
- ACC 3410 INTERMEDIATE ACCOUNTING I** 3 s.h.
 A study of financial accounting functions and theory, including recognition and measurement of assets and liabilities.
Prerequisite: ACC 1510 or permission of the instructor, department chair, or school dean
Offered: fall
- ACC 3420 INTERMEDIATE ACCOUNTING II** 3 s.h.
 Accounting for long-term liabilities and investments; stockholders' equity and earnings per share calculations; issues relating to income measurement; and the preparation and analysis of financial statements.
Prerequisite: ACC 3410 or permission of the instructor, department chair, or school dean
Offered: spring
- ACC 3450 COST ACCOUNTING I** 3 s.h.
 Introductory cost accounting course which emphasizes cost behavior, budgeting, cost management in a manufacturing environment, using costing systems in strategic decision making, and profit planning.
Prerequisites: ACC 1520; or permission of the instructor, department chair, or school dean
Offered: fall
- ACC 3460 COST ACCOUNTING II** 3 s.h.
 A study of cost allocations, analysis of variances, and making decisions using cost information decisions. Current topics in cost accounting will also be studied.
Prerequisites: ACC 3450, or permission of the instructor, department chair, or school dean
Offered: as needed
- ACC 3850 FEDERAL INCOME TAXATION I** 3 s.h.
 Federal income tax law with emphasis on the individual. Filing status, gross income, exclusions, deductions, adjusted gross income, and tax credits are analyzed. Property transactions and special tax treatment for businesses is also studied.
Prerequisite: ACC 1510 or permission of the instructor, department chair, or school dean
Offered: fall
- ACC 3860 FEDERAL INCOME TAXATION II** 3 s.h.
 Federal income tax law with emphasis on the taxation of businesses and the tax consequences of business decisions. The course will study partnership, corporation, Subchapter S, taxation of non-profits and fiduciary returns.
Prerequisite: ACC 3850, or permission of the instructor, department chair, or school dean
Offered: as needed
- ACC 4310 ACCOUNTING INFORMATION SYSTEMS** 3 s.h.
 Accounting within a computerized environment and integrating information systems concepts into the basic accounting processes.
Prerequisite: ACC 1520 or permission of the instructor, department chair, or school dean
Offered: as needed
- ACC 4620 INTERNATIONAL ACCOUNTING** 3 s.h.
 (GP) Students will gain an understanding of how accounting is practiced in various countries and regions of the world, and how these accounting practices affect the production of financial statements.

Prerequisites: ACC 1510 or permission of the instructor, department chair, or school dean

Offered: as needed

ACC 4630 FUND ACCOUNTING

3 s.h.

Accounting for non-profit entities with emphasis on governmental units, colleges/universities, and hospitals.

Prerequisite: ACC 1510 or permission of the instructor, department chair, or school dean

Offered: as needed

ACC 4810 ADVANCED ACCOUNTING

3 s.h.

Accounting for stock investments under the equity method, business combinations and consolidations, and consolidated earnings per share.

Co-requisite: ACC 3420, or permission of the instructor, department chair, or school dean

Offered: as needed

ACC 4850 SPECIAL TOPICS IN ACCOUNTING

3 s.h.

Studies in specialized, upper-level applications of accounting theory and practice.

Prerequisite: ACC 1510, or permission of the instructor, department chair, or school dean

Offered: as needed

ACC 4900 AUDITING

3 s.h.

Auditing theory and practice, standards and procedures, rules of professional conduct, and related materials of professional importance.

Prerequisite: ACC 3420, or permission of the instructor, department chair, or school dean

Offered: fall

ACC 4910 ADVANCED AUDITING

3 s.h.

The application of the auditing process to cycles within the accounting system, including auditing within the EDP environment. A study of operational and compliance auditing, including their relationship to internal controls.

Prerequisite: ACC 4900, or permission of the instructor, department chair, or school dean

Offered: spring

ACC 4990 INDEPENDENT STUDY IN ACCOUNTING

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major

Prerequisite: Requires approval by the faculty advisor, the supervising professor, the department chair, and the school dean before approval by Provost. Credit to be determined

BUSINESS ADMINISTRATION

Graduates of this degree program will have the analytical and quantitative skills to identify and solve complex business problems and make effective decisions in a modern business environment. The department works to provide students with the skills and knowledge needed for successful careers and the pursuit of additional education.

Mission

The Mission of the Department of Business Administration is to provide a professional educational environment that fosters excellence in teaching, leadership, and community engagement by adapting to the needs of a dynamic, globally competitive business community.

Goals

1. Business Administration students will develop an understanding of information required to meet future demands of business and economics, including the impact of the global economy.
2. Business Administration students will be able to understand and evaluate ethical issues as they relate to organizations and their social responsibility.
3. Business Administration students will acquire professional skills and knowledge by participating in experiential and applied learning opportunities, including internships, co-operative work experiences, projects, practical experiences, volunteer experiences, and international experience.

4. Business Administration students will be prepared to be successful in their subsequent professional and/or academic careers by demonstrating proficiency in oral and written communication.

Degree(s) Awarded: B.S., B.A.S, A.A.

B.S. Major Requirements: Business Administration. The Business Administration major consists of 48 s.h. distributed as follows:

Reeves School of Business foundation core requirements:

ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
BUS 2160	Statistics for Business and Economics	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.
ECO 1520	Principles of Microeconomics	3 s.h.
BUS 1510	Management & Organization	3 s.h.
BUS 3320	Managerial Finance	3 s.h.
BUS 3520	Business Law I	3 s.h.
BUS 4700	Business Policy & Strategy	3 s.h.
MKT 1510	Principles of Marketing	3 s.h.
ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
BUS 1510	Management & Organization	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.
ECO 1520	Principles of Microeconomics	3 s.h.
MKT 1510	Principles of Marketing	3 s.h.

Reeves School of Business professional core requirements:

BUS 2160	Statistics for Business and Economics	3 s.h.
BUS 3320	Managerial Finance	3 s.h.
BUS 3520	Business Law I	3 s.h.
BUS 4700	Business Policy & Strategy	3 s.h.

Required Business Administration Courses: (9 s.h. plus 9 s.h. of electives)

BUS 3150 (or BUS 3200 or PHI 3200 or SMA 3400)		3 s.h.
BUS 4500	Management Science	3 s.h.
BUS 1750 or ECO 3110		3 s.h.

Electives: Select 9 s.h. from any 3000 or 4000-level electives in business, financial economics, accounting, marketing, or any concentration that may be attached to the major in Business Administration, including Business Health Care Administration, Business Professional Golf Management (PGM 3040, PGM 4020, and BUS 3750 only), Business Professional Tennis Management (PTM 3300 only), Business Resort and Club Management, and Business Sport Management. Note that English 3200 Business Writing and LSS 3000 Principles of Leadership can be counted as a Business Administration elective. A required course in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major.

B.A.S. Major Requirements: Business Administration. Students must have earned an Associate of Applied Science (A.A.S.) degree in any field to pursue the Bachelors of Applied Science in Business Administration. The B.A.S. in Business Administration major consists of 45 s.h. distributed as follows:

Reeves School of Business foundation core requirements:

ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
BUS 1510	Management & Organization	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.

ECO 1520	Principles of Microeconomics	3 s.h.
MKT 1510	Principles of Marketing	3 s.h.

• **S in Business Administration Required Courses:**

BUS 2160	Statistics for Business and Economics	3 s.h.
BUS 1750 or BUS 3320	Personal Finance or Managerial Finance	3 s.h.
BUS 3150 or BUS 3200	Business and Society or Business Ethics	3 s.h.
BUS 3520	Business Law	3 s.h.
LSS 3000	Principles of Leadership	3 s.h.

Electives: Select 12 s.h. from any 3000 or 4000-level electives in Accounting, Business Administration, Health Care Administration, Economics, Finance, or Marketing

Total **45 s.h**

Minor and A.A. Concentration Requirements: Business Administration. The Business Administration minor and concentration consists of 18 s.h. distributed as follows:

Required Courses: (12 s.h.)

ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.
ECO 1520	Principles of Microeconomics	3 s.h.

Electives: Select two courses (6 s.h.) from any upper-level accounting, marketing, financial economics, or business courses.

Several concentrations are also available to attach to the major in Business Administration: (specific requirements can be found in the respective section of the catalogues for the below)

- Health Care Administration

BUSINESS ADMINISTRATION COURSES

BUS 1450 BUSINESS INTERNSHIPS PREPARATION **1 s.h.**

Students will sharpen their written and oral communication skills in preparation for internship placement. Students will write resumes and job-related letters, practice interviewing skills. Career prospecting skills covered in this course include: company research, portfolio building, job-related negotiations and networking skills.

Prerequisite: none

Offered: Spring and as needed

BUS 2000 INTRODUCTION TO BUSINESS **1 s.h.**

An overview of American and international business with emphasis on formation and management origins. The course is a survey of the functional relationship of operations, marketing, finance, and human resource development. Business writing skills are emphasized

Offered: as needed

BUS 2160 STATISTICS FOR BUSINESS AND ECONOMICS **3 s.h.**

Inferential statistics using business and economics data. Principal topics: probability, hypothesis testing, regression and correlation, and time series and forecasting.

Prerequisite: MAT 1050 or above or permission of the instructor, department chair, or school dean

Offered: fall and spring

BUS 1700 COMPUTER BUSINESS APPLICATIONS **3 s.h.**

This course covers the utilization of microcomputers to solve problems in business. Topics to be covered include intermediate application of word processing, spreadsheet analysis and development, database management and

report creation, and presentation software application. The course includes student completion of independent projects. Students may substitute BUS 1700 for CSC 1000..

Prerequisite: Major within the Reeves School of Business or permission of the instructor, department chair, or school dean

Offered: as needed

BUS 1510 MANAGEMENT AND ORGANIZATION 3 s.h.

Survey of the management functions of planning, organizing, leading, and controlling within both structural and behavioral contexts. Emphasis is given to individual behavior, interpersonal relationships, small groups, inter-group relations, leadership, and change within the various structures of contemporary formal organizations. Also, involves the study of organizational structure including the design of centralization, formalization, and complexity. Student teams are used to study course content through case studies and to experience the dynamics of team membership.

Prerequisite: none

Offered: fall and spring

BUS 1700 PERSONAL FINANCE 3 s.h.

An introduction to the personal financial planning process designed to equip students with the skills needed to manage their personal financial resources. Topics include cash management, goal setting, tax planning, risk management, investment planning, retirement planning, and estate planning.

Cross-listed: FIN 1700

Offered: fall and spring

BUS 3010 ENTREPRENEURSHIP 3 s.h.

This course covers the structuring process, from conception to birth, of a new venture. It concentrates on the attributes of successful endeavors, opportunity recognition, venture screening, innovation and creativity, identification of resources, and feasibility analysis to learn how to turn opportunities into viable businesses. Also included are business plans, financial start-up decisions, operating problem recognition, and problem solving.

Cross-listed: with ENP 3010

Offered: as needed

BUS 3100 MANAGEMENT INFORMATION SYSTEMS 3 s.h.

A survey of management information systems providing students with an understanding of what they are, how they affect the organization, how they can make businesses more competitive, and how they assist in decision-making.

Offered: as needed

BUS 3150 BUSINESS AND SOCIETY 3 s.h.

Using a managerial framework, this course is a study of the relationship between business and economic policy, social responsibility, and political influence on a global level. As an intensive writing course, it uses case studies to study business ethics and corporate responsibility while recognizing management's traditional obligations to shareholders. The course spotlights current examples of business ethical issues which are relevant for stakeholders, corporate governance, accounting, and regulation of business.

Prerequisites: ACC 25115100; ECO 1510 or 1520, or permission of the instructor, department chair, or school dean

Offered: fall and spring

BUS 3200 BUSINESS ETHICS 3 s.h.

After a brief consideration of ethical theory, this course will examine selected ethical issues which arise from business, such as corporate responsibility, whistle blowing, environmental issues, and privacy. Particular emphasis will be placed on the role of the virtues in business practice.

Cross-listed: PHI 3200

Offered: spring (odd years)

BUS 3201 BUSINESS WRITING 3 s.h.

Practical written business communications – letters, memoranda, reports, proposals, and resumes. One hour of CAC lab per week at discretion of instructor. Creditable to one program only: Business, English, Mass Communications, or Writing

Prerequisites: ENG 1010; 1020, or 1040

Cross-listed: ENG 3201, WRI 3200

Offered: as needed

BUS 3230 NEW VENTURE CAPITAL 3 s.h.

Business creation and innovation is explored through case analysis. This is applied to student ideas for a new business. A business plan is created. Venture financing models are considered to support the creation of the business. Entry and exit strategies are considered, such as franchising, acquisitions, sale, merger, and liquidation. The course provides an understanding of the mindset, behaviors, experiences, and skills of an entrepreneur. Key components to coursework include, learning how to evaluate and value new ventures, how to anticipate problems and develop pragmatic solutions, and assembling the resources to implement a strategic vision. Finally, students will present their plan to a panel of executives and faculty from the Reeves School of Business and its Center for Entrepreneurship.

Cross-listed: ENP 3230

BUS 3310 FUNDAMENTALS IN INTERNATIONAL BUSINESS 3 s.h.

(GP)A thorough examination of the business opportunities and threats for individuals, companies, and countries created by the growth of globalization, and how companies must operate in diverse foreign environments and engage in specialized transactions. This course presents the theories and concepts of international business and considers the leading role of culture in global commerce.

Prerequisite: completion of 12 semester hours or permission of the instructor, department chair, or school dean

Offered: spring

BUS 3320 MANAGERIAL FINANCE 3 s.h.

Management of funds from the corporate perspective, with emphasis on security valuation, risk analysis, financial forecasting, capital budgeting, capital structure components and their costs, and dividend policy.

Prerequisites: ACC 1520, BUS 2160, and ECO 1520, or permission of the instructor, department chair, or school dean.

Cross-listed: FIN 3320

Offered: fall and spring

BUS 3330 INTERNATIONAL BUSINESS EXPERIENCE 3 s.h.

(GP)An exploration of globalization and the cultural, economic, political, and legal environments of international business, including an overview of risks, challenges, and opportunities of competing in the global marketplace. This course requires travel and research on the ground in another country. (Study Abroad Course)

Prerequisite: completion of 12 s.h., or permission of the instructor, department chair, or school dean

Offered: fall and spring

BUS 3420 ORGANIZATIONAL BEHAVIOR AND THEORY 3 s.h.

Study of individual behavior, interpersonal relationships, small groups, intergroup relations, leadership, and change within the various structures of contemporary formal organizations. Also involves the study of organizational structure including the design of centralization, formalization, and complexity.

Offered: as needed

BUS 3450 INTERNSHIP I 3 s.h.

Experiential learning acquired through placement with local organizations in either the private or public sectors. The student is assigned duties and responsibilities approved by the Director of Internships and supervised and evaluated by the University instructor and onsite trainer. Weekly class contact, journal, or written reports are required. Classroom instruction includes resume/letter writing, interviewing techniques, and oral presentations.

Prerequisites: BUS 1510 and MKT 1510, completion of 45 s.h. and a minimum GPA of 2.5 in the major, or permission of the instructor, department chair, or school dean. See MKT 3450 and ACC 3160. Applicable to one program only: Accounting, Business, Financial Economics, or Marketing

Offered: fall and spring

BUS 3520 BUSINESS LAW I 3 s.h.

The organization and theory of the American legal system and its relationship with the business environment, including contracts, tort law, and parts of the Uniform Commercial Code and its provisions concerning sales, the

law of agency, and employment law.

Prerequisites: ENG 1020 or ENG 1040 or permission of the instructor, department chair, or school dean

Cross-listed: LAW 3520

Offered: fall and spring

BUS 3530 BUSINESS LAW II

3 s.h.

The Uniform Partnership Act, relevant corporate law, government regulation, negotiable instruments, commercial paper, parts of the Uniform Commercial Code, banking and securities law, the law of secured transactions, and labor law.

Prerequisite: BUS 3520 or permission of the instructor, department chair, or school dean

Offered: spring (odd years)

BUS 3540 LEGAL ISSUES IN SPORTS

3 s.h.

A study of legal principles as applied to professional and amateur sport organizations and participants. An overview of contract law, tort law, constitutional law, administrative law, antitrust law, collective bargaining, and arbitration as it relates to the sport industry. Class presentations on current legal issues are required.

Prerequisite: SMA 1010 and junior standing

Cross-listed: SMA 3540

Offered: spring

BUS 3600 PRINCIPLES OF REAL ESTATE

3 s.h.

A survey of legal, economic, and accounting principles applied to real property resources. Topics include brokerage, contracts, closings, valuation, investing, and finance. The analysis of income-producing property is emphasized.

Prerequisites: ACC 2510, ECO 2610 or 2620, or permission of the instructor, department chair, or school dean

Offered: as needed

BUS 3650 PRINCIPLES OF INSURANCE

3 s.h.

An overview of the insurance industry and underwriting principles. Risk management, contract provisions, and contract law as applied to both casualty and life dimensions. Emphasis on the investment function of life insurance.

Offered: as needed

BUS 3750 HUMAN RESOURCE MANAGEMENT

3 s.h.

Traditional functions of personnel administration: recruitment, selection, development, compensation, personnel planning, employee morale and the impact of legislation upon the personnel process.

Prerequisite: BUS 1510 or permission of the instructor, department chair, or school dean

Offered: fall

BUS 3760 COMPENSATION AND BENEFITS

3 s.h.

This course is a focus on the study of the relationship between employees, employers, and the intervening factor of compensation and benefits. It illustrates the art and science of compensation practice and its role in promoting a company's competitive advantage. It addresses the link between pay and performance at all levels from hourly employee through executive compensation. Emphasis is given to the role of managers within the broader society of laws, interpersonal relationships, and leadership.

Prerequisite: none

BUS 3770 EMPLOYMENT LAW

3 s.h.

An overview of employment law in the work place. A study of case law, regulations, and statutes on such issues as Title VII and Civil Rights Act. The Americans with Disabilities Act, age discrimination, national origin discrimination, and other areas of Employment Law. Students will also be taught various issues of employment law such as interviewing and job performance evaluations.

Prerequisite: none

Cross-listed: LAW 3770

BUS 3780 LABOR RELATIONS LAW

3 s.h.

This course focuses on the legal relationship between corporations and collective bargaining agents. It involves unionization, maintaining union-free status, and de-unionization. Labor law draws upon the management functions

of planning, organizing, leading, and controlling within both structural and behavior contexts. Emphasis is given to the role of managers within a broader society of laws, interpersonal relationships, inter-group relations, and leadership. Student groups (teams) are created and used throughout the course to study the course content through case studies and experience the dynamics of actually resolving cases.

Prerequisite: none

Cross-listed: LAW 3780

BUS 3910 NEGOTIATION

3 s.h.

This course is a focus study of the management topic of negotiation. Negotiation draws upon the management functions of planning, organizing, leading, and controlling within both structural and behavioral contexts. Emphasis is given to individual behavior, interpersonal relationships, small groups, inter-group relations, and leadership. Student groups (teams) are created and used throughout the course to study the course content through case studies and to experience the dynamics of actually negotiating.

Prerequisite: none

Cross-listed: LAW 3910

BUS 4100 REAL ESTATE LAW

3 s.h.

An advanced study of real property ownership and interest, real property title transfer, real estate contracts, and federal income taxation of real property. Also included are landlord and tenant law, real estate brokerage law, and other topics required by the North Carolina Real Estate Commission.

Prerequisite: BUS 3520 or permission of the instructor, department chair, or school dean

Offered: as needed

BUS 4120 INTERMEDIATE MANAGERIAL FINANCE

3 s.h.

Additional financial management concepts and practices; extensive case analysis with focus on the capital asset pricing model.

Prerequisite: BUS 3320 or permission of the instructor, department chair, or school dean

Cross-listed: FIN 4120

Offered: spring, odd years

BUS 4140 REAL ESTATE FINANCE

3 s.h.

A survey of instruments, methods, institutions, and markets involved in the financing of real estate. Emphasis on primary and secondary markets, investment returns and risks, and construction and permanent financing.

Prerequisite: BUS 3320 and 3600, or permission of the instructor, department chair, or school dean

Offered: as needed

BUS 4150 INVESTMENT AND PORTFOLIO MANAGEMENT

3 s.h.

A survey of investment alternatives with emphasis on security evaluation, features of trading, the regulatory structure, and the design of portfolios.

Prerequisite: BUS 3320 or permission of the instructor, department chair, or school dean

Cross-listed: FIN 4150

Offered: as needed

BUS 4160 INTERNSHIP II

3 s.h.

For students who have had BUS 3450 and would like to take another internship experience.

Prerequisite: none

Offered: spring

BUS 4200 REAL ESTATE BROKERAGE

3 s.h.

A survey of various functions of the real estate brokerage business. Emphasis is placed upon the process of establishing the firm, management practices, financing, accounting systems (including trust account records and procedures, personnel policies, and marketing).

Prerequisite: BUS 3600 or permission of the instructor, department chair, or school dean

Offered: as needed

- BUS 4260 ADVANCED MICROCOMPUTER BUSINESS APPLICATIONS** 3 s.h.
 Advanced study of microcomputer applications with emphasis on business problem-solving skills. More sophisticated techniques in spreadsheet analysis and database management are included.
Prerequisite: BUS 2250 or permission of the instructor, department chair, or school dean
Offered: as needed
- BUS 4370 FINANCIAL INSTITUTIONS AND MARKETS** 3 s.h.
 A survey of the major financial intermediaries with emphasis upon balance sheet account management, the principal securities traded, and the markets in which the trading occurs.
Prerequisites: ACC 1510, ACC 1520, ECO 1510, and ECO 1520, or permission of the instructor, department chair, or school dean
Cross-listed: FIN 4370
Offered: as needed
- BUS 4500 MANAGEMENT SCIENCE** 3 s.h.
 This course focuses on the scientific methods and best practices used in the design and management of the production of goods and delivery of services. The course covers many interdependent aspects of the supply chain and emphasizes the importance of quality, consistency and value in sustaining the firm's competitive advantage. The topics covered include operations strategy, designing services and products, forecasting, project management, production capacity, inventory, quality control, and management of waiting lines.
Prerequisites: BUS 2160, BUS 2250 or CSC 1000, and BUS 1510, or permission of the instructor, department chair, or school dean
Offered: fall and spring
- BUS 4600 REAL ESTATE PRACTICUM** 3 s.h.
 Experiential learning acquired through placement with a local real estate organization. The student is assigned duties and responsibilities approved by the Director of Real Estate and supervised and evaluated by the University instructor and on-site trainer. Weekly class contact, journal, or written reports are required.
Prerequisites: successful completion of two upper-level real estate courses in addition to BUS 3600 or permission of the instructor, department chair, or school dean
Offered: fall and spring
- BUS 4700 BUSINESS POLICY AND STRATEGY** 3 s.h.
 A capstone course conducted with case method. Examination of external and internal environments of business. Analysis of the formulation and implementation of organizational strategy, both in private and not-for-profit sectors. Integration of prior studies in accounting, economics, management, marketing, law, and behavior. This course includes administration of a major field test in business as the required exit exam for all seniors in the Reeves School of Business.
Prerequisites: BUS 3320 or permission of the instructor, department chair, or school dean. Additionally, only students who have earned 87 s.h. or more are able to register for this course.
Offered: fall and spring
- BUS 4800 BUSINESS SYSTEMS DEVELOPMENT** 3 s.h.
 A systematic approach to the study of business organizations and the establishment of criteria for computer-based information systems for management planning and control in various types of business environments. This course is designed to provide an understanding of the system development and modification process and to enable students to evaluate and choose a system development methodology. It emphasizes the factors for effective communication with users and team members and all those associated with development and maintenance of the system.
Prerequisite: none
Offered: as needed
- BUS 4850 SPECIAL TOPICS** 3 s.h.
 (GP) A topic in business not covered in depth in any of the other established courses in business.
Offered: as needed

BUS 4990 INDEPENDENT STUDY IN BUSINESS ADMINISTRATION

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Credit to be determined.

Prerequisite: Requires approval by the faculty advisor, the supervising professor, the department chair, and the school dean before approval by Provost
school dean before approval by Provost

NURSING RN to BSN Completion Program

Overview

The online RN to BSN Completion Program provides the associate degree or diploma-prepared registered nurse an opportunity to earn his or her Bachelor of Science in Nursing (BSN) degree. Our program is designed to provide flexible pathways to degree completion for the working professional. The RN-BSN curriculum consists of nine degree specific courses for a total of 31 semester hours. Eight of these are core courses in the areas of Transition to Professional Practice, Leadership, Research, Health Policy, Evidence Based Practice, Pathophysiology, Public Health, and Capstone. One elective course is required to allow the flexibility to further explore in the areas of The Aging Adult, Women's Health, or Critical Care.

Admissions Criteria

The minimum admission requirements include:

1. Official transcripts showing graduation from an NLNAC, ACEN, or regionally accredited registered nurse diploma or associate degree program.
2. Current unencumbered RN license.
3. Minimum 2.0 GPA
4. Must have earned a minimum grade of C in Anatomy & Physiology I and II with lab, Microbiology with lab, Statistics, and General Psychology.

Course Requirements

Methodist University requires 124 semester hours for all Bachelor level degrees conferred. At least 31 semester hours, to include 24 s.h. at the 3000/4000-level, and 50 percent of the major, must be taken in residency at Methodist University.

RN to BSN Completion Program students will be granted up to 38 credit hours towards graduation after the successful completion of RNU 3000, Transition to Professional Practice.

Students must also meet all Methodist University General Education Core requirements for degree completion. General Education Core requirements may be completed concurrently with BSN courses. Credit for General Education courses may be earned through transfer credit, challenge examinations, or other non-traditional learning methods such as CLEP and DAN TES.

Degree(s) Awarded: Bachelor of Science in Nursing (B.S.N.)

Prerequisite Courses (18 s.h.):

BIO 2110 or	Survey of Human A&P I	
BIO 3060	Human Anatomy & Physiology I	4 s.h.
BIO 2120 or	Survey of Human A&P II	
BIO 3080	Human Anatomy & Physiology II	4 s.h.
BIO 2970	Microbiology	4 s.h.
MAT 2200	Statistics	3 s.h.
PSY 1010	General Psychology	3 s.h.

Major Requirements: RN – BSN. The RN-BSN major (BSN) consists of 31 s.h distributed as follows:

Required RNU Major Courses:

RNU 3000	Transition to Professional Practice	3 s.h.
RNU 3100	Tomorrow’s Nursing Leaders	3 s.h.
RNU 3200	Exploring Wicked Health Policy	3 s.h.
RNU 3300	Evidence Based Practice Application to Beside Care	3 s.h.
RNU 3400	Real World Pathophysiology	3 s.h.
RNU 3500	Community and Public Health Nursing	5 s.h.
RNU 4000	Research & Writing	3 s.h.
RNU 4700	Professional Nursing Practice Capstone	5 s.h.

Students must choose one of the three course electives:

RNU 4110	The Aging Adult	3 s.h.
RNU 4120	From Menarche to Menopause	3 s.h.
RNU 4130	Critical Care Concepts	3 s.h.

Total **31 s.h.**

Requirements for a minor: No minor is available in Nursing

Writing-Enrichment Course(s): RNU 4000

RN TO BSN COMPLETION NURSING COURSES

RNU 3000 TRANSITION TO PROFESSIONAL PRACTICE **3 s.h.**

This initial course of the RN-BSN program is designed to assist experienced nurses in the transition to a professional role. Nurses will gain a deeper perspective of theoretical and historical foundations that influence today’s professional practice and healthcare environment, preparing them as a nurse leader.

RNU 3100 TOMORROW’S NURSING LEADERS **3 s.h.**

The course explores leading in the complex healthcare environment as a baccalaureate prepared nurse. Leadership and management roles, various healthcare organizational structures, ethical-legal issues, decision-making, effective working relationships, delegation, and becoming a change agent will be examined.

RNU 3200 EXPLORING WICKED HEALTH POLICY **3 s.h.**

Conflicting perspectives often prevent reaching a consensus, creating “wicked” health policy issues. This course explores how various governing bodies impact the organization, finance and delivery of healthcare from the bedside to the boardroom. There will be a focus on socioeconomic, political, legal, and ethical environments that shape healthcare delivery systems. The course prepares the baccalaureate nurse to be an advocate in health policy, healthcare reform, and various models of health delivery.

RNU 3300 EVIDENCE BASED PRACTICE APPLICATION TO BEDSIDE CARE **3 s.h.**

This course explores the role of the baccalaureate-prepared nurse in implementing evidence-based practice (EBP) to bedside care through Quality Assurance/Quality Improvement (QA/QI) initiatives. Students will examine the QA/QI process from identification of practice issues that impact patient outcomes, to review of current practice guidelines, data collection, and collaboration with other healthcare team members to initiate evidence-based change.

RNU 3400 REAL WORLD PATHOPHYSIOLOGY **3 s.h.**

This course is intended to supplement your existing knowledge and experience of anatomy and physiology by using a case study approach to pathophysiology. You will link the disease process, risk factors, manifestations to the principles of pathology underlying illness and diseases and the nursing interventions and care required.

RNU 3500 COMMUNITY AND PUBLIC HEALTH NURSING **5 s.h.**

This course explores the role of the baccalaureate nurse in caring for individuals, families, and groups in diverse

community settings. The course focuses on the health needs of a population, including inequities and the unique needs of sub-populations using a comprehensive, systematic approach to identify and address social determinants of health. Emphasis is placed on primary prevention, health promotion and reduction of risk at all levels. A clinical practicum will enhance these skills.

RNU 4000 RESEARCH & WRITING

3 s.h.

This course prepares the nurse to become consumers of research. During this course, students will explore the nursing research process from developing a research question to collecting and analyzing data. This course will also provide an overview of the basic concepts of scholarly writing. This course emphasizes real-world techniques used when writing for publication in peer-reviewed journals and will encourage nurses to publish their findings.

RNU 4100 THE AGING ADULT

3 s.h.

This elective course focuses on the unique needs of the aging adult based upon the Illness-Wellness Continuum. The nurse will examine their role in promoting the well-being of healthy older adults experiencing both acute and chronic conditions. Physiological function/dysfunction, emotional and mental health well-being, transitions associated with aging, and spirituality are addressed.

RNU 4120 FROM MENARCHE TO MENOPAUSE

3 s.h.

This elective course will prepare the RN-BSN student for a career in women's health or maternal-child nursing by exploring the care of women across the lifespan, from menarche to menopause. This course will explore the principles of pharmacology and physiology as they relate to women's health.

RNU 4130 CRITICAL CARE CONCEPTS

3 s.h.

This elective course will prepare the RN-BSN student for a career in women's health or maternal-child nursing by exploring the care of women across the lifespan, from menarche to menopause. This course will explore the principles of pharmacology and physiology as they relate to women's health.

RNU 4700 PROFESSIONAL NURSING PRACTICE CAPSTONE

5 s.h.

This course provides the student with the opportunity to integrate concepts learned throughout the program and apply them to various patient populations. The role of a liberal arts education in preparing the professional nurse to care for culturally diverse organizations, individuals, families and groups will also be explored. Clinical opportunities are provided for the nurse to apply leadership skills and management of care for selected organizations, and/or patients in various settings.

CRIMINAL JUSTICE

Goals

Knowledge Goals:

1. Students in the Justice Studies major will demonstrate proficient knowledge of the causes of and responses to criminality.
2. Students in the Forensic Science major will demonstrate proficient knowledge of the science behind the modern investigative process.
3. Students in the Digital Forensics and Cyber Security major will demonstrate proficient knowledge of the science behind the digital forensic process and the fundamental principles of information security.

Skill Goals:

1. Students in the Justice Studies major will demonstrate research skills in conducting a research project in the capstone course.
2. Students in the Forensic Science major will properly conduct a crime scene investigation and process basic physical evidence.
3. Students in the Digital Forensics and Cyber Security major will complete a digital forensic analysis and conduct a cyber security assessment.

Degree(s) Awarded: B.S., A.A.

Writing-Enrichment Courses: JUS 3090, 3320, 4200, JUS 4500, and 4550

Major Requirements: Justice Studies: The Justice Studies major consists of 54 s.h. distributed as follows:

Required Foundational Courses:

SOC 1511	Principles of Sociology	3 s.h.
PSY 1010	General Psychology American Government	3 s.h.
PSC 1510		3 s.h.

Required Major Course:

JUS 2200	Applied Statistics	3 s.h.
JUS 2410	Introduction to Criminal Justice	3 s.h.
JUS 3090	Criminology	3 s.h.
JUS 3100	Law and the legal System	3 s.h.
JUS 3200	The Correctional	3 s.h.
JUS 3300	Process Police in an Urban Society	3 s.h.
JUS 3320	Research Methods	3 s.h.
JUS 3900	Victimology	3 s.h.
JUS 4200	Ethical Foundations of Criminal Justice	3 s.h.
JUS 4500	Seminar in Criminal Justice	3 s.h.
JUS 4700	Internship	3 s.h.

Plus any four additional courses with a JUS prefix **12 s.h.**

**JUSTICE STUDIES, FORENSIC SCIENCE, AND DIGITAL FORENSICS
AND CYBER SECURITY COURSES**

JUS 2200 APPLIED STATISTICS **3 s.h.**

Descriptive and inferential statistics, the logic of probability and hypothesis testing with emphasis on applications in social science research. Statistics covered include measures of central tendency, variability, association and tests of significance.

Prerequisite: MAT 1050 or higher, or permission of department chair

Offered: fall and spring

JUS 2410 INTRODUCTION TO CRIMINAL JUSTICE **3 s.h.**

A study of the American criminal justice system to include the history, philosophy, responsibilities, and functions of the police, courts, and corrections components. Emphasis is placed on role expectations and interrelationships of the various components and the need to promote professionalism through education, training, and ethical standards.

Prerequisite: none

Offered: fall and spring

JUS 2420 INTRODUCTION TO FORENSIC SCIENCE **3 s.h.**

This course provides a broad overview of the application of scientific principles to the judicial process. Special attention is focused on the disciplines of criminalistics, forensic medicine, and forensic anthropology. Emphasis centers on the physical and biological aspects of physical evidence that lend themselves to the identification and comparison process and on the analytical scientific capabilities available to the criminal justice professional.

Prerequisite: none

Offered: fall and spring (day and evening)

JUS 2430 INTRODUCTION TO CYBER CRIME **3 s.h.**

This course introduces and explains the various types of offenses that qualify as cybercrime activity. Emphasis is placed on identifying cybercrime activity and the response to these problems from both the private and public domains.

Prerequisite: none

Offered: fall and spring

JUS 2450 CYBERCRIME LAW AND ETHICS 3 s.h.

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity, as well as the ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cybercrime investigator. Topics include an examination of state, federal and international laws regarding cybercrime with an emphasis on both general and North Carolina statutes, illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources.

Prerequisite: none

JUS 2470 OPERATING SYSTEMS AND PROGRAMMING CONCEPTS 3 s.h.

This course explores both Windows and non-Windows operating systems. Students will gain experience using various operating systems to gather data for a forensic investigation. Students will also use Python scripting to pull data from hard drives for forensics analysis.

Prerequisite: none

JUS 2500 DIGITAL CRIME INVESTIGATION 3 s.h.

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/ incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations.

Prerequisite: none

JUS 2510 NETWORKING CONCEPTS 3 s.h.

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards.

Prerequisite: none

JUS 2550 HARDENING THE ENTERPRISE NETWORK 3 s.h.

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security.

Prerequisites: JUS 2510

JUS 2600 INTRODUCTION TO CLANDESTINE LABS 3 s.h.

This course offers an introduction to, and examination of illegal drug production laboratories. Clandestine drug operations generate a wide variety of law enforcement, social, societal, socioeconomic, and environmental problems. This course is designed to examine these problems. The course is comprised of three modules: Module 1 covers law enforcement issues; Module 2 covers societal issues; and Module 3 covers environmental and economic issues.

Prerequisite: none

Cross-listed: ENM 2600 and SWK 2600

Offered: spring

JUS 2650 CYBER THREATS AND COUNTERINTELLIGENCE 3 s.h.

Students will define advanced persistent threat and its role in the use of intelligence gathering for corporations, terrorist groups, and foreign nations. Students will be able to identify the various threat and attack vectors and use this information to develop an overall plan to help reduce risks within the enterprise.

Prerequisite: none

JUS 3090 CRIMINOLOGY 3 s.h.

The nature and types of delinquent and criminal behavior; the nature of the criminal and the crime; social, cultural, and psychological factors involved in illegal behavior; control and prevention; police, courts, probation, and correctional institutions.

Prerequisite: none

Cross-listed: SOC 090 Offered: fall and spring

- JUS 3100 LAW AND THE LEGAL SYSTEM** 3 s.h.
 From lynchings to landmark decisions, this course examines the traditions and historical development of the law in America, emphasizing the judicial process. Topics include the types and sources of law, the structure and functions of the state and federal court systems, civil and criminal law procedure, and judicial governance with special attention placed on the U.S. Supreme Court.
Prerequisite: none
Cross-listed: LAW 3100 and PSC 3100
Offered: spring
- JUS 3200 THE CORRECTIONAL PROCESS** 3 s.h.
 A study of the post-conviction corrections process of the criminal justice system with a focus on the evolution of philosophies, programs, strategies, and policies. Emphasis will be placed on the current crisis in American corrections.
Prerequisite: none
Offered: fall, and spring as needed
- JUS 3250 THEORIES AND TECHNIQUES OF LEADERSHIP** 3 s.h.
 Examines theories and models of leadership and their practical application in different organizations and settings. The course addresses the structure of organizations and the styles of leadership effective in different situations. Students learn practical skills such as group process, problem solving, active listening, and effective presentation techniques. Designed to provide leadership practice and confidence.
Prerequisite: none
Cross-listed: LSS 3250
Offered: as needed.
- JUS 3300 POLICE IN AN URBAN SOCIETY** 3 s.h.
 A study of the historic and current mission of the police in an urban society. Problems associated with law enforcement are evaluated from the perspective of the sociology of the urban sub-communities. Emphasis is placed on the police as an element within the criminal justice system and on innovative policing strategies.
Prerequisite: none
Offered: spring
- JUS 3320 RESEARCH METHODS** 3 s.h.
 This course covers the scientific method and research design, including an introduction to quantitative and qualitative data collection and analysis. The student will develop an original research proposal.
Cross-listed: Soc 3320 and SWK 3320
Prerequisite: none
Offered: fall and spring
- JUS 3400 PENETRATION TESTING AND VULNERABILITY SCANNING** 3 s.h.
 This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses.
Prerequisites: JUS 2510
- JUS 3600 BASIC DATA RECOVERY** 3 s.h.
 This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cybercrimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations.
Prerequisites: JUS 2500
- JUS 3750 FUTURE-ORIENTED LEADERSHIP** 3 s.h.
 A study of the leadership styles, abilities, and tools necessary to anticipate future trends and strategies to maximize benefits while minimizing threats. Future techniques to be discussed include Environmental Scanning, Delphi Technique, Brainstorming, Historical Perspective, Scenarios, and Trend Analysis. Emphasis will be placed on visionary leadership, transformational leadership, and paradigm pioneering.
Prerequisite: none

Cross-listed: LSS 3750

Offered: as needed

JUS 3890 CRIMINAL EVIDENCE AND PROCEDURE 3 s.h.

A study of criminal law and various theories of criminal evidence available to prosecutors. Emphasis is placed on legal principles governing forensic analysis and the handling of evidence during a criminal investigation.

Cross-listed: LAW 3890

Prerequisite: none

Offered: fall

JUS 3900 VICTIMOLOGY 3 s.h.

The course will examine the multifaceted problems of criminal victimization. Special emphasis will be placed on definitions of victimization, characteristics of victims, treatment of victims in the criminal justice system, and efforts designed to alleviate the consequences of victimization. The role of victimology in the conduct of criminal investigations will be reviewed.

Offered: spring

JUS 3960 CRIMINAL PROFILING 3 s.h.

The course introduces the student to a general overview of the various typologies and classification models by which offenders are profiled. Past and present profiling models are reviewed with an emphasis on the emerging scientific field of investigative psychology. Various examples of crime scenes will be studied for the purpose of understanding how investigators utilize information and evidence obtained from the crime scenes to create a profile of the offender.

Offered: fall (day and evening)

JUS 3970 CRIME SCENE INVESTIGATION 3 s.h.

A course designed for specialized forensic training for students interested in the forensic science concentration and justice studies major. The student will conduct hands-on training in a laboratory setting with state-of-the-art alternate light sources, imaging devices, fingerprint developing techniques, and other forensic science devices and instruments. The student will be provided an overview of impression evidence, evidence collection, and crime scene processing. An off-campus trip to the State Bureau of Investigation Laboratory will be planned during the semester.

Prerequisites: JUS 2420, JUS 4160 or permission of instructor or department chair

Offered: fall and spring

JUS 3980 ADVANCED CRIME SCENE INVESTIGATION 3 s.h.

The study of advanced photography techniques, investigative processes, and techniques available to the crime scene technician, and homicide or violent crimes investigator. Students will learn advanced crime scene and evidence processing techniques utilizing various chemicals to identify and develop fingerprints and biological evidence. Students will utilize advanced photography techniques to photography evidence in the ultraviolet and infrared spectrum. Emphasis will be on standards set forth by Scientific Working Groups (SWG), the National Academy of Sciences (NAS) Report on forensic science, and the International Association of Identification. This course is laboratory (hands-on) exercise extensive.

Prerequisites: JUS 2420, JUS 3970, and JUS 4160, or permission of instructor or department chair

JUS 4010 THE INVESTIGATIVE PROCESS 3 s.h.

A study of the criminal investigative process to include the application of criminalistics, forensic medicine, and the behavioral sciences to the successful solution of criminal cases. Emphasis is placed on the application of the scientific method to the investigative process.

Prerequisite: JUS 2420 or permission of instructor or department chair

Offered: fall and spring

JUS 4040 POLICE AND THE CONSTITUTION 3 s.h.

A study of the laws of arrest, search and seizure, and confessions; legal aspects of entrapment; legal constraints of deadly force; and other legal issues affecting police. Emphasis is placed on the case study approach and analytical reasoning.

Prerequisite: JUS 2410 or permission of instructor or department chair.

Offered: fall as needed.

JUS 4050 NETWORK FORENSICS AND INCIDENT RESPONSE 3 s.h.

This course explores incident response and network forensics. Students will explore Incident Response from a management and operational perspective; in addition, experience will be gained in responding to internal and external attacks, as well as recovering forensic evidence from a network.

Prerequisite: JUS 2510

JUS 4100 MEDICOLEGAL INVESTIGATION OF DEATH 3 s.h.

A study of the legal and forensic concepts and procedures for the medico-legal investigation of death due to natural, accidental, suicidal or criminal reasons. Special emphasis will be placed on use of anatomy and medical terminology, death investigation techniques, and various causes of death.

Prerequisite: JUS 4010 or permission of instructor or department chair

Offered: fall and spring

JUS 4150 FORENSIC FIREARMS IDENTIFICATION 3 s.h.

A specialized forensic science course designed for students interested in a forensic science concentration and justice studies major. This course is designed to provide the student an overview of how firearms and ammunition differ by design, manufacturer, load, and caliber, and how the design impacts lethality, wound pattern, and deposition of forensic evidence. Students will be exposed to real firearms of different calibers and will be allowed to attend a firearms range with an emphasis on studying different effects of different caliber weapons.

Offered: fall and spring

JUS 4160 FORENSIC PHOTOGRAPHY 3 s.h.

A study of forensic photography, documenting crime scenes and evidence with still photography, and the fundamentals of cameras and camera systems. Forensic photography differs from every day and portrait photography in many ways. However, the basic understanding of how a camera operates, and how aperture, shutter speed, and other adjustments on the camera affect the photograph are very similar. Every crime scene technician, detective, or CSI, must have a basic understanding of how to properly document and preserve crime scenes in order to be effective at their job. Photographs are worth a thousand words and are frequently very compelling evidence in a criminal trial.

Prerequisite: JUS 2420, or permission of instructor or department chair

JUS 4200 ETHICAL FOUNDATIONS OF CRIMINAL JUSTICE 3 s.h.

A study of the basic concepts, arguments, and methods of ethics as they apply to those who work in the field of criminal justice. Students will be introduced to the classic theories of normative ethics. Emphasis is placed on the case study approach and ethical decision-making.

Prerequisite: Junior standing or permission of the department chair.

Cross-listed: PHI 4200

Offered: fall

JUS 4250-4350 SPECIAL TOPICS IN CRIMINAL JUSTICE 3 s.h.

Courses will be offered, as needed, in areas of special interest such as forensic science, crime prevention, criminal justice administration, organized crime, judicial process, private security, and criminal justice planning.

Prerequisite: permission of instructor or department chair

JUS 4400 CRIME SCENE RECONSTRUCTION 3 s.h.

After studying the theory of reconstructing crime scenes, students will process and reconstruct a mock crime scene with bloodstain, bullet, and other physical evidence, utilizing advanced crime scene equipment, the 3-D laser scanner, bullet- trajectory lasers, bloodstain pattern analysis equipment, panoramic photography software, and crime scene sketch software.

Prerequisites: JUS 2420, JUS 3970, JUS 3980, and JUS 4160 or permission of the department chair

JUS 4450 SOCIAL MEDIA AND CLOUD SECURITY 3 s.h.

Students will be introduced to the fundamental concepts of cloud computing and social media. Best practices will be investigated and how an information security framework can be developed for the enterprise to reduce risk for social media and cloud computing. Challenges with cloud and social media forensics will be investigated.

Prerequisite: none

JUS 4500 SEMINAR IN CRIMINAL JUSTICE 3 s.h.

Senior level course focusing on a critical evaluation of policies and programs in the criminal justice system.

Emphasis is placed on the preparation of a senior research paper with visual presentation.

Prerequisites: JUS 241, JUS/SOC 3090, (SOC 2200, MAT 2200, or PSY 2500), and JUS/SOC 3320 or permission of the department chair.

Offered: fall and spring

JUS 4550 TERRORISM AND THE HOMELAND SECURITY RESPONSE 3 s.h.

A study of the terrorist threat in America and the creation of the Office of Homeland Security to address that threat. Emphasis will be placed on examining the attack on September 11, 2001 and the government's response via creation of the Office of Homeland Security. The nature of the terrorist threat, organization of the Office of Homeland Security, risk assessment models, and special programs and legislation created to address the terrorist threat will be discussed.

Offered: spring

JUS 4650 MOBILE DEVICE FORENSICS 3 s.h.

This course explores the recovery of forensic evidence from mobile devices. Emphasis will be placed on the functionality and recovery of evidence from major smart phone operating systems. Additional topics include legal considerations specific to mobile device seizure and investigation result reporting.

Prerequisites: JUS 2500 or permission of the department chair

JUS 4700 INTERNSHIP IN CRIMINAL JUSTICE 3 s.h.

Experiential learning in an approved criminal justice agency for supervised practical experience through a ten-week placement at a criminal justice agency. The student is assigned duties and responsibilities approved by the faculty member and on-site supervisor. Minimum requirement of 120 hours in the field agency and participation in a weekly seminar. Supervision and evaluation is conducted by the faculty member and the on-site professional. Written reports and evaluations are required at the completion of the internship. Students must apply for the internship during early-registration prior to taking the course. ALL internships must be approved by the department chair prior to the beginning of the internship. Please note: students must register for the internship course during the same semester they are completing the internship. For example, you cannot register for an internship class in the fall for an internship completed over the summer.

Prerequisites: junior standing and a cumulative GPA of 2.3 or higher or permission of the department chair

Cross-listed: LAW 4700

Offered: fall and spring

JUS 4990 INDEPENDENT STUDY IN CRIMINAL JUSTICE TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major.

Prerequisite: approval by the faculty advisor, the supervising professor, the department chair, and the school dean before approval by Executive Vice President and Academic Dean. Credit to be determined.

MARKETING

Marketing traditionally has been defined as the Four P's (product, place, price, and promotion). This includes the process of planning and executing the conception of a good or service (product), identifying a mutual pricing point (price), finding the correct promotional mix (promotion), and distribution of ideas, goods, and services, to create exchanges that satisfy individual and organization objectives (place). This process requires an understanding of buyer and seller behavior within the context of the overall market environment. Marketing is an essential part of every business. Not-for-profit organizations also have to market their products/services. The curriculum allows students to develop decision models to aid in solving marketing problems. Planning and analysis of strategies for products and/or services are also emphasized (live local case studies may be incorporated as part of individual courses), technology will be used for gathering, analyzing, and delivering information to decision makers. Marketing majors from Methodist University graduate prepared to begin graduate study or for entry-level positions in areas such as marketing management, advertising, product promotion, public relations, and sales.

Mission

The Mission of the Department of Marketing is to educate students to function in and adapt to the dynamic marketing environment by engaging in effective teaching, quality scholarship, and professional service.

Goals

1. Marketing students will understand the role and practice of marketing within an organization, including substantive knowledge in theoretical and applied aspects of marketing.
2. Marketing students will have knowledge of how to develop, analyze, and evaluate strategic and tactical marketing plans and programs, and to assess marketing performance.
3. Marketing students will be able to effectively communicate business and marketing information.
4. Marketing students will have an understanding of the ethical issues facing marketers in the workplace.

Degree(s) Awarded: B.S., A.A.

Major Requirements: Marketing. The Marketing major consists of 51 s.h. distributed as follows:

Reeves School of Business foundation course:

ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
BUS 2160	Statistics for Business and Economics	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.
ECO 1520	Principles of Microeconomics	3 s.h.

Reeves School of Business professional core requirements:

BUS 1510	Management & Organization	3 s.h.
BUS 3320	Managerial Finance	3 s.h.
BUS 3520	Business Law I	3 s.h.
BUS 4700	Business Policy & Strategy	3 s.h.
MKT 1510	Principles of Marketing	3 s.h.

Required Marketing Courses: (12 s.h.)

MKT 3900	Marketing Research	3 s.h.
MKT 4000	Consumer Behavior	3 s.h.
MKT 4550	Marketing Technologies	3 s.h.
MKT 4700	Marketing Strategy	3 s.h.

Electives: Select 9 s.h. from any 3000 or 4000 level MKT courses or SMA 4210 (Note: An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required course in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major):

Total **51 s.h.**

Minor and A.A. Concentration Requirements: Marketing. The Marketing minor and concentration consist of 18 s.h. distributed as follows:

Required Courses: (12 s.h.)

BUS 1510	Management and Organization	3 s.h.
MKT 1510	Principles of Marketing	3 s.h.
MKT 3900	Marketing Research	3 s.h.
MKT 4700	Marketing Strategy	3 s.h.

Electives: Select 6 s.h. from any 3000 or 4000 level MKT courses or SMA 4210 (Note: An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required course in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major):

Total **18 s.h.**

Several concentrations are also available to attach to the major in Marketing: (specific requirements can be found in the respective section of the catalogues for the below)

1. Health Care Administration Note that the required course BHC 3300 can be counted as one of the marketing major elective courses for those adding this concentration.
2. PGA Golf Management. Note that the required courses PGM 3040, PGM 4020, and BUS 3750 can be counted as marketing major elective courses for those adding this concentration.
3. Professional Tennis Management. Note that the required course PTM 3300 can be counted as a marketing major elective course for those adding this concentration.
4. Resort, Club, and Hospitality Management Note that the required course RMT 3500 can be counted as a marketing major elective courses for those adding this concentration.
5. Sport Management

MARKETING COURSES

MKT 1510 PRINCIPLES OF MARKETING 3 s.h.
Study of marketing: models of buyer behavior, functions, channels of distribution, promotion strategies, and pricing policies. Emphasis is on the use of marketing variables in decision-making.
Offered: fall and spring

MKT 3360 DOMESTIC BUSINESS EXPERIENCE 3 s.h.
An American business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the professor of record. An additional fee may apply to cover the costs of travel and lodging. Travel for student conferences and a convention is prohibited as part of this course.
Prerequisite: Permission of the Instructor or of the department chair/school dean
Offered: as needed

MKT 3450 INTERNSHIP 3 s.h.
Experiential learning acquired through placement with local organizations in either the private or public sectors. The student is assigned duties and responsibilities approved by the Director of Internships and supervised and evaluated by the University instructor and onsite trainer. Weekly class contact, journal, or written reports are required. Classroom instruction includes resume/letter writing, interviewing techniques, and oral presentations.
Prerequisites: BUS 3430 and MKT 2510, junior or senior standing, and a minimum GPA of 2.5 in the major, or permission of the instructor, department chair, or school dean. See BUS 3450 and ACC 4160. Applicable to one major only: Business or Marketing.
Offered: fall and spring

MKT 3600 E-BUSINESS I 3 s.h.
A survey of applications and factors related to conducting business on the Internet. Prerequisite: MKT 2510 or permission of the instructor, department chair, or school dean Offered: fall (odd years)

MKT 3800 ADVERTISING AND PROMOTION 3 s.h.
A study of promotion planning from an integrated marketing communication perspective with an emphasis on advertising.
Prerequisite: MKT 2510 or permission of the instructor, department chair, or school dean
Offered: spring (odd years)

MKT 3840 RETAIL MANAGEMENT 3 s.h.
Retailing principles and methods applied to modern business with emphasis on store location and layout, pricing, application of visual merchandising, management decision making, and the use of financial controls.
Prerequisites: BUS 3430, MKT 2510, or permission of the instructor, department chair, or school dean
Offered: spring (odd years)

- MKT 3900 MARKETING RESEARCH** 3 s.h.
Marketing research methods/applications and techniques for generating and analyzing marketing data within a statistical context.
Prerequisites: MKT 2510 and BUS 2160, or permission of the instructor, department chair, or school dean
Offered: fall
- MKT 4000 CONSUMER BEHAVIOR** 3 s.h.
An analysis of behavioral factors affecting consumer decision-making in marketing and demand. Emphasis is placed on conceptual and technical tools used by managers for practical application in profit and non-profit firms.
Prerequisite: MKT 2510 or permission of the instructor, department chair, or school dean
Offered: as needed
- MKT 4100 GLOBAL MARKETING** 3 s.h.
(GP) This course investigates marketing variables and strategies in countries outside the United States. The importance of differences among nations in language, culture and social forces, politics and laws, values, channels of distribution, and buyer behavior is examined.
Prerequisite: MKT 2510 or permission of the instructor, department chair, or school dean
Offered: fall (odd years)
- MKT 4200 PROFESSIONAL SELLING** 3 s.h.
Basic course in selling, covering development of sales personality, sales speech, opening and closing sales, buying motives and sales psychology, organization of sales talk, meeting objectives, and building consumer following.
Prerequisite: MKT 2510 or permission of the instructor, department chair, or school dean
Offered: spring (odd years)
- MKT 4300 DIRECT MARKETING** 3 s.h.
An introduction to direct marketing with emphasis on database marketing, strategic business planning, importance of the offer, selecting and selling merchandise, business-to-business direct marketing, fundraising, mailing lists, magazines, newspapers, electronic media, telemarketing, production, idea development, and integrating direct marketing into the overall marketing mix.
Prerequisite: MKT 2510 or permission of the instructor, department chair, or school dean
Offered: fall (even years)
- MKT 4550 MARKETING TECHNOLOGIES** 3 s.h.
The objectives of the course are to provide students with a broad introduction to existing and emerging technologies shaping today's business environment. By the end of the course you will have had exposure to technologies that are used in the marketing and management areas. Students will have hands-on experience using these technologies and exploring the marketing and management opportunities surrounding these technologies. Students will also research and discuss applications of technologies from a marketing perspective.
Prerequisites: MKT 2510 or permission of the instructor, department chair, or school dean
Offered: fall
- MKT 4600 E-BUSINESS II** 3 s.h.
An application class designed to give students a working knowledge of using E-Business software. Students are required to design and implement an E-Business site.
Prerequisites: MKT 2510, MKT 3600, and COM 3410, or permission of the instructor, department chair, or school dean
Offered: spring (even years)
- MKT 4700 MARKETING STRATEGY** 3 s.h.
The purpose of this course is to study and practice the managerial approach to marketing, where managers are viewed as decision-makers and problem solvers. Students develop skills in linking the logic and concepts of marketing to relevant data, analyzing data, and making rational decisions. Capstone course for marketing majors.
Prerequisites: Junior or senior status, and at least 12 s.h. of MKT courses, or permission of the instructor, department chair, or school dean
Offered: spring

Degree(s) Awarded: B.S.

Major Requirements: Computer Information Technology with a Concentration in Business Information Systems. The Computer Information Technology with a concentration in Business Information Systems major consists of 66 s.h. and is distributed as follows:

COMPUTER INFORMATION TECHNOLOGY

In the Computer Information Technology (CIT) program, applications are given more emphasis than formal properties. The student acquires a systematic body of knowledge with respect to business problems and their solutions. Emphasis is given to business information systems, network administration, service support, system administration, and Web based systems. Students should note that, although the introductory sequence in the curriculum is programming, information technology involves much more than programming. The CIT program prepares the student for work in the business arena.

The Business Information Systems concentration prepares students for work in companies where business skills, computer technology, and management information systems intersect. Graduates with this concentration will work with (or produce) computer-based information systems

Required Core Courses:

CSC 2010	Introduction to Computer Science	3 s.h.
CSC 2020	Introduction to Programming	3 s.h.
CSC 2200	Introduction to Computer Organization	3 s.h.
CSC 4900	Senior Project	3 s.h.
MAT 1050 (or higher)	College Algebra	3 s.h.
MAT 1100 (or higher)	Finite Mathematics	3 s.h.

CIT Concentration in Business Information Systems:

ACC 1510	Principals of Financial Accounting	3 s.h.
ACC 1520	Principals of Managerial Accounting	3 s.h.
BUS 2160	Statistics for Business and Economics	3 s.h.
BUS 1510	Management and Organization	3 s.h.
BUS 3320	Managerial Finance	3 s.h.
ECO 1510	Principles of Macroeconomics	3 s.h.
ECO 1520	Principles of Microeconomics	3 s.h.
CSC 3010	Introduction to Object-Oriented Programming	3 s.h.
CSC 3050	Software Engineering in UNIX Programming Environment	3 s.h.
CSC 3090	Web Technologies and Programming	3 s.h.
CSC 3100	Data Structures and Algorithms	3 s.h.
CSC 4200	Database Management	3 s.h.

Concentration Electives: Select 4 courses from the following:

Any Additional CSC course at the 3000 level or above **up to 12 s.h.**

COM 3060	Computer Generated Graphics and Animation	3 s.h.
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COMPUTER SCIENCE COURSES

CSC 1000 COMPUTER LITERACY: INTRODUCTION TO COMPUTERS AND INFORMATION TECHNOLOGY

3 s.h.

This course is an introduction to computers and their uses in the electronic office. The course assumes no prior computer experience. Topics will include history of computers, organization and structure of the typical computer, simple troubleshooting of the computer, how to set up computers for use, basic keyboard skills, overview of uses of the computer, overview of different operating systems and user interfaces, introduction of text editing and word processing, electronic mail, databases, spreadsheets, telecommunications, etc.

Prerequisite: none

Offered: fall and spring

CSC 2010 INTRODUCTION TO COMPUTER SCIENCE

3 s.h.

An introduction to computer science and programming. No prior programming experience required. Typical problems from the office workplace and their computer solutions will be explored. Elementary problem solving and programming techniques will be studied.

Prerequisite: none

Offered: fall and spring

CSC 2020 INTRODUCTION TO PROGRAMMING

3 s.h.

Problem solving, algorithm development, and programming. Some of the problem solving techniques include top-down design, stepwise refinement, structured programming, and object-oriented design.

Prerequisite: CSC 2010 or permission of the instructor

Offered: spring

CSC 2200 INTRODUCTION TO COMPUTER ORGANIZATION

3 s.h.

Computer architecture, organization, data conversions, data representations, CPU structure, memories, addressing, IO devices, and Assembly Language programming are some of the topics.

Prerequisite: CSC 2010 or permission of the instructor

Offered: spring

CSC 3010 INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING

3 s.h.

An introduction to the object-oriented programming methodology using a modern object-oriented programming language. Algorithms and data structures will be studied from the object-oriented viewpoint. The Class concept as an architectural design tool will be a major focus of the course.

Prerequisite: CSC 2010 or 2020 or permission of the instructor

Offered: fall

CSC 3050 SOFTWARE ENGINEERING IN THE UNIX PROGRAMMING ENVIRONMENT

3 s.h.

An intensive course in the study of large programming projects and how they are accomplished/implemented in the Unix programming environment. Topics include Java, C, and the Unix programming environment; the tools that Java, C, and Unix provide for dealing with large programming projects; and various topics in software engineering.

Prerequisites: CSC 3010 or permission of instructor

Offered: spring

CSC 3090 WEB TECHNOLOGIES AND PROGRAMMING

3 s.h.

Students study a broad spectrum of Web programming technologies. Materials include markup languages, cascading style sheets, document object model, client-side scripting, server-side application development, and multi-tier Internet database application development.

Prerequisites: CSC 3010 or permission of instructor

Offered: as needed

CSC 3100 DATA STRUCTURES AND ALGORITHMS

3 s.h.

Complexity, data structures, searching and sorting not covered in 3010, graphs, and mathematical algorithms.

Prerequisites: CSC 3010 or permission of instructor

Offered: spring

CSC 3140 NUMERICAL METHODS 3 s.h.
Error analysis, interpolation, numerical differentiation and integration, solutions of linear and non-linear systems of equations, and ordinary differential equations.
Prerequisite: MAT 2320, 3120, and knowledge of a high-level language
Cross-listed: MAT 3140
Offered: as needed

CSC 3250 PROGRAMMING LANGUAGES 3 s.h.
Design and implementation of contemporary programming languages, language syntax and translation, data structures, sequence control, subprograms, storage management, and theoretical models.
Prerequisite: CSC 3100 and MAT 2500, or permission of instructor
Offered: as needed

CSC 3300 INTRODUCTION TO MOBILE APPLICATION DEVELOPMENT 3 s.h.
An introduction to programming mobile devices. Concepts of data input, output, data structures and algorithms used in mobile computing will be discussed. Students will learn how to design user interface, use different media and GPS technology in their mobile applications.
Prerequisite: CSC 3010 or permission of the instructor
Offered: as needed

CSC 3500 COMPUTER GRAPHICS 3 s.h.
This course provides a broad overview of the basic concepts of computer graphics. It introduces techniques for 2D and 3D computer graphics, including modeling and representation, illumination and shading, rendering, texturing, and advanced software tools. The student will learn fundamental algorithms and techniques and gain the basic knowledge necessary to understand computer graphics. In addition, the general features of graphics hardware will be covered.
Prerequisites: CSC 3100 or permission of instructor
Offered: as needed

CSC 3600 INTRODUCTION TO COMPUTER SECURITY 3 s.h.
This introductory course focuses on the theory and practice of implementing security in the most high profile areas of computing systems. On the theoretical side, the course studies principles and abstractions that underlie security. On the practical side, the course studies defenses against real-world attacks, and security as part of the software engineering process. Students gain experience with the design and implementation of secure computing systems through a significant security programming projects.
Prerequisite: CSC 3010 or permission of the instructor
Offered: as needed

CSC 3650 INFORMATION ASSURANCE AND NETWORK SECURITY 3 s.h.
This course provides a theoretical and practical introduction to Information Assurance and Network Security (IANS). Students learn the integral concepts of cyber threats, attacks, and defense. Topics include methods and practices for securing information and information systems; how vulnerabilities arise; how to recognize evolving threats and mitigate them; concepts of risk analysis, information privacy, accountability, and policy.
Prerequisites: CSC 20 I 0 or CSC 2020, CSC 3600, or permission of instructor.

CSC 3800 CLOUD SECURITY AND SYSTEM HARDENING 3 s.h.
This course will discuss four main aspects of hardening an organization's data and information in a cloud environment. It includes accurate detection and identification of all data in the organization; classification and assessment of the data to determine the proper level of security required for specific data; protection of the data as it pertains to the level of information security through various types of encryption; and monitoring of information access, edits, deletions in the organization by a third-party reviewer.
Prerequisites: CSC 2010 or CSC 2020, CSC 3600, or permission of instructor.

- CSC 3850 DATABASE DISASTER AND RISK MANAGEMENT** 3 s.h.
This course examines the threats related to database failures, attacks, and natural disasters. It will explore procedures required to recover from database catastrophes and procedures for the assessment and recovery process. Various methodologies to approach mitigation planning and the risk management process will be covered. A comprehensive review of the subject will be conducted through several structured approaches that facilitate the information-assurance disaster decision-making process.
Prerequisites: CSC 2010 or CSC 2020, CSC 3600, or permission of instructor.
- CSC 3900 SOCIAL MEDIA AND CLOUD SECURITY ACCESS** 3 s.h.
This course covers the social, organizational, cognitive, and behavioral aspects of information system access. Topics include human information behavior, wireless network, social media identity theft, and individual cloud defense. Many of the weak security practices exploited frequently in popular social media apps and in common wireless devices will be discussed.
Prerequisites: CSC 2010 or CSC 2020, CSC 3600, or permission of instructor.
- CSC 4100 OPERATING SYSTEMS** 3 s.h.
Operating systems, including job-control languages, supervisor programs, libraries, monitor control systems, I/O device management, and buffering techniques.
Prerequisite: CSC 3100 or permission of instructor
Offered: fall
- CSC 4110 COMPUTER NETWORKS** 3 s.h.
A systematic study of the organization and management of a computer network system.
Prerequisite: permission of instructor
Offered: as needed
- CSC 4120 THEORY OF COMPUTABILITY** 3 s.h.
The concept of effective computability, Turing machines, primitive recursive functions, Godel numbering, universal Turing machines, and undecidable predicates.
Prerequisites: MAT 2510, CSC 3250, or permission of instructor
Cross-listed: MAT 4120.
Offered: as needed
- CSC 4130 WIRELESS AND MOBILE NETWORKS** 3 s.h.
The rapid growth of mobile phone use, satellite services, and the Internet are generating tremendous changes in wireless networking systems. This course aims to introduce fundamental and comprehensive issues related to wireless and mobile telecommunication systems. It presents the wireless and mobile network architectures, technologies and protocols and explores different wireless network types, the latest wireless applications.
Prerequisite: CSC 4110 or permission of the instructor
Offered: as needed
- CSC 4150 COMPUTER ARCHITECTURE** 3 s.h.
Central processors, control unit and microprogramming, memory management, I/O and interrupts, combinational circuits, and error detection.
Prerequisites: CSC 2200
Offered: fall
- CSC 4170 SYSTEMS ANALYSIS, DESIGN, AND IMPLEMENTATION** 3 s.h.
A survey of the problems and solutions encountered when implementing information systems. Requirements specification, analysis, and design are some of the topics that will be covered.
Offered: as needed
- CSC 4200 DATABASE MANAGEMENT** 3 s.h.
Data models, normalization, query facilities, file organization, index organization, security, integrity, and reliability.
Prerequisites: CSC 3050, 3100, or permission of instructor
Offered: as needed

CSC 4300 COMPILER CONSTRUCTION**3 s.h.**

Formal grammars, syntax, lexical scanners, parsing, symbol tables, storage allocation, object code generation, error handling, code optimization, use of compiler writing languages, and overall design.

Prerequisites: CSC 2200, 3100, and 3250; MAT 2510

Offered: as needed

CSC 4400 HUMAN COMPUTER INTERFACE DESIGN AND DEVELOPMENT**3 s.h.**

A survey of the issues, tools, and techniques involved in the design of a modern interactive multimedia-computer application. Lecture will consist of selected topics from the field of Human-Computer Interaction (HCI) and applied application development. Typical application tools will be examined. An individual or group project will be part of the course grade.

Prerequisites: CSC 3100 or permission of instructor

Offered: as needed

CSC 4500 GAME PROGRAMMING**3 s.h.**

This course covers the principles of designing and implementing computer games. Different aspects of computer game development such as user interfaces, artificial intelligence, multimedia components, networking, databases in games and game ethics are discussed.

Prerequisites: CSC 3500 or permission of instructor

Offered: as needed

CSC 4600 WINDOWS AND LINUX SECURITY**3 s.h.**

During this course, students will be exposed to Windows and Linux Server technology. The Network server is the foundation platform for all services requested by computer users around the world. From Email servers to file servers, we all use a networked server to conduct business and communicate with our family and friends. This course will explain the secure nature of implementation and facilitation of a secure Windows and Linux Server network.

Prerequisites: CSC 3100 or permission of the instructor

Offered: as needed

CSC 4850 SPECIAL TOPICS**1-4 s.h.**

Advanced students study in-depth compiler design, artificial intelligence, graphics, simulation, organization, formal logic, or computability.

Prerequisite: permission of the department chair

Offered: as needed

CSC 4900 SENIOR PROJECT**3 s.h.**

The senior project must be a significant body of works representative of the student's abilities and knowledge. Students are advised to choose a project in their junior year. Wide latitude is allowed in the project proposals; however, the student must receive written CSC faculty approval

Offered: as needed

CSC 4990 INDEPENDENT STUDY IN COMPUTER SCIENCE**TBA**

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major.

Prerequisite: approval by the faculty advisor, the supervising professor, the department chair, and the school dean before approval by Provost. Credit to be determined

HEALTH CARE ADMINISTRATION

Health Care Administration is one of the most exciting and challenging careers in modern society. It offers an opportunity to have an impact directly on people's lives through the improvement of personal health services. The profession offers a challenge to those individuals who seek a management position that is rapidly changing and has significant social overtones.

Mission

The mission of the Methodist University Department of Health Care Administration is to prepare professionals to manage, lead and improve a changing health care system. Our graduate and undergraduate programs are designed, and continually strive to improve their efforts to meet the needs of the dynamic United States health care system, and to cultivate academic and healthcare leaders who create and apply evidence-based knowledge to enhance the health of individuals and communities.

Goals

1. The Health Care Administration (HCA) major at Methodist University's primary goal is to prepare students for careers as health administrators and to promote health care management excellence in the region.
2. Students that complete the Health Care Administration major will be prepared for professional entry-level employment in health care administration-related fields.

Values

The Health Care Administration major will be value-centered, driven by a philosophy of service to others. The major will strive to be an instrumental part of the educational process of people who want to positively contribute to the stewardship of resources in the health care field

Degree(s) Awarded: A.S, B.S.

Writing-Enrichment Course(s): HCA 4500, and 4700

The Bachelor of Science in Health Care Administration is nationally certified by the Association of University Programs in Health Administration.

Major Requirements: Health Care Administration. The Health Care Administration major consists of 60 s.h. distributed as follows:

Major Courses: Required

HCA 2000	Introduction to Health Care Administration	3 s.h.
HCA 3050	Managing Health Care Organizations	3 s.h.
HCA 3300	Health Care Strategic Management	3 s.h.
HCA 3400		
HCA 3500	Health Care Organizational Behavior	
	Economics and Finance of Health Care Orgs	3 s.h.
HCA 3600	Health Care Informatics	3 s.h.
HCA 4500	Health Care Research Methods/Senior Seminar	3 s.h.
HCA 4700	Fundamentals of Health Care Policy	3 s.h.
HCA 4800	Health Care Administration Internship	3 s.h.

Health Care Administration Electives: Select 3 courses (9 s.h.) from the following:

HCA 2300	Medical Terminology	3 s.h.
HCA 4100	Managed Care/Medical Group	
	Practice Management	3 s.h.
HCA 4200	Long Term Care Administration	3 s.h.
HCA 4400	Medical Coding	3 s.h.
HCA 4850	Special Topics in Health Care Administration	3 s.h.

Business Core: Required

ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
ECO 2160	Statistics for Business and Economics	3 s.h.
ECO 1510	Macro Economics	3 s.h.
ECO 1520	Micro Economics	3 s.h.
BUS 3520	Business Law I	3 s.h.
MKT 1510	Principles of Marketing	3 s.h.

(MAT 2200, Applied Statistics, may be substituted for BUS 2160)

Select 1 courses (3 s.h.) from the following:

PHI 3200	Business Ethics	3 s.h.
PHI 3400	Medical Ethics	3 s.h.
BUS 3150	Business and Society	3 s.h.

Total **60 s.h.**

Additional recommended courses:

LAW 2000	Introduction to Legal Studies
LAW 3820	Organizations
SOC 3880	Medical Sociology

*All students (traditional or non-traditional) who do not have a minimum of five years work experience (documented) in a health-related organization will be required to take HCA 4800 Health Care Internship course as a requirement for graduation with the Health Care Administration degree.

Minor Requirements: Health Care Management. The Health Care Administration minor consists of 18 s.h. distributed as follows:

Required Courses:

HCA 2000	Introduction to Health Care Administration	3 s.h.
HCA 3050	Managing Health Care Organizations	3 s.h.
HCA 3300	Health Care Strategic Management	3 s.h.
HCA 3500	Economics and Finance of Health Care Organizations	3 s.h.

Select two additional HCA courses listed above.

HCA 2300	Medical Terminology	3 s.h.
HCA 3600	Health Care Informatics	3 s.h.
HCA 4100	Managed Care/Medical Group Practice Management	3 s.h.
HCA 4200	Long Term Care Administration	3 s.h.
HCA 4500	Health Care Research Methods/Senior Seminar	3 s.h.
HCA 4400	Medical Coding	3 s.h.
HCA 4700	Fundamentals of Health Care Policy	3 s.h.
HCA 4800	Health Care Administration Internship	3 s.h.
HCA 4850	Special Topics in Health Care Administration	3 s.h.

Total **18 s.h.**

Minor Requirements: Health Care Information Management. The Health Care Information Management minor consists of 15 s.h. distributed as follows:

Required Courses:

CSC 2010	Introduction to Computer Science	3 s.h.
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CSC 3600	Introduction to Computer Security	3 s.h.
HCA 3600	Health Care Informatics	3 s.h.
CSC 4100	Operating Systems	3 s.h.
CSC 4200	Database Management	3 s.h.

Total **15 s.h.**

Undergraduate Certificate Requirements: Health Care Administration: The Health Care Administration Undergraduate Certificate consists of 24 s.h. distributed as follows:

Students must complete 50% of the certificate courses in residence and earn a minimum cumulative GPA of 2.0 in the certificate courses.

HCA 2000	Introduction to Health Care Administration	3 s.h.
HCA 2300	Medical Terminology	3 s.h.
HCA 3050	Managing Health Care Organizations	3 s.h.
HCA 3500	Economics and Finance of Health Care Organizations	3 s.h.
HCA 4500	Health Care Research Methods/Senior Seminar	3 s.h.

Select three additional HCA courses

HCA 3300	Health Care Strategic Management	3 s.h.
HCA 3400	Health Care Organizational Behavior	3 s.h.
HCA 3600	Health Care Informatics	3 s.h.
HCA 4700	Fundamentals of Health Care Policy	3 s.h.
HCA 4800	Health Care Administration Internship	3 s.h.

Total **24 s.h.**

Concentration Requirements: Health Care Administration in conjunction with the Reeves School of Business. The degree choices are Bachelor Science in Accounting, Business Administration, or Marketing, with a concentration in Health Care Administration. The Health Care Administration concentration consists of 24 s.h. distributed as follows:

Health Care Administration Core: required

HCA 2000	Introduction to Health Care Administration	3 s.h.
HCA 2300	Medical Terminology	3 s.h.
HCA 3050	Managing Health Care Organizations	3 s.h.
HCA 3500	Economics and Finance of Health Care Organizations	3 s.h.
HCA 4500	Health Care Research Methods/Senior Seminar	3 s.h.

Select three additional HCA courses:

HCA 3300	Health Care Strategic Management	3 s.h.
HCA 3400	Health Care Organizational Behavior	3 s.h.
HCA 3600	Health Care Informatics	3 s.h.
HCA 4700	Fundamentals of Health Care Policy	3 s.h.
HCA 4800	Health Care Administration Internship	3 s.h.

Total **24 s.h.**

*All students (traditional or non-traditional) who do not have a minimum of five years work experience (documented) in a health-related organization will be required to take HCA 4800 Health Care Internship course as a requirement for graduation with the Health Care Administration degree.

A. Concentration Requirements: Health Care Administration. The Health Care Administration A.S. concentration consists of 39 s.h. distributed as follows:

Required core classes:

ACC 1510	Principles of Financial Accounting	3 s.h.
ACC 1520	Principles of Managerial Accounting	3 s.h.
SCI 1410	Earth Science	3 s.h.
SCI 1420	Biological Science	3 s.h.
SCI 1430	Physical Science	3 s.h.
MAT 1050 (or higher)	College Algebra	3 s.h.

Select 18 s.h. of HCA Electives

HCA 2000	Introduction to Health Care Administration	3 s.h.
HCA 2300	Medical Terminology	3 s.h.
HCA 3050	Managing Health Care Organizations	3 s.h.
HCA 3300	Health Care Strategic Management	3 s.h.
HCA 3400	Health Care Organizational Behavior	3 s.h.
HCA 3500	Economics and Finance of Health Care Organizations	3 s.h.
HCA 3600	Health Care Informatics	3 s.h.
HCA 4500	Health Care Research Methods/Senior Seminar	3 s.h.
HCA 4700	Fundamentals of Health Care Policy	3 s.h.
HCA 4800	Health Care Administration Internship	3 s.h.
HCA 4850	Special Topics in Health Care Administration	3 s.h.

Total **39 s.h.**

HEALTH CARE ADMINISTRATION COURSES

HCA 2000 INTRODUCTION TO HEALTH CARE ADMINISTRATION **3 s.h.**

A study of the United States health care system, its nature, organization, and functions. Study of how providers, managers, and consumers interact in the health care system. Current issues, with an emphasis on legislative initiatives, are studied.

Prerequisite: none

Offered: fall

HCA 2300 MEDICAL TERMINOLOGY **3 s.h.**

Introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to anatomy, physiology, pathological conditions, and treatment of the conditions that can affect the eleven systems of the human body. Upon completion, students should be able to pronounce, spell, define, understand, and interpret over 11,000 medical terms as related to the body's systems and their pathological disorders.

Prerequisite: none

Offered: fall and spring

HCA 3050 MANAGING HEALTH CARE ORGANIZATIONS **3 s.h.**

An introduction to the overall management of health-related organizations. Emphasis is on integrating fundamental tools, concepts, applications and principles as a basis for successful management of a health-related business. Focus is on managerial leadership, problem solving and critical thinking within contemporary health care-related organizations.

Prerequisite: none

Offered: spring

- HCA 3300 HEALTH CARE STRATEGIC MANAGEMENT** 3 s.h.
 An introduction to the strategic management process in health care organizations. Provides the concepts and theories pertaining to strategic planning/management and marketing approaches to patients, medical staff, and other major stakeholders. A comprehensive approach to translating the strategic plan of the organization into a functional marketing plan that can assist in operational decision-making.
Prerequisite: none
Offered: spring
- HCA 3400 HEALTH CARE ORGANIZATIONAL BEHAVIOR** 3 s.h.
 The course will serve as an introductory course in health care organizational behavior. This course examines the nature and dynamics of organizational behavior affecting the health services administrator and other individuals. The course aims to develop students' awareness of their own behavior and how it can affect their work within health services organizations. Behavioral patterns, organizational design, organizational development and assessment are studied in order to guide students in the decision making process within health organizations and their role as health services administrators.
Prerequisite: none
Offered: spring
- HCA 3500 ECONOMICS AND FINANCE OF HEALTH CARE ORGANIZATIONS** 3 s.h.
 An introduction to health economics and financial management applications in health-related organizations. Specific information is presented concerning reimbursement systems, insurance, accounting, Medicare/Medicaid, investment decisions, capital financing, government regulations, liability issues, accessibility, budgeting, and human resources. National health insurance and state/local initiatives will be discussed.
Prerequisites: None
Offered: fall or as needed
- HCA 3600 HEALTH CARE INFORMATICS** 3 s.h.
 The course covers fundamental concepts of management information systems; current and developing health and business information systems of interest to managers in health services organizations; healthcare information system architecture; security and privacy issues; uses of healthcare information for clinical and strategic analysis and decision support; techniques required to develop and evaluate an information system request for proposal; and thoughts on the future of healthcare information systems including community health and Web-based access to health information. The course will also cover current information and issues regarding the latest technology applications.
Prerequisites: None
Offered: fall or as needed
- HCA 4100 MANAGED CARE AND MEDICAL GROUP PRACTICE MANAGEMENT** 3 s.h.
 A course focusing on the managed health care arena and the relationship of medical group practice management to the constantly changing environment of managed care. Students receive a strong background in many facets of managing a medical group practice and concepts/practices of managed care in health care delivery systems. Emphasis is on integrating concepts and management theory with specific skills and competencies to improve the student's success in the ever-changing demands of medical group practice management.
Prerequisites: None
Offered: spring
- HCA 4200 LONG TERM CARE ADMINISTRATION** 3 s.h.
 A study of the modern long-term care center as it has evolved over time. Analysis of the various settings for long-term care such as nursing homes, assisted living facilities, retirement homes, home health care, and adult day health care centers. Issues of medical organization, legal, financial, human resources, and current topics are discussed.
Prerequisite: none
Offered: as needed
- HCA 4400 MEDICAL CODING** 3 s.h.
 A course focusing on the managed health care arena in terms of the translation of diagnoses, procedures, services, and supplies into numeric and/or alphanumeric components for statistical reporting and reimbursement purposes.

Emphasis is on integrating concepts with assessment of billing options for solid claims process to ensure the appropriate compensation for ambulatory services rendered.

Prerequisite: HCA 2300 or permission of instructor

Offered: fall

HCA 4500 HEALTH CARE RESEARCH METHODS/SENIOR SEMINAR **3 s.h.**

The capstone course for the health care administration major and it synthesizes material from entire curriculum. The focus is upon the health care administrator as a professional. Classroom material is integrated with experimental learning through a major research project.

Prerequisite: Must be a senior who has completed 24 s.h. of HCA coursework, or permission of instructor

Offered: fall

HCA 4700 FOUNDATIONS OF HEALTH CARE POLICY **3 s.h.**

The student examines significant health care policy issues. Special emphasis is given to public policies with broad implications, such as Medicare, regulation, and financial assistance for the uninsured. The process of policy decision making is explored. Methods and approaches for the research of policy issues are reviewed.

Prerequisite: permission of instructor

Offered: spring

HCA 4800 HEALTH CARE ADMINISTRATION INTERNSHIP **3 s.h.**

Learning operational aspects of the health care industry through a minimum of 200-hour work experience via placement within a health care facility or related organization. Supervision and evaluation are conducted by a faculty member and an on-site preceptor. Weekly classroom contact and written reports with the instructor is required. Placement involves discussions with student, faculty, and on-site preceptor. The intern develops managerial skills through varied experiences in the performance of administrative tasks and through direct participation in the problem-solving process.

Prerequisite: permission of instructor

Offered: spring

HCA 4850 SPECIAL TOPICS IN HEALTH CARE ADMINISTRATION **3 s.h.**

Studies in specialized, upper level applications of health care administration theory and practice.

Prerequisite: permission of the department chair

Offered: as needed

HCA 4990 INDEPENDENT STUDY IN HEALTH CARE ADMINISTRATION **TBA**

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major.

Prerequisite: approval by the faculty advisor, the supervising professor, the department chair, and the school dean before approval by Provost. Credit to be determined.

Offered: as needed

ONLINE GRADUATE PROGRAMS

MASTER OF BUSINESS ADMINISTRATION PROGRAM

Accreditation

The Reeves School of Business is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP) to offer the Master of Business Administration (MBA) degree with a focus on Organizational Management and Leadership.

Degree Awarded

M.B.A., Master of Business Administration with a focus on Organizational Management and Leadership.

Mission, Goals, Objectives

The Professional MBA program's mission is to provide a high-quality graduate education that fosters personal and professional development, enabling students to perform at the highest level of their selected area of specialization. Furthermore, in support of the Reeves School of Business Mission and Purpose, the Professional MBA Program aims to enhance student entrepreneurial and leadership skills, enabling them to succeed in business ventures and to assume greater management responsibilities within their chosen industries or organizations.

The Professional MBA Program is focused on filling the advanced educational needs of business leaders. The Professional MBA program seeks to promote the following goals and objectives:

Goal #1: Graduates will demonstrate practical and theoretical knowledge of core Business Administration subjects.

Goal #2: Graduates will develop communication and leadership skills, particularly in Organizational Management.

Objective #1: Students will acquire substantive knowledge in the areas of Finance and Management.

Objective #2: Students will acquire substantive knowledge in core Business Administration areas.

Objective #3: Students will acquire substantive knowledge specific to Organizational Management and Leadership.

Application Process & Admissions Requirements

Application Process

Consistent with the University admission policy, admission to the Methodist University Professional MBA Program is without regard or discrimination on the basis of race, religion, national origin, sex, age, marital status, or status with regard to public assistance or disability. Interested candidates will apply for the graduate program through the Methodist University Apply Now web page: <https://www.methodist.edu/apply/>.

Admissions Requirements

- Bachelor's degree in any major from a four-year accredited college or university before starting the first term of the program.
- If the undergraduate degree is not in Business, students need to complete courses in Microeconomics, Macroeconomics, Financial Accounting, Marketing Principles, and Business Statistics. Students need to complete a statistics course as a prerequisite.
- Undergraduate GPA of 3.0 or higher.
- Two letters of recommendation, and one letter must be from a professor or employer.
- Provide a 1-2 page personal statement including your background, interest in attending Methodist University, interest in the program, and your career goals.
- Official transcripts.

Candidates will be individually evaluated, and an entrance interview may be required, as determined by the faculty.

Finances – Tuition & Fees

Tuition: For the 20210-20221 academic year, which includes six academic terms (Fall Term I, Fall Term II, Spring Term I, Spring Term II, Summer Term I and Summer Term II), the tuition is \$1500 per course. Tuition covers class fees, but does not include textbooks and additional class materials, travel, accommodations (if needed), or purchase of a laptop computer with Wi-Fi capability. Tuition/fees for the 2022-23 academic year are subject to change.

Fees

Graduation fee: \$150

Financial Aid

Please see this catalogue's Financial Aid section.

Billing & Refunds**Payment and Billing Policy for the Professional MBA Program:**

All previous semester charges must be paid before new semester charges can be processed. Deadlines for paying new semester charges in the MBA program are 30 days prior to the start of classes.

Fall Term I & Term II 2021

Spring Term I & Term II 2022

Summer Term I and Term II 2022

Refund/Repayment Policy on Withdrawals from the Professional MBA Program

Program fees include tuition. Because non-refundable costs must be paid in advance of classes starting, a full refund of fees paid can only be made prior to six weeks before the first weekend of a term. Those students withdrawing from the program after this date will be refunded the following percentages of the fees for the term, based upon the date of receipt of the written withdrawal notice:

- 31-42 days, prior to the 1st day of class: 90%
- 1-30 days, prior to the 1st day of class : 75%
- 7 business days, after the 1st day of class: 50%
- 8 business days, after the 1st weekend session: 0%

Students withdrawing from the University, or those reducing their course load below a certain number of semester hours, will be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid monies to the sources from which the funding was received, according to the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. Any remaining funds are returned to the student. For details, contact the Financial Aid Office.

Classification of Students for the Professional MBA Program

Full-time: students enrolled for 6 semester hours or more per semester.

Part-time: students enrolled in less than 6 semester hours per semester.

Grade Forgiveness Policy

Grade forgiveness means that when a course is repeated, the highest grade is the grade of record. A student may repeat a course once, and the highest grade will be the grade of record; the other grade is not included in the GPA. Both attempts will remain on the student's transcript. Grade forgiveness is allowed for only one single course for a total of one letter grade that can be forgiven. After a student exceeds the forgiveness policy, all future grades for any course will count in the calculation of the GPA.

Transfer Credit

Up to 9 graduate transfer credit hours, with a minimum grade of B, may be considered and approved by the Program Director and the Registrar for the MBA Program. Each of these courses must have been taken at an accredited institution within five years prior to admission to the MBA Program. A transfer grade cannot replace a grade earned at Methodist University.

Visiting Student Letters

When students complete their first course at Methodist University, they are considered, for enrollment purposes, a Methodist University student. If students want to receive subsequent academic credit at Methodist University for course work taken at another institution after becoming enrolled, they must obtain written approval (a visiting student letter) from the School Dean and the Registrar. No more than 6 semester hours may be earned as a visiting student.

A visiting student letter will not be issued to replace the grade of a course previously taken at Methodist University.

Degree Completion Requirements, MBA with Focus on Organizational Management and Leadership

MBA Core

MBA 5000	Accounting for Managers
MBA5020	Applied Business Statistics
MBA5100	Managerial Economics
MBA 5200	Advanced Financial Management
MBA5355	Business Law and Ethics
MBA5500	Marketing Management
MBA5550	Operations Management
MBA5990	Capstone Experience I

Leadership Focus

MBA5400	Organization and Leadership
MBA5450	Organizational Behavior

Electives (Select two) 6 elective hours

MBA 5050	Ethical Decision Making
MBA 5150	Research Methods
MBA 5300	Global Business Management

Graduation Requirements

Completion of 36 semester hours of credit listed below, in good academic standing according to all policies of the graduate school of Methodist University and the Reeves School of Business.

PROGRAM COURSES

MBA 5000 ACCOUNTING FOR MANAGERS

3 s.h.

This course emphasizes the use of an organization's accounting information for decision-making. With a focus on both financial and managerial accounting, the course reviews financial statement analysis and interpretation. The course shifts to managerial accounting, which is defined and contrasted with financial accounting. Managers use of managerial accounting to evaluate business performance and make strategic decisions in management is reviewed. Course topics include financial and managerial accounting concepts, interpreting financial statements, cost-volume-profit relationships, budgeting, and accounting for planning and control.

MBA 5020 APPLIED BUSINESS STATISTICS

3 s.h.

The student will examine the application of statistical analysis, hypothesis testing, and regression analysis in business decision-making. The course will focus on the utilization of statistical methods as applied to business problems and operations. Descriptive statistics, probability and random variables, sampling and statistical inference, regression analysis, chi-square analysis, and analysis of variance will be investigated. Students will use a statistical software program.

MBA 5050 ETHICAL DECISION MAKING

3 s.h.

This course surveys applied topics relating to business ethics, and provides a conceptual framework for thinking about and discussing these topics. This framework has three parts or "themes": (1) Corporate Social Responsibility; (2) Relationship of Law and Ethics; and (3) Individual Ethical Decision-Making. Class time will be used to explore applied topics with reference to these three themes.

MBA 5100 MANAGERIAL ECONOMICS

3 s.h.

This course covers efficient resource allocation and the application of the analytical tools of economic theory to decision making by managers. The curriculum is designed to show students how to use various tools comprising the economics of effective management for the profit-maximizing firm. Upon successful completion of the course,

students will be able to calculate and apply price elasticity, employ a statistical regression analysis, perform cost analyses, and display competency in other areas of managerial economics. Prerequisite: MBA 5020 Applied Business Statistics

MBA 5150 RESEARCH METHODS **3 s.h.**

This course is an introduction to business research methods. Students can expect to learn about the types of research methods available to solve business problems. The course will include an introduction to the Institutional Review Board, the ethical requirements of research with human subjects, and working with surveys and survey software. This course is designed to introduce students to the fundamental skills necessary for conducting research including selecting a research topic, conducting a literature review, and writing a research proposal. Students will learn about qualitative and quantitative studies, using data, basic methods of statistical analysis, and how to critically evaluate research done by others.

MBA 5200 FINANCIAL MANAGEMENT **3 s.h.**

This course provides a working knowledge of the tools and analytical conventions used in the practice of corporate financial decision-making. Students will analyze fundamental decisions that financial managers face in capital budgeting, cost of capital, dividend policy, long-term financing and mergers, and working capital management. Course activities include lectures, problem sets, and case studies. Prerequisite: MBA 5000 Accounting for Managers

MBA 5300 GLOBAL BUSINESS MANAGEMENT **3 s.h.**

International Business Environments covers key aspects of conducting business within an international setting, which includes the role of government, multi-national commercial operations, small and medium-sized firms, and social responsibility issues. The course delivery is framed within the cultural and geographic aspects of International Business.

MBA 5355 BUSINESS LAW AND ETHICS. **3 s.h.**

This course surveys the organization and theory of the American legal system and its relationship to business, including contracts, agency, torts, criminal law, and employment law. This course incorporates the study of ethical issues facing managers in today's business environment, and provides a conceptual framework for analyzing and addressing these issues.

MBA 5400 ORGANIZATION AND LEADERSHIP **3 s.h.**

Students will explore historical and contemporary leadership and organizational theories. Related cases and hypothetical situations will be analyzed. The course will draw on selected management scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance.

MBA 5450 ORGANIZATIONAL BEHAVIOR **3 s.h.**

Students will explore historical and contemporary leadership and organizational behavior theories. Related cases and hypothetical situations will be analyzed. The course will draw on behavioral scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance.

MBA 5500 MARKETING MANAGEMENT **3 s.h.**

Successful organizations match the objectives and resources of the firm with the needs and opportunities of the target markets. The focus of the course is how marketing contributes to the delivery of value to individual and business consumers at a profit in management. Emphasis is placed on the managerial activities of strategic planning, market and competitive analyses, customer behavior evaluation, value assessment, market segmentation, targeting, positioning, and marketing mix decisions.

MBA 5550 OPERATIONS MANAGEMENT **3 s.h.**

Operations Management focuses on the design and management of the processes involved in the production of goods and delivery of services. The course covers many interdependent aspects of the supply chain and emphasizes the importance of quality, consistency and value in sustaining the firm's competitive advantage. The topics covered include: operations strategy, designing services and products, managing production capacity, managing inventories, quality philosophies, and supply chain management.

MBA 5990 CAPSTONE EXPERIENCE I and II

3 s.h.

This course will be individually tailored to each student, considering the student's career goals and academic interests. Students may complete an academic research project, a significant business project, or participate in a substantial experiential learning opportunity, as approved. In all cases, students will work with a faculty advisor to fashion a Capstone Project that requires scholarly effort commensurate with the degree of MBA. Students will be required to take the Master of Business Administration Major Field Test developed by the Educational Testing Service (ETS) as part of the Capstone Experience.

The Professional MBA Program– Academic Calendar 2021-22

August 1 Fall 2021 tuition due to Business Office

2021 Fall Term I Dates: August 23 - October 15

2021 Fall Term II Dates: October 18 - December 10

2022 Spring Term I Dates: January 10 – March 4

2022 Spring Term II Dates: March 7 – April 29

2022 Summer Term I Dates: May 2 – June 24

2022 Summer Term II Dates: June 27 – August 19

All other dates (holidays, drop/add, graduation, etc.) are in accordance with the University Calendar.

MASTER OF HEALTH CARE ADMINISTRATION

Degree Awarded: Master of Health Administration

Program Description

Health Administration is one of the most exciting and challenging careers in modern society. It offers an opportunity to have an impact directly on people's lives through the improvement of personal health services. The profession offers a challenge to those individuals who seek a management position that is rapidly changing and has significant social overtones.

Methodist University has a 25-year history of educating Health Administrators at the undergraduate level with the goal of preparing them for front line management and/or graduate study, and we have been quite successful with students in leadership roles all across America in many of the nation's finest health care organizations. The MHA is considered the gold standard for those who seek to move up the leadership ladder, and the MU MHA will allow our students to seek senior leadership roles.

Important to the program is the Capstone Experience, which allows the student to apply their knowledge to a real-world health care organization (HCO). We envision students and faculty working together to solve unique management and leadership issues HCOs in the regions face every day. The Capstone can take place in a variety of settings and is often conducted at the student's regular place of employment. This arrangement offers great benefits to the student and their health care organizations.

Mission & Goals

Mission

The mission of the Methodist University Department of Health Care Administration is to prepare professionals to manage, lead and improve a changing health care system. Our graduate and undergraduate programs are designed, and continually strive to improve their efforts to meet the needs of the dynamic United States health care system, and to cultivate academic and healthcare leaders who create and apply evidence-based knowledge to enhance the health of individuals and communities.

Goals

1. Be prepared for professional employment in health care administration-related fields.
2. Promote health care management excellence in the region.

3. Prepare to manage, lead, and improve a changing health care system.
4. Meet the needs of a dynamic United States health care system.
5. Create and apply evidence-based knowledge to enhance the health of individuals and communities.
6. Learn to lead and manage in today's contemporary health care environment that is rapidly evolving and challenging social dynamics.
7. Be able to successfully build on undergraduate-level knowledge and skills to successfully compete for mid- and senior level positions.

Application Process & Admissions Requirements

Application Process

Consistent with the University admission policy, admission to the Methodist University Professional MHA Program is without regard or discrimination on the basis of race, religion, national origin, sex, age, marital status, or status with regard to public assistance or disability. Interested candidates will apply for the graduate program through the Methodist University Apply Now web page: <https://www.methodist.edu/apply/>.

Admissions Requirements

- Bachelor's degree in Health Administration from a four-year accredited college or university before starting the first term of the program.
 - Undergraduate GPA of 3.0 or higher.
 - Two letters of recommendation , and one letter must be from a professor or employer.
 - Provide a 1-2 page personal statement including your background, interest in attending Methodist University, interest in the program, and your career goals.
 - Official transcripts.
- Candidates will be individually evaluated, and an entrance interview may be required, as determined by the faculty.

Finances -Tuition & Fees

Tuition

For the 2021-2022 academic year, which covers six academic terms (Fall Term I, Fall Term II, Spring Term I, Spring Term II, Summer Term I, and Summer Term II), the tuition is \$1500 per course. Tuition includes class fees, but does not include textbooks and additional class materials, travel, accommodations if needed, or purchase of a laptop computer with Wi-Fi capability. Tuition/fees for the 2022-2023 academic year are subject to change.

Fees

Graduation fee: \$150.

Billing & Refunds

Payment and Billing Policy for the Master of Health Administration Program

It is the policy of Methodist University that all previous semester charges must be paid before new semester charges can be processed. Deadlines for paying new semester charges related to the Graduate Certificate program are 30 days prior to the start of classes: See academic calendar for exact dates.

Academic Requirements

Completion of 36 semester hours of credit listed below, in good academic standing according to all policies of the graduate school of Methodist University and the Department of Health Care Administration.

Master of Health Administration Course Sequence

HCA 5410 Management and Leadership of Health Care Organizations	3 s.h.
MBA 5020 Applied Business Statistics	3 s.h.
MBA 5000 Accounting for Managers	3 s.h.
MBA 5355 Business Law and Ethics	3 s.h.
HCA 5600 Health Care Policy Issues	3 s.h.
MBA 5500 Marketing Management	3 s.h.
HCA 5645 Strategic Management for Health Care Leaders	3 s.h.
MBA 5450 Organizational Behavior	3 s.h.
HCA 5680 Global Health	3 s.h.
HCA 5999 Capstone	3 s.h.

HCA 5650 Finance and Economics of Health Care Organizations 3 s.h.
HCA 5999 Capstone 3 s.h.

MASTER OF HEALTH ADMINISTRATION COURSES

HCA 5410 ORGANIZATION AND LEADERSHIP OF HEALTH CARE ORGANIZATIONS 3 s.h.

Students will explore historical and contemporary leadership and organizational theories in health care organizations. Related cases and hypothetical situations will be analyzed. The course will draw on selected management scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance. Teams will be utilized throughout the course for presentations of cases.

HCA 5600 HEALTH CARE POLICY ISSUES 3 s.h.

The student examines significant health care policy issues. Special emphasis is given to public policies with broad implications, such as Medicare, regulation, and financial assistance for the uninsured. The process of policy decision making is explored. Methods and approaches for the research of policy issues are reviewed

HCA 5650 FINANCE AND ECONOMICS OF HEALTH CARE ORGANICATIONS 3 s.h.

An introduction to health economics and financial management applications in health-related organizations. Specific information is presented concerning reimbursement systems, insurance, accounting, Medicare/Medicaid, investment decisions, capital financing, government regulations, liability issues, accessibility, budgeting, and human resources. National health insurance and state/local initiatives will be discussed.

HCA 5645 STRATEGIC MANAGEMENT FOR HEALTH CARE LEADERS 3 s.h.

This course examines the fundamental and contemporary issues in the strategic management of health care organizations. There will be particular emphasis on both the development of overarching organizational strategies as well as the implementation of that strategy at the operational level of the organization. Students successfully completing this course are required to apply specific concepts of health care strategy to real world scenarios through case studies.

HCA 5680 GLOBAL HEALTH 3 s.h.

This course provides an introduction to important global health issues, including determinants of health, key areas of disease burden, and the role that new health technologies can play in solving these problems. The goal of the course is to expand students' understanding of the impact of infectious and chronic diseases on the world's population with particular attention paid to the health status of women, children and the poor. Students will examine case studies of successful global health interventions to understand features of successful programs.

MBA 5000 ACCOUNTING FOR MANAGERS 3 s.h.

This course emphasizes the use of an organization's accounting information for decision-making. With a focus on both financial and managerial accounting, the course reviews financial statement analysis and interpretation. The course shifts to managerial accounting, which is defined and contrasted with financial accounting. Manager's use of managerial accounting to evaluate business performance and make strategic decisions in management is reviewed. Course topics include financial and managerial accounting concepts, interpreting financial statements, cost-volume-profit relationships, budgeting, and accounting for planning and control.

MBA 5355 BUSINESS LAW and ETHICS 3 s.h.

This course surveys the organization and theory of the American legal system and its relationship to business, including contracts, agency, torts, criminal law, and employment law. This course incorporates the study of ethical issues facing managers in today's business environment, and provides a conceptual framework for analyzing and addressing these issues.

MBA 5450 ORGANIZATIONAL BEHAVIOR 3 s.h.

A continuation of MBA 5400, students will explore historical and contemporary leadership and organizational behavior theories. Related cases and hypothetical situations will be analyzed. The course will draw on behavioral scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance. Teams will be utilized throughout the course for presentation of cases. This course is not currently being offered.

MBA 5500 MARKETING MANAGEMENT**3 s.h.**

Successful organizations match the objectives and resources of the firm with the needs and opportunities of the target markets. The focus of the course is how marketing contributes to the delivery of value to individual and business consumers at a profit in management. Emphasis is placed on the managerial activities of strategic planning, market and competitive analyses, customer behavior evaluation, value assessment, market segmentation, targeting, positioning, and marketing mix decisions.

MBA 5020 APPLIED BUSINESS STATISTICS**3 s.h.**

The student will examine the application of statistical analysis, hypothesis testing, and regression analysis in business decision-making. The course will focus on the utilization of statistical methods as applied to business problems and operations. Descriptive statistics, probability and random variables, sampling and statistical inference, regression analysis, chi-square analysis, and analysis of variance will be investigated. Students will use a statistical software program.

HCA 5999 CAPSTONE EXPERIENCE**6 s.h.**

This course will be individually tailored to each student, considering the student's career goals and academic interests. In all cases, students will work with a faculty advisor to fashion a Capstone Project that requires scholarly effort commensurate with graduate study. If the student has no health care experience, an internship will be a part of this process, but students with significant experience may do an applied project in their existing organizations, work with an outside agency, or complete a traditional research project.

**HEALTH CARE ADMINISTRATION – THE MASTER OF HEALTH ADMINISTRATION
FOLLOWS AN 8-WEEK CALENDAR****Academic Calendar 2021-22**

August 1 Fall 2021 tuition due to Business Office
2021 Fall Term I Dates: August 23 - October 15

2021 Fall Term II Dates: October 8 - December 10

2022 Spring Term I Dates: January 10 – March 4
2022 Spring Term II Dates: March 17 – April 29

2022 Summer Term I Dates: May 2 – June 24
2022 Summer Term II Dates: June 27 – August 19

All other dates (holidays, drop/add, graduation, etc.) are in accordance with the University Calendar.

HEALTH CARE ADMINISTRATION — GRADUATE CERTIFICATE PROGRAM

Degree Awarded: Graduate Certificate in Health Care Administration

Program Description

Health Care Administration is one of the most exciting and challenging careers in modern society. It offers an opportunity to have an impact directly on people's lives through the improvement of personal health services. The profession offers a challenge to those individuals who seek a management position that is rapidly changing and has significant social overtones.

The Graduate Certificate in Health Care Administration is designed for those who have completed an undergraduate degree or who already hold a graduate degree, but now wish to enter the ever-evolving field of health care. Some students will come from a clinical background, and this program will allow those clinical leaders to gain necessary knowledge and experience in health care administration so important in contemporary health care. Clinical leaders

are highly sought after, but are often thrust into roles they may not be adequately prepared to assume. This program will provide the necessary preparation for these individuals.

The courses in the graduate certificate are designed to be completed in a relatively short period of time, and to provide a broad understanding of the health care environment from a management perspective. Coursework is completed in a blended or hybrid format that allows students to attend class while maintaining their active work schedules. Students attend evening classes largely online, with weekend visits to campus at regularly scheduled intervals during the academic year.

Important to the program is the Capstone Experience, which allows the student to apply their knowledge to a real-world health care organization (HCO). We envision students and faculty working together to solve unique management and leadership issues HCOs in the regions face every day. The Capstone can take place in a variety of settings and is often conducted at the student's regular place of employment. This arrangement offers great benefits to the student and their health care organizations.

Mission & Goals

Mission

The mission of the Methodist University Department of Health Care Administration is to prepare professionals to manage, lead and improve a changing health care system. Our graduate and undergraduate programs are designed, and continually strive to improve their efforts to meet the needs of the dynamic United States health care system, and to cultivate academic and healthcare leaders who create and apply evidence-based knowledge to enhance the health of individuals and communities.

Goals

1. Prepare to manage, lead, and improve a changing health care system.
2. Meet the needs of a dynamic United States health care system.
3. Create and apply evidence-based knowledge to enhance the health of individuals and communities.
4. Have the opportunity to make a direct impact on people's lives through the improvement of personal health services.
5. Train for management positions that are rapidly changing and have significant social overtones.

Application Process & Admissions Requirements

Application Process

Consistent with the University admission policy, admission to the Methodist University HCA – Graduate Certificate Program is without regard or discrimination on the basis of race, religion, national origin, sex, age, marital status, or status with regard to public assistance or disability. Interested candidates will apply for the graduate program through the Methodist University Apply Now web page: <https://www.methodist.edu/apply/>.

Admissions Requirements

- Bachelor's degree in Health Administration from a four-year accredited college or university before starting the first term of the program. This
 - Undergraduate GPA of 3.0 or higher.
 - Two letters of recommendation.
 - Provide a 1-2 page personal statement including your background, interest in attending Methodist University, interest in the program, and your career goals.
 - Official transcripts.
- Candidates will be individually evaluated, and an entrance interview may be required, as determined by the faculty.

Finances -Tuition & Fees

Tuition

For the 2021-2022 academic year, which covers six academic terms (Fall Term I, Fall Term II, Spring Term I, Spring Term II, Summer Term I and Summer Term II), the tuition is \$1500 per course. Tuition includes class fees, but does not include textbooks and additional class materials, travel, accommodations if needed, or purchase of a laptop computer with Wi-Fi capability. Tuition/fees for the 2022-2023 academic year are subject to change.

Fees

There is no graduation fee for the Graduate Certificate program.

Billing & Refunds

Payment and Billing Policy for the Health Care Graduate Certificate Program

It is the policy of Methodist University that all previous semester charges must be paid before new semester charges can be processed. Deadlines for paying new semester charges related to the Graduate Certificate program are 30 days prior to the start of classes; See academic calendar for exact dates.

Academic Requirements

HCA 5410, HCA 5600, HCA 5650, HCA 5645 and MBA 5000

Health Care Administration –Graduate Certificate Program Course Sequence

Fall

HCA 5410	Organization and Leadership of Health Care Organizations	3 s.h.
HCA 5600	Health Care Policy Issues	3 .sh.

Spring

HCA 5650	Finance and Economics of Health Care Organizations	3 s.h.
HCA 5645	Strategic Management of Health Care Leaders	3 s.h.

Summer

MBA 5000	Accounting for Managers	3 s.h.
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Certificate Completion Requirements

Completion of all course requirements.

HEALTH CARE ADMINISTRATION –GRADUATE CERTIFICATE PROGRAM COURSES**HCA 5410 ORGANIZATION AND LEADERSHIP OF HEALTH CARE ORGANIZATIONS 3 s.h.**

Students will explore historical and contemporary leadership and organizational theories in health care organizations. Related cases and hypothetical situations will be analyzed. The course will draw on selected management scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance. Teams will be utilized throughout the course for presentations of cases.

HCA 5600 HEALTH CARE POLICY ISSUES 3 s.h.

The student examines significant health care policy issues. Special emphasis is given to public policies with broad implications, such as Medicare, regulation, and financial assistance for the uninsured. The process of policy decision making is explored. Methods and approaches for the research of policy issues are reviewed

HCA 5650 FINANCE AND ECONOMICS OF HEALTH CARE ORGANIZATIONS 3 s.h.

An introduction to health economics and financial management applications in health-related organizations. Specific information is presented concerning reimbursement systems, insurance, accounting, Medicare/Medicaid, investment decisions, capital financing, government regulations, liability issues, accessibility, budgeting, and human resources. National health insurance and state/local initiatives will be discussed.

HCA 5645 STRATEGIC MANAGEMENT FOR HEALTH CARE LEADERS 3 s.h.

This course examines the fundamental and contemporary issues in the strategic management of health care organizations. There will be particular emphasis on both the development of overarching organizational strategies as well as the implementation of that strategy at the operational level of the organization. Students successfully completing this course are required to apply specific concepts of health care strategy to real world scenarios through case studies.

MBA 5000 ACCOUNTING FOR MANAGERS

3 s.h.

This course emphasizes the use of an organization's accounting information for decision-making. With a focus on both financial and managerial accounting, the course reviews financial statement analysis and interpretation. The course shifts to managerial accounting, which is defined and contrasted with financial accounting. Managers use of managerial accounting to evaluate business performance and make strategic decisions in management is reviewed. Course topics include financial and managerial accounting concepts, interpreting financial statements, cost-volume-profit relationships, budgeting, and accounting for planning and control.

Health Care Administration –Graduate Certificate Program Academic Calendar 2021-22

August 1 Fall 2021 tuition due to Business Office

2021 Fall Term I Dates: August 23 - October 15

2021 Fall Term II Dates: October 18 - December 10

2022 Spring Term I Dates: January 10 – March 4

2022 Spring Term II Dates: March 17 – April 29

2022 Summer Term I Dates: May 2 – June 24

2022 Summer Term II Dates: June 27 – August 19

All other dates (holidays, drop/add, graduation, etc.) are in accordance with the University Calendar.

APPLICATION PROCESS

1. Submit a completed Application.
2. Include a non-refundable \$50.00 application fee (Application fee is waived for online application).
3. Forward official copies of all appropriate academic credentials to the Admissions Office.
4. Forward a copy of immunization records (North Carolina State Law) to the Admissions Office.
5. Arrange an interview with the Admissions Office (optional but recommended for all applicants).

Freshmen

Students applying for admission as freshmen must be graduates of accredited secondary schools or hold a General Education Diploma (GED). They must have 16 units of high school credit, including four units of English. It is also recommended that applicants have three units of mathematics (algebra I, II, and geometry), three units of science, three units of social science, and two units of foreign language. The areas considered when reviewing freshman applicant credentials include course curriculum (grades 9-12), standardized test scores (ACT or SAT), grade point average (grades 9-12), and class rank. All prospective student files are reviewed on an individual basis, and extracurricular achievements and recommendations are considered. It is the policy of Methodist University to admit those students who, in the professional judgment of the admissions staff and the University faculty, appear to be prepared academically for success at the University. This judgment involves a careful weighing of all criteria listed above. Students holding a High School Equivalency Diploma or GED are required to submit official copies of the High School Equivalency transcript or GED test results. They must also provide standardized test scores (SAT or ACT) and official High School transcripts unless they have reached their twenty-first birthday by the date of enrollment. Home schooled students must submit official transcripts from a state approved home school and meet all other freshman admissions requirements.

Test Optional Policy

Methodist University is test-optional in our admissions policy for incoming freshman with a core high school GPA and curriculum which meets standards set forth by the Office of Admissions. The Core GPA is calculated using high school English, math (above Algebra I or equivalent,) science, social science and foreign language courses. Selective academic scholarships require submission of either SAT or ACT scores. All admitted students will be considered for non-selective scholarships without test scores. Students who are admitted test-optional will have the opportunity

to be considered for selective scholarships upon submission of test scores. Minimum requirements for our selective scholarships are a 3.00 or higher cumulative weighted GPA and 22 ACT or 1100 SAT.

Transfer Students

Applicants seeking admission as transfer students must fulfill the following requirements. They must have official copies of all high school transcripts, high school equivalency transcript, or GED test results, and post-secondary transcripts forwarded to the Admissions Office. They must show overall academic success at all former institutions. Standardized Test Scores (SAT or ACT) must also be provided unless students have reached their twenty-first birthday by the date of enrollment or have completed 31 or more semester hours of college transfer credit. All transfer student applicants must be eligible to return to the last post-secondary institution attended.

Students Seeking Re-admission

Students seeking re-admission to the University must complete a formal application through the Office of Admissions. They must be given clearance by the Offices of Admissions, Financial Aid, Student Accounts, Registrar, and Student Development and Services before being considered for re-admission.

SPECIAL STUDENTS, INTERNATIONAL STUDENTS, AND PGA GOLF MANAGEMENT STUDENTS

Admission of Special Students

Special students at Methodist University are defined as non-degree seeking students who enroll in courses on a one-time or intermittent basis for reasons including personal enrichment, professional development, or completion of graduate school prerequisites. Special students can be separated into two groups: those who have completed a bachelor's degree and those who have not. Students who have completed a bachelor's degree must submit an official transcript from the degree granting institution as proof of graduation to be admitted as a special student. Students who have not completed a bachelor's degree must submit an official high school transcript or GED results to be admitted. Special students will be allowed to register for up to 30 semester hours before being required to apply as degree-seeking, regular students and meet all admissions requirements. Special student enrollment is subject to the availability of space in the desired course(s). Special students wishing to enroll in a course with prerequisite requirements must be able to show successful completion of those prerequisites through provision of official college transcript(s). Special students may not live on campus or participate in intercollegiate athletics. Financial assistance and veteran's benefits may be available for some special students but are not guaranteed.

Visiting Students

An applicant seeking admission as a visiting student must have a letter of permission from his or her resident college forwarded to the Admissions Office.

Transfer Partners Dual Enrollment

Students may take two campus courses, up to 8 credits, at Methodist University while completing their associate's degree at a community college Transfer Partner school at the current tuition rate at the community college. Students who wish to take advantage of this opportunity must complete the Transfer Partners Program Application.

High School Dual Enrollment

High school-age students who possess outstanding academic potential and who would benefit by attending Methodist University may do so under the following circumstances:

1. The student should be at least 16 years of age and classified as a junior based on high school courses completed.
2. High school-age students may attend Methodist University on a space-available basis. The schedule of courses to be taken must be approved by Provost.
3. Interested students must submit an application as a special student to the Office of Admissions.
4. The applicant may be required to submit a letter from his/her guidance counselor or home school administrator.

Tuition for Special Students

Special students will be charged the standard per-hour tuition as described in the Finances section.

International Student Admission Requirements

1. Complete and submit an international application to the International Programs Office. The application can be

found at www.methodist.edu/apply.

2. Provide the Director of International Programs with an official copy of the student's secondary school transcript, along with proof of graduation from that school. Certified copies of the original document must be certified or attested by the issuing institution, the Embassy, the Ministry of Education, or the Ministry of Foreign Affairs.
3. If a foreign or a U.S. college or university was attended, that institution must provide the Office of International Programs (IPO) an official transcript and a detailed description of each completed course officially translated into English.
4. To award transfer credit from any institution of higher learning outside of the United States (not regionally accredited by the American Council on Education), transcripts must be translated and evaluated by an independent agency approved by the Registrar.
5. The testing agency must provide (IPO) with official copies of the results of the TOEFL/IELTS/Duolingo/SAT/ACT.
6. Standardized testing scores submission of SAT/ACT is optional.
7. Students are required to provide an English Proficiency test score of TOEFL/IELTS/Duolingo if they do not meet the following criteria:
 - a. English is the first language of the country of residence as recognized by the USCIS OR Has completed three years of high school in an English-medium curricula esp. CIE or IB AND
 - b. Has an US equivalent of 2.5 and above (excluding non-English language courses)
8. If the paper-based TOEFL is used, a minimum score of 500 is required. If the computer-based TOEFL is used, a minimum score of 173 is required. If the Internet-based TOEFL is used, a minimum score of 60 is required. If the IELTS is used, the minimum score of 5.5 is required. If Duolingo is used, the minimum score of 85 is required.
9. If SAT prior to March 16 is used then 700 (Math + Reading) is required. If SAT post 2016 is used then 790 is required at minimum. If ACT is used, then the composite score of 15 is required at minimum.
10. A fully completed Methodist University Certificate of Financial Responsibility (CFR) must be submitted in which parents or sponsor indicate by signature ability and willingness to fully fund the first year at Methodist University, including personal expenses. If the student is funding attendance at Methodist University, the student should complete and sign this form. If a financial aid grant from Methodist University is received, only those costs not covered by the grant are to be paid. The form can be found on www.methodist.edu/international-programs.
11. A completed Methodist University Medical Record Form and Immunization Record (as noted on the Medical Record Form instructions) must be submitted. Submission of this document is required by the State of North Carolina. All students are expected to comply with these requirements prior to enrollment.
12. A copy of your passport.
13. Optional Documents may be requested as further information:
 - a. Two letters of recommendation out of which at least one has to be academic.
 - b. 500-word college essay.
 - c. Phone/Digital interview
14. As soon as the University has received items 1 through 9 above, a letter of acceptance and an Immigration Form I-20 will be sent to the student who should then schedule an appointment with the U.S. Consulate to obtain his/her F-1 Non-immigrant Student Visa.

International Transfer Students

Transfer students from a US college/university are required to complete the Transfer-in form and submit copies of your current immigration documents: SEVIS I-20, passport, F-1 Visa, and I-94. Your current school must release in SEVIS and indicate a Transfer Release Date. This must be done before Methodist University can issue an I-20 to you.

Applicants seeking admission as transfer students must fulfill the following requirements:

1. They must have official copies of all high school transcripts, high school equivalency transcripts, test results, and post-secondary transcripts forwarded to the International Programs Office.
2. They must show overall academic success at all former institutions.
3. International transfer students, please refer to this link www.methodist.edu/transfer-students

PGA Golf Management Admission Requirements

PGA applicants will be evaluated based on the quality of SAT or ACT scores, Grade Point Average, golf handicap,

letters of recommendation and campus visit/interview. PGM applicants must comply with the following policies and procedures:

1. Students must be accepted to Methodist University prior to acceptance into the PGM Program.
2. Admission to the PGM Program will be granted to the most qualified applicants based on the quality of SAT or ACT scores, Grade Point Average, golf handicap and campus visit. This procedure will be used for early, regular, and late admission (see below). There are 1000 spaces available (subject to change).
3. All applicants must have submitted a PGA application.
4. All applicants must submit a golf handicap of 12 or less verified by the United States Golf Association (USGA), Professional Golfers' Association of America (PGA) member, or high school golf coach, or must have successfully passed the PGA Playing Ability Test (PAT).
5. All applicants must have a letter of recommendation from a PGA golf professional or high school golf coach.
6. Early Admission: Students wishing to be considered for early admission into the PGM Program must have all required materials submitted by November 1. Students selected for early admission into the PGM Program will be notified of their acceptance by November 15. Students receiving the acceptance letter have until December 31 to reserve a space in the PGM Program. A non-refundable PGM deposit of five hundred dollars (\$500) is required to reserve a space. *Students not responding by December 31 will forfeit their early admission and will be candidates for regular admission. No more than 50 percent of the incoming class will be selected for early admission. All students not selected for early admission will be considered for regular admission. No transfers will be accepted during early admission. Students must make a campus visit and meet with the PGM staff to be considered for early admission.
7. Regular Admission: Students wishing to be considered for regular admission into the PGM Program must have all required materials submitted by January 1. Students selected for regular admission into the PGM Program will be notified of their acceptance by January 15. Students receiving the acceptance letter have until March 1 to reserve a space in the PGM Program. A non-refundable PGM deposit of five hundred dollars (\$500) is required to reserve a space. *Students not responding by March 1 will forfeit their regular admission and will be candidates for late admission. Students must make a campus visit and meet with the PGM staff to be considered for regular admission.
8. Late Admission: Students wishing to be considered for late admission into the PGM Program must have all required materials submitted by March 1. However, there may not be any spaces available in the program at that time. Students selected for late admission into the PGM Program will be notified no later than May 1. Any student accepted under late admission will be able to reserve a space in the PGM Program on a first-come, first-served basis by paying the PGM deposit. A non-refundable PGM deposit of five hundred dollars (\$500) is required to reserve a space.

*Students who wish to do so may request, in writing, an extension of the PGM deposit until May 1. However, students requesting an extension are not guaranteed a space in the PGM Program. Deposits paid after March 1 will be accepted on a first-come, first-served basis.

FINANCES

Students can view the tuition and fee schedules for each of our undergraduate, graduate and professional programs on our website www.methodist.edu/tuition-fees.

FINANCIAL AID

The purpose of the financial aid program is to provide a diverse program of scholarships, grants, loans, student employment, and other forms of aid for all degree-seeking students who have been officially accepted to the university and need assistance in meeting their educational needs; to enrich the college environment with academically gifted students through scholarships; to improve academic caliber of the student body by offering better packages containing more grant money to students whose background predicts a high GPA; and to provide counseling for new and continuing students in need of financial aid. The Office of Financial Aid located in Joe Stout Hall and is open for operation Monday through Friday from 8:00 am-5:00 pm. The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational record that is not considered 'directory'

information. Therefore, students wanting to release any financial information to a third party, including parents and/or spouse, MUST complete FERPA, located in the student's portal. Please realize that if you accept a scholarship from Methodist University, we may share the student's name, major, and hometown with the donor of the scholarship. We will not share financial information or other personal information with the donor. Financial aid is based on both the direct and indirect costs of attending college. Scholarships and grants are gift aid and do not need to be repaid. Any Federal Loans borrowed must be repaid to the Department of Education not Methodist University. Methodist University bases its consideration of financial aid on two criteria: qualifications of financial need (in accordance with the guidelines of the Free Application for Federal Student Aid (FAFSA) and qualifications of academic ability or achievement. Financial aid is determined by confidential information provided by the student, if married spouse and/or parents which includes family income, assets, number of dependents, and in some cases, unusual or special circumstances. To insure, maximum consideration for ALL types of financial assistance, the student must be in the process of receiving his/her first bachelor's degree, enrolled in at least 12 semester hours, charged as a full-time student attending courses on the MU campus and have completed the FAFSA. Visiting/Special and non-degree seeking students are not eligible for any financial aid from Methodist University. Methodist University offers a variety of institutional financial aid based on academic excellence, financial need, and other considerations. All institutional money, to include Endowed Scholarships, is applied to the Direct Cost and is available to full-time undergraduate degree seeking students, who are charged as a full-time student attending courses on the MU campus ONLY. The amount of institutional money an individual student can receive varies, however Methodist University has established an institutional cap for residential (on campus) students and an institutional cap for commuter (off campus) students and may change each academic year. Contact the Office of Financial Aid for the institutional cap amounts. Most institutional scholarships can be renewed from year to year. Some institutional scholarships are available for a maximum of four academic years or eight semesters. The Office of Financial Aid has a listing of the various scholarships and number of years or semesters the scholarships can be renewed. Scholarship guidelines are subject to change from one academic year to the next. Students should contact the Office of Financial Aid regarding their particular scholarship(s) for any changes. Methodist University reserves the right to reduce or cancel any scholarships due to not maintaining satisfactory academic progress, changes in a student's financial need, changes in enrollment status, availability of funds, or changes in housing status (on/off campus). Generally, students living on campus as opposed to off campus are offered more financial aid to help with the cost of room and board. Therefore, if a student moves from on campus to off campus his/her financial aid must be reevaluated, and institutional money may be reduced. The university also participates in the following financial aid programs based upon availability of funds: Federal Title IV (grants, loans, and student employment), state (scholarships and loans) and the Board of Higher Education and Ministry of the United Methodist Church (scholarships and loans). Federal Title IV financial aid eligibility is six years or twelve semesters. For students enrolled in the Evening program, limited Federal and state funds are available. All students MUST maintain satisfactory academic progress, listed in the next section, to be eligible for any financial aid. A student initially enrolled as full time, student attending courses on the MU campus, cannot drop below 12 s.h. before the end of the semester or that student may be ineligible for institutional, some state and federal financial aid and the scholarship(s)/grant(s) previously offered may be revoked. If a student withdraws completely from all classes, either officially or unofficially, federal guidelines require that the institution calculate any Title IV money that may have to be returned to the federal government. Methodist University also has an Institutional refund policy in which institutional money may have to be returned. Methodist University's withdrawal policy, Title IV and Institutional Refund calculations and how financial aid would be affected are located in the academic catalogue.

FEDERAL LOANS

Methodist University participates in the William D. Ford Federal Direct Student Loan Program (Federal Direct Loans) for the processing of all Federal Direct Loans (Subsidized, Unsubsidized, Parent PLUS, and Graduate PLUS) in which loan proceeds are provided directly from the U.S. Department of Education. As with all federal student aid, to become eligible the student must complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. The borrower must be a U.S. citizen or eligible non-citizen as defined by the Department of Education FAFSA guidelines. The student borrower must be enrolled or accepted for enrollment in a degree program on at least a half-time basis, which is 6 semester hours as an undergraduate student or 3 semester hours as a graduate student. All student borrowers MUST maintain Methodist University's Satisfactory Academic Progress (SAP) for Financial Aid Eligibility. The borrower (student or parent) must not be in default on a previous Federal student loan, Perkins, or Direct Loan. All borrowers may apply for a federal loan at the Department of Education's Website at studentaid.gov. Please Note: student borrowers that have reached their aggregate loan limits are no longer eligible for Federal Direct Student Loans. To process the Federal Direct Loan: the student borrower applying for the Subsidized and Unsubsidized loan must complete Loan Entrance Counseling and Master Promissory Note with the Department

of Education prior to the end of the academic semester. Return a signed copy of the financial aid notification to the Office of Financial Aid. The Parent borrower will need to complete the Parent PLUS application and Master Promissory Note with the Department of Education. MU's Parent PLUS Loan Request Form (PLRF) found on the MU Website at www.methodist.edu, must be completed by the parent applying for the Plus loan and returned to the Office of Financial Aid. According to Federal Guidelines, students who have borrowed federal student loans while in attendance at Methodist University and are leaving Methodist University due to either graduating, not returning, or dropping below half-time status (6 semester hours-undergraduate) are required to complete a Federal Direct Loan Exit Counseling. Students may complete the Exit Interview by accessing it online through the Federal Government at studentaid.gov. Information on all federal loans and federal grants processed for the borrower throughout their academic career can be found at studentaid.gov. A student or parent borrower reserves the right to cancel all or part of his/her federal loan disbursement within 30 days of the crediting disbursement to the Office of Student Accounts at Methodist University. Should a student or parent borrower wish to cancel, a written request must be submitted to the Office of Financial Aid within 30 days after the funds have been credited to the student's account. The written request to cancel a loan may be submitted by a handwritten, typed, or printed statement bearing an original signature submitted by mail, in person, or through the secure link in the students Mu Portal. Canceling any loan disbursement could cause a balance due on the Student's University account in the Office of Student Accounts which the student will be responsible for paying, particularly if excess funds (credit balance) have already been distributed via a check and/ or direct deposits. Borrowers cannot cancel a loan disbursement if the designated time period described above has already expired. Instead, the borrowers can repay the loan disbursement directly by contacting the loan servicer. Student or parent borrowers who have loans under a FFELP lender (Private Lender, loans disbursed prior to July 1, 2010), refer to the lender information provided by The Department of Education. For those borrowers with Federal Direct Loans from the Department of Education, payments may be made through the Department of Education's Website at studentaid.gov. The borrower will be responsible for any interest that may have accrued and/or any loan fees.

METHODIST UNIVERSITY OFFICE OF FINANCIAL AID POLICY OF SATISFACTORY ACADEMIC PROGRESS

METHODIST UNIVERSITY OFFICE OF FINANCIAL AID POLICY OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS

The Higher Education Act mandates institutions of higher education to establish minimum standards of "Satisfactory Academic Progress" (SAP). The SAP regulations, at Sec. 668.34(a)(3)(ii), require that, for programs that are longer than one academic year, the student's SAP must be evaluated "at the end of each payment period or at least annually to correspond with the end of a payment period;" Annually means a 12-month period. An institution is expected to review a student's SAP at least once every 12 months. Methodist University evaluates a student's SAP annually for students enrolled in at least 12 semester hours in the Day program and after each payment period for all other students and makes these standards applicable to all financial aid offered at Methodist University. Methodist University reserves the right to check a student's SAP more frequently. This includes Federal (Title IV), State (North Carolina), and Institutional (Methodist University) funding. Federal regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition the school's SAP policy must include the student's total academic history. Programs administered by agencies other than Methodist University, such as private scholarships, or grants given by states other than North Carolina, may have their own academic standards for students. Students will need to contact such agencies to determine what those requirements are.

GENERAL SATISFACTORY ACADEMIC PROGRESS PRINCIPLES

1. Federal Regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition, a school's SAP policy must include the student's total academic history.
2. These general principles apply to all of Methodist University's degree programs. In addition to the general principles, students must meet specific guidelines for their individual academic program(s). Program specific requirements are listed in the academic catalogue.
3. SAP will be determined once per academic year for students enrolled in at least 12 semester hours attending courses on the MU Campus program, specifically, at the end of the spring payment period. SAP will be

determined after each payment period for all other students. SAP will be evaluated before the following Fall semester, regardless of when the student's enrollment began at Methodist University.

4. A student, who fails SAP, MUST successfully appeal to continue to receive financial aid and be placed on financial aid probation (PROB). PROB cannot be given automatically. More details are provided under Financial Aid Probation (PROB).
5. A student, who fails to make SAP at the end of the probation payment period, is placed on Financial Aid Suspension (FAS).
6. To earn hours at Methodist University, a student must receive a grade of A, B, C, or D. Any other grade does not earn hours.
7. Classes, from which a student has withdrawn, regardless of Withdrew (WD), Withdrew Passing (WP) or Withdrew Failing (WF), will be counted as hours attempted but not hours earned, therefore, will negatively impact a student's ability to satisfy SAP.
8. Classes in which a student receives a grade of Incomplete (I) count as hours attempted but not as hours earned; therefore, will negatively impact a student's ability to satisfy SAP.
9. When a student repeats a course, the total attempted hours will increase with each repeat, but the student will only earn hours for a completed course once. Therefore, repeating classes will negatively impact a student's ability to satisfy the 67% passage rate, but may significantly increase a student's cumulative GPA.
10. Included in attempted hours are all coursework attempted, including transfer credits, passed, repeated, incomplete, failed, and withdrawn courses. Attempted hours do not include credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.
11. Cumulative GPA: The cumulative number of credits attempted in the undergraduate schools of the university includes those credits attempted at the end of the schedule adjustment (drop/add). Multiple attempts of the same course will be counted for each attempt for financial aid purposes.

<u>Credits Attempted</u>	<u>Minimum Cumulative GPA</u>
1-48	1.4
49-77	1.6
78-109	1.8
110-129	1.9
130-Max Time Frame	2.0

Minimum Semester Hours Earned/Completion Rate

Each semester (fall, spring, and summer) an undergraduate student must earn a minimum of 67% of the hours registered for at the end of schedule adjustment. Schedule adjustment is also known as drop/add. Schedule adjustment typically ends on the Friday of the first week of classes at 11:59 p.m. (usually 5 days into the semester). Please check the University's Academic Calendar for specific dates.

To find the minimum hours required, take the number of credit hours at the end of schedule adjustment and multiply it by .67. For example: if a student had 12 hours at the end of schedule adjustment, then the student would have to earn at least 8 hours to remain eligible for further financial aid ($12 \times .67 = 8.04$). The credit hours will always be rounded down.

Any student with a quality point deficit of 40 or more as calculated by the Registrar, will be deemed academically ineligible, and therefore, will be placed directly on Financial Aid Cancellation without a probation period. The calculation in determining the quality point deficit is the total credit hours attempted, as established by the Registrar, times 2 minus the total quality point.

Maximum Time Frame

Undergraduate students must complete their degree requirements within 150% of the published length of their academic program to remain eligible for financial aid. At Methodist University, students must complete the requirements for a bachelor's degree within a maximum number of credits attempted (including transfer credits). This is the maximum allowable time for receipt of federal and state financial aid regardless of whether the student did or did not receive financial aid during any period of his/her enrollment. A student cannot have more than 150 % of the published length of the education program to graduate. For most students, 12 semesters is the maximum time frame allowable for degree completion (standard 8 semesters or 100 % plus an additional 4 semesters or 50 %). Students will

be allowed to receive institutional financial aid for a maximum of ten (10) semesters or five (5) years regardless of whether they are making SAP or not. However, some institutional scholarships are awarded for a maximum of eight (8) semesters or four (4) years. The Office of Financial Aid has a listing of these particular scholarships. A student can appeal the 150% maximum time frame (see Appeals).

FAILURE TO MEET SAP

Notification of Denial

Students, who are currently enrolled, will receive a certified letter of denial with the SAP Guidelines enclosed outlining why they were denied and the appeal process. Students, who withdraw, are suspended, and/or expelled from the university, will be notified by email with the SAP Guidelines attached.

Financial Aid Probation (PROB)

A student who fails SAP must successfully appeal (see Appeals) to be placed on PROB. PROB CANNOT be given automatically. Methodist University must review the student's progress at the end of that one payment period, as probation status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or must be meeting the requirements of the academic plan. A student may be placed on PROB for one payment period per appeal. It is possible that a student could be placed on probation more than once in his or her academic career.

- ◆ If Methodist University determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student is placed on PROB without an academic plan. MU must review the student's progress at the end of that one payment period, as PROB status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or will be ineligible to receive financial aid.

- ◆ If Methodist University determines, based on the appeal, that the student will require more than one payment period to meet SAP, the student will be placed on PROB and an academic plan, to include the student's class MU Undergraduate Catalogue 2020 – 2021 Back to Table of Contents 345 schedule(s), must be developed for the student. The student's academic advisor or the Office of Academic Services and the student should develop a plan (class schedule) that ensures that the student is able to meet Methodist's SAP standards by a specific point in time. The student will need to contact his/her academic advisor or call the Office of Academic Services at 910-630-7151. The plan could specify that the review takes place at the next point when the rest of Methodist University's population is reviewed, which could mean every payment period or annually. The plan could also specify that the student is reviewed more frequently than the rest of the institution's population; however, a student on an academic plan would not be reviewed less frequently than the rest of the institution's population. An academic plan could take the student to program completion, rather than meeting the institution's SAP standards at a specific point in time.

- a. **If the academic plan shows that the student can make SAP**, the student will be placed on PROB and Methodist University MUST review the student's progress at the end of one payment period as is required of a student on PROB status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

- b. **If the academic plan does NOT show that the student can make SAP**, then the student will NOT be eligible for financial aid and will be immediately placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid. This includes any alternative loans that require certification by Methodist University.

At the end of the PROB period, the student's SAP is evaluated. If the student is making SAP, then the student is no longer on PROB. **Students on PROB who still do not meet the SAP standards will be placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid. This includes any alternative loans that have an SAP requirement.**

Transfer students will be evaluated at the time of enrollment using the same SAP standards.

Students returning to Methodist University while they are on PROB or FAS must meet Methodist's SAP policy in order to regain eligibility for financial aid.

Financial aid may be reinstated by the Director upon demonstration of mitigating circumstances which must be documented to the satisfaction of the director along with a typed letter of appeal from the student.

Appeals (PROB, FAS, 150% Time Frame)

- ◆ The appeal for a student to be put on PROB must include a typed letter of appeal from the student and appropriate documentation as to why the student failed to make SAP and what has changed that will allow the student to make SAP at the next payment period. If the Director determines, based upon the appeal that the student will require more than one payment period to meet SAP, the appeal must also include an academic plan, to include a class schedule, from the student's academic advisor designed to ensure the student will be able to meet SAP by a specific point in time. The specific point in time is at the discretion of the Director of Financial Aid. If the plan does NOT show that the student can make SAP, then the student will NOT be eligible for an appeal.
- ◆ The appeal for a student who is on Financial Aid Suspension (FAS), for failure to make SAP at the end of the probation payment period, must include a typed letter of appeal from the student and appropriate documentation as to what had changed that caused the student to not make SAP during the probationary payment period and why the student should be able to meet SAP on the terms of the academic plan, if applicable.
- ◆ The appeal for the 150% Time Frame must include a typed letter of appeal from the student and appropriate documentation as to why the student has exceeded the 150% Time Frame and the time frame in which the student will complete the requirements for a bachelor's degree.

Examples of mitigating circumstances and appropriate documentation for Appeals, include, but are not necessarily limited to:

1. Serious illness or injury of student—notarized statement from physician that illness interfered with student's ability to meet SAP along with typed letter of appeal from student.
2. Serious illness or injury of immediate family member—notarized statement from a physician along with typed letter of appeal from student.
3. Death of an immediate/close family member—death certificate and/or notarized statement from a minister, nearest relative, or an unbiased concerned adult along with typed letter of appeal from student.
4. Disruptive internal family problems—legal/court documentation from lawyer, statement from parents, minister, or an unbiased concerned adult along with typed letter of appeal from student.

However, the Financial Aid Director may choose to request additional documentation when a particular student circumstance warrants it and may decide to require more extensive documentation on an initial appeal and an update statement on a subsequent appeal. The Director also has the discretion to deny the appeal if the documentation received is not sufficient.

Veteran Education Benefits

This institution is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U. S. Department of Veterans Affairs (DVA). Entitled veterans, active duty military, drilling National Guard, drilling Reservists, and eligible family members; who have applied, met all admissions criteria, been fully accepted, and actively matriculated; may be certified to the DVA Regional Office as enrolled and in pursuit of an approved program of Education. Methodist University is proud to assist our veteran students in achieving their academic and career goals. Methodist University complies with all Federal, State and DVA requirements in the administration and execution of the Service-members' Readjustment Act. Students utilizing DVA education benefits must have their course schedules approved for certification by the Office of Veteran Services in Stout Hall. Courses cannot be certified unless they are a part of the student's declared major. Courses cannot be certified that are taken on a pass-fail basis or for audit. Students who fail to maintain the Standards of Academic Progress as listed in the financial aid section of this catalogue will not be able to receive VA Education Benefits through MU unless a one-time probationary term has been applied for and approved. For information concerning monetary benefits, contact the U.S. Department of Veterans Affairs Regional Processing Office in Muskogee, Okla., (888)442-4551 or their Website www.va.gov. For information about the available programs at Methodist University contact the Director of Veteran Services 910.630.7174.

Military Deployments

Methodist University allows service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to unanticipated service requirements, and we will take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies. Communication between the military student, Instructor, Registrar and Office of Veteran Services and/or MU's Fort Bragg Office is important and necessary to ensure punitive actions are not taken.

Yellow Ribbon Program

The Yellow Ribbon G.I. Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 G.I. Bill[®]. Eligibility for the Yellow Ribbon Program must be determined by the Department of Veteran Affairs, Education Division. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. Under this agreement MU will provide tuition assistance to veterans beyond what they are provided from their base GI Bill[®] rate of compensation. The Department of Veterans Affairs (VA) will match MU's contribution dollar-for-dollar up to MU's annual Yellow Ribbon cap or 50 percent of the difference between VA's annual tuition cap for chapter 33 and the net cost of tuition and fees after the application of all scholarships, aid and assistance (other than that provided under section 401(b) of the Higher Education Act of 1965).

PAYMENT, BILLING, AND INTEREST POLICY

It is the policy of Methodist University that all previous semester charges must be paid before new semester charges can be processed. Day students' deadlines for paying new semester charges (for all returning students and new students pre-registered) are as published by the University.

Those new students accepted by the University after August 1 and December 1 may pay for their charges up to the first day of classes. The University offers these methods of payment for a new semester or term, as specified below:

1. Full Payment: All tuition, room, board and fees for the semester (less any pending financial aid and loans) are payable on or before the dates listed above.
2. Payment Plan Option 1: A twenty percent (20%) down payment is due upon establishment of a payment plan through Nelnet. The remaining balance will be divided into four (4) equal payments.
3. Payment Plan Option 2: A twenty-five percent (25%) down payment is due upon establishment of a payment plan through Nelnet. The remaining balance will be divided into three (3) equal payments.
4. Payment Plan Option 3: A thirty-three percent (33%) down payment is due upon establishment of a payment plan through Nelnet. The remaining balance will be divided into two (2) equal payments.

Note: Please check your Student Portal for enrollment deadlines for the above payment plans.

Payment plan payments not received within two (2) weeks of the required due date indicated on the billing statement will result in the students' immediate dismissal from the University, unless other acceptable payment arrangements have been made with the Office of Student Accounts. There is a \$40 non-refundable enrollment fee per semester for payment plans. Payment plans can be established through the students' MU Portal. A late fee of \$45 will be assessed on payments received more than five (5) days after the due date.

Summer School terms offer two (2) payment plan options: (1) a thirty-three percent (33%) down payment due upon establishment of a payment plan through Nelnet, with the remaining balance divided into two (2) equal payments; (2) a fifty-percent (50%) down payment due upon establishment of a payment plan through Nelnet, with the remaining balance due June 5th.

Interest will be charged on unpaid installment payments, as well as on financial aid and loans that are still unprocessed and therefore unposted to the student's account after the published dates.

Interest is charged at a rate of 1.5% per month (18% APR) on the average daily balance owed, at the end of each month following the appropriate date above.

1. Other charges that are incurred during a semester, such as library fines, traffic citations, etc. are given a payment period before interest is charged. Interest is not charged on these items until the end of the following month in which the charges were billed. The student is responsible for payment of any additional charges separately from any required installment payments, and these balances must be completely paid off in the month the charges are billed.
2. Official transcripts or other statements of work completed will not be released as long as money is owed to the University.
3. The initial billing statements are mailed to the home address to parents and/or students.
4. Monthly billing statements will be sent via email to the student's Methodist email address as required.
5. Deduction of financial assistance:
 - a. Scholarship and Grant moneys awarded to the student are deducted from the student's account after the Office of Financial Aid has received the signed Financial Aid Award Letter from the student and validated the award to the Office of Student Accounts. Awards are made on an annual basis, but are posted to each student's account (if fully processed) after the drop/add period is over. Federal Direct Loan disbursements are posted to student's accounts after receipt from the Department of Education by electronic fund transfer. Alternative loan disbursements are posted to student's accounts by electronic transfer from the Lending Institutions, or by check. Military Tuition Assistance (MTA) is not credited to the student's account until the funds are received by the Office of Student Accounts.
 - b. The Office of Financial Aid will credit scholarships/grants from outside agencies to the student's account when funds have been received and student's enrollment has been verified.
6. Students who drop or add credit hours must inform the Office of Financial Aid and Office of Student Accounts. The students' charges and financial aid can be affected by a change of status. Students will be charged for all classes not dropped by the end of the drop/add period.

REFUNDING OF EXCESS FINANCIAL AID

Procedures for refunding of credit balances

Credit balances are created by Financial Aid and payments that exceed charges.

Financial Aid Processing

Loans – Students are not eligible for Federal Direct Loan funds until the drop/add period is over. When drop/add is complete and the student is still enrolled, loan funds are credited to student accounts. Some students are subject to two loan disbursements instead of one. All assessed charges are deducted from the first disbursement and any credit balance is refunded to the student. The loan disbursement date is not the refund date.

Pell Grants, Perkins Loans, Institutional Aid, Outside Scholarships, other aid – These forms of aid are credited to the students account after the drop/add period is over, if this aid has been awarded and all paperwork has been processed and approved. Otherwise, it is credited after processing.

Third Party Payments (Military Tuition Assistance, Post 9/11 GI Bill (Chapter 33), State and Federal Programs)
–These funds are credited when received.

Processing of Charges

Tuition – Charges for classes are assessed after all drop/adds are processed. This is complete approximately one week after the drop/add period is over.

Room and Meals – Charges for room and meals are not completed until all room occupants are verified. This occurs approximately one week from the start of classes.

Books and Supplies Charged on a Bookslip – Actual book charges are assessed against the student accounts weekly. Students have approximately nine (9) weeks to purchase all books and supplies. Evening Term II students have approximately four (4) weeks after the start of their term to purchase all books and supplies. Bookslips cannot exceed \$700 (\$400 for UWC Students), and any amount over the allotted bookslip amount is the responsibility of the student to pay at time of purchase.

Other Charges – Charges for dorm dues, damage deposits, golf and tennis lab fees, entertainment fees, applied music lessons, late registration fees, and other fees are charged within one week of the start of classes.

Processing of Refunds

The Office of Student Accounts processes refunds on a first-come, first-served basis. No refunds can be issued until all charges are posted to all accounts.

Refund List – The Office of Student Accounts establishes refund lists to schedule student refunds. After the student has confirmed that they have a credit balance with the Office of Student Accounts, they may request to be put on a refund list. The lists are started no earlier than three weeks after the start of classes, and continue throughout the semester. Students will be given a date when their refund will be available.

Calculating the Refund – The Office of Student Accounts requires approximately one week to issue a refund after a student is put on a refund list. This allows time for analyzing and verifying all charges and credits, determining eligibility for loans and grants, calculating multiple refunds, and scheduling multiple checks for disbursement.

Direct Deposit – Methodist University encourages students with a credit balance to enroll in the Student Choice Refund program. Students can enroll in the program through Nelnet via their MU Portal. Any student who does not elect to enroll in the program (or there is a problem with the information) will have their refund mailed to the address on record. Enrolling in the Student Choice Refund program does not automatically process a refund. The student will still need to request the funds by contacting the Office of Student Accounts.

Refunds will be disbursed for scheduled students on Tuesdays and Thursdays. Students that drop classes and fall below twelve semester hours will be subject to partial or full loss of their financial aid.

REFUND/REPAYMENT POLICY ON WITHDRAWALS FROM THE UNIVERSITY

Effective August 1, 2000, Methodist University adopted the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. If a student withdraws from the University and is receiving federal Title IV funds, a federal refund calculation is performed. Title IV funds include Federal Direct Loans, Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, Federal Perkins Loans, and other federal programs. If no Title IV funds are involved, then only the Institutional calculation is performed. The University will credit any refund amount due to the student's account if the student also owes a repayment or unpaid charges to the University. The date of withdrawal is considered as the formal date on the Withdrawal Form. Students may obtain instructions for withdrawal from the Registrar's Office. If the student fails to withdraw formally from the University, then the date of withdrawal is considered to be the last documented date of attendance. Worksheets are used to calculate each student's refund. Examples of these calculations are available in the Office of Student Accounts.

Federal Refund Calculation

If a recipient of Title IV aid withdraws before completing 60 percent of the period of enrollment, the institution must calculate the amount of Title IV aid the student did not earn and return these funds to the appropriate sources. The amount of unearned aid equals the difference between Title IV aid that was dispersed or could have been dispersed and the amount of Title IV aid that was earned. This earned aid calculation is based on a percentage of the calendar days completed divided by the total calendar days in the enrollment period. Students withdrawing after 60 percent of the semester is completed are not eligible for a refund.

Institutional Calculation

1. Unearned Tuition Assistance

If an active duty service member using Military Tuition Assistance (MTA) withdraws from a course before completing 60 percent of the period of enrollment (8 or 16 week course), Methodist University will calculate the amount of MTA the service member did not earn and return unearned funds to the Military Service. The student is responsible for submitting the Registration Data Change Request Form (RDCRF) to the Registrar's Office for processing.

The amount of earned MTA equals the difference between MTA dispersed and the amount of MTA that was

unearned. This earned TA calculation is based on a percentage of the calendar days completed divided by the total calendar days in the enrollment period. Unearned TA will not be returned when a student withdraws from a class after 60 percent of the course is completed.

2. Regular Academic (Day) Program

Students withdrawing from the University during the first week of classes (during the drop/add period) will receive a refund of the refundable amount paid. Those students withdrawing from the University will be refunded the following percentages of tuition and room expenses:

1 st Week	100.00%
2 nd Week	90.00%
3 rd Week	75.00%
4 th Week	70.00%
5 th Week	65.00%
6 th Week	60.00%
7 th Week	55.00%
8 th Week	50.00%
After 8 th Week	0.00%

Meal (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the withdrawal date. Any student failing to officially withdraw from a course will be charged for the course irrespective of attendance.

Students withdrawing from the University or those reducing their course load below a certain level will be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid moneys to the following sources, in order of priority: Unsubsidized Federal Stafford, Subsidized Federal Stafford, Perkins Loan, Federal Plus Loan, Pell Grant, FSEOG, Other Title IV Aid Programs. Any remaining funds are returned to the student.

Moving Off-Campus during a Semester

Students who have earned fewer than 93 credit hours, and whose permanent address is further than 60 miles away from campus, must reside in Methodist University Housing. If a student is withdrawing from Methodist University, or, after satisfying these criteria, a student elects to move off-campus during the first week of classes the student will not be assessed any charges for room. After this period, the student will be assessed 25% of the total room charges during the second week of classes, 50% during the third week, and 75% during the fourth week of classes. No reduction in cost is available after the fourth week of classes. Meals (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the last date of occupancy. Residence hall dues will not be prorated.

Moving On-Campus during a Semester

Students who elect to move on-campus after the first two weeks of classes of the fall and spring semesters will be charged room and meals on a prorated weekly basis. Residential hall dues are not prorated. Summer terms are not prorated.

UNIVERSITY LIFE AND REGULATIONS

This catalogue is supplemented by other official documents and publications, such as the Student Handbook, the Faculty Manual, and the official minutes of academic committees.

Housing during Holidays and Summer Sessions

The University does not assume financial or supervisory responsibilities for students during periods when it is closed.

Family Educational Rights and Privacy Act

Access to student records is regulated by the Family Educational Rights and Privacy Act (20 U. S. C. 1233), FERPA, designed to protect the privacy of the student's records. Methodist University complies fully with this act and categorizes the following as directory information to be released in the best interests of the student as determined

by the University: name, address, telephone number, date and place of birth, parents' names, major field of study, participation in officially recognized activities and sports, most recent previous educational institution attended, weight and height of members of athletic teams, dates of attendance at Methodist, and degrees and awards received. Under the terms of FERPA, students have the right to withhold disclosure of any or all directory information by filing, annually, non-disclosure requests with the Registrar. Methodist University assumes that the absence of such a request indicates student approval of disclosure.

Any student who is currently enrolled at Methodist University or who has been previously enrolled has the right to review and request the amendment and/or correction of all records pertaining to him/her maintained by the University. The institutional policy statement concerning these and other privacy rights is the Methodist University Student Educational Records Privacy Policy (MUSERPP), to be found in the Office of the Registrar in Horner Administration Building and in the Student Handbook. Students retain the right to file a complaint with the United States Department of Education alleging a failure of Methodist University to abide by the provisions of FERPA and the enabling regulations.

The University catalogue constitutes annual notification to students currently in attendance, as well as to the parents of those students, of their rights under FERPA and MUSERPP.

Students desiring to make changes to official records with regard to name, social security number, and date of birth, must do so by completing the Methodist University data correction form that can be obtained in the Registrar's Office. Address changes can be submitted through the MyMU Portal.

STUDENT RIGHT TO KNOW ACT AND CAMPUS SECURITY ACT

The Student Right to Know Act and Campus Security Act were signed into law in 1990, and amended with the Higher Education Technical Amendments of 1991. Section 1030 of this act requires that all institutions of higher learning disclose to current and prospective students graduation/completion rates as of July 1, 1993. The Student Right to Know Information is located at www.methodist.edu/institutional-research-reports.