

# Methodist University Online

## Academic Catalog 2022

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Methodist University is related by faith to the North Carolina Annual Conference, Southeastern Jurisdiction, The United Methodist Church. It is an independent corporation rather than an agency of the Conference and is responsible for its own debts and obligations. Methodist University does not discriminate on the basis of age, race, gender, national or ethnic origin, religion, sexual orientation or disabilities for otherwise qualified persons in the administration of its admissions, educational policies, scholarships, loan programs, athletics, employment or any other university-sponsored or advertised program.

This catalogue is not an irrevocable contract. All regulations, provisions, and information herein are subject to change as conditions dictate.

## 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

- 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.
- 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.
- 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.
- Acquire competence in written and oral communication and in critical thinking.
- Acquire proficiency in common uses of personal computers.

### Other University Goals

- 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.
- Provide significant services and facilities to groups within the community and state.
- 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, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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, 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 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, general science, English; 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 baccalaureate-degree-level Occupational Therapy Assistant Program has applied for accreditation 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](http://www.acoteonline.org). The program must be granted Candidacy Status, have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). 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.



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](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org). To contact the program/institution directly, please call 910.630.7216 or email [gmsolino@methodist.edu](mailto:gmsolino@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](mailto:accreditation@apta.org) website: [capteonline.org](http://capteonline.org).

The program has determined that its curriculum meets the state educational requirements for licensure or certification in all states, the District of Columbia, 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](http://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](http://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).

## 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, Robert J. Chaffin 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 in the library, Trustees Building, Clark Hall, Allison Hall, Hendricks Science Complex, Bethune Center, and Physician Assistant buildings.

## State Authorization of Distance Education for Students Residing Outside of North Carolina

Students residing outside of North Carolina who take Distance Education courses through Methodist University are eligible for Federal financial aid programs if a) Methodist University is authorized to operate within the state in which the student physically resides, or b) Methodist University is not required to seek authorization from the state in which the student physically resides. States that do not require Methodist University to seek authorization to operate do so because either a) they do not require some or all post-secondary institutions to be authorized, or b) Methodist University does not meet the standards of operating a "physical presence" within states that require authorization only for institutions that have a "physical presence" in that state.

States in which Methodist University does not meet the state's "physical presence" standards for requiring state authorization for Distance Education courses: Alabama, Alaska, Arkansas, Arizona, California,

Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and West Virginia, Wisconsin, and Wyoming.

State authorization to operate is required in the following state: California. Until such time as it is published in a subsequent Academic Catalogue or on the Methodist University Web site, students residing in this state are not eligible for Federal financial aid for Distance Education courses.

Please note: This Federal requirement does not pertain to any North Carolina resident, including out-of-state students who reside in North Carolina and take an online class while they are enrolled in traditional, face-to-face classes in Methodist University or hybrid graduate programs (due to the requirement of physically attending classes within the state of North Carolina). This applies only to students who are physically located outside of North Carolina and are enrolled in Distance Education exclusively.

### 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; houses the MU One Stop, 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](http://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.

## MU ONLINE ACADEMIC CALENDAR 2022-2023

### Fall Semester 2022

#### Fall Online Term I

August 22-October 14, 2022

Friday	August 26	Last day to drop/add without record
Friday	October 7	Last day to WD
Wednesday-Friday	October 12-14	Final Exams
Monday	October 17	Final grades due

#### Fall Online Term II

October 17-December 9, 2022

Friday	October 21	Last day to drop/add without record
Friday	December 2	Last day to WD
Wednesday-Friday	December 7-9	Final Exams
Monday	December 12	Final grades due

### Spring Semester 2023

#### Spring Online Term I

January 9-March 3, 2023

Friday	January 13	Last day to drop/add without record
Friday	February 24	Last day to WD
Wednesday-Friday	March 1-3	Final Exams

Monday	March 6	Final grades due
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<b>Spring Online Term II</b>	March 6- April 28, 2023
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Friday	March 10	Last day to drop/add without record
Friday	April 21	Last day to WD
Wednesday-Friday	April 26-28	Final Exams
Monday	May 1	Final grades due

### **Summer Semester 2023**

<b>Summer Online Term I</b>	May 1-June 23, 2023
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Friday	May 5	Last day to drop/add without record
Friday	June 16	Last day to WD
Wednesday-Friday	June 21-23	Final Exams
Monday	June 26	Final grades due

<b>Summer Online Term II</b>	June 26-August 18, 2023
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Friday	June 30	Last day to drop/add without record
Friday	August 11	Last day to WD
Wednesday-Friday	August 16-18	Final Exams
Monday	August 21	Final grades due

### **Fall Semester 2023**

<b>Fall Online Term I</b>	August 21-October 13, 2023
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Friday	August 25	Last day to drop/add without record
Friday	October 6	Last day to WD
Wednesday-Friday	October 11-13	Final Exams
Monday	October 16	Final grades due

**Fall Online Term II**

October 16-December 8, 2023

Friday	October 20	Last day to drop/add without record
Friday	December 1	Last day to WD
Wednesday-Friday	December 6-8	Final Exams
Monday	December 11	Final grades due

## 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), 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, 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 with appropriate penalty. That system at Methodist University is founded on the following principles:

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.

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.

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.

A fair and independent appeal process is vital to protect student rights and correct abuses.

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.

Consistency requires that a relatively small and fixed group hear and judge Honor Board cases.

The adversary system utilized in litigation is not used in Honor Board cases; rather, the procedure is more conversational in character.

## Jurisdiction

Cheating, plagiarism, and academic misrepresentation (lying) are academic 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

Assignments and examinations should be the products of the student’s own efforts. Cheating includes, but is not limited to, the use of unauthorized materials for examinations or assignments, unauthorized assistance from other people, and papers from commercial companies or the Internet. Students should assume, unless told otherwise, that examinations and assignments should be completed without the use of books, notes, or conversation with others; however, individual faculty members may authorize certain types

of materials or collaborations for specific assignments. Students should therefore follow the expectations of their instructor regarding the use of materials for their assignments.

### Plagiarism and Intellectual Property

Plagiarism is copying another person's work and presenting it as one's own. Plagiarism is committed when a student knowingly represents another person's work as his/her own. A student who has tried in good faith to credit his/her source but has "misused a specific citation format, or incorrectly used quotation marks" has not plagiarized. Such a student has "failed to cite and document sources appropriately," according to the [Council of Writing Program Administrators](#).

Plagiarism is often associated with written work when a writer copies a section of another writer's work and fails to acknowledge the source by using quotation marks and proper academic citation. However, plagiarism may exist in other works, such as scientific posters, painting, music, and film. Sources must be acknowledged in a manner appropriate to the discipline when images, composition, or conceptions are copied, even when the appropriated material is reconfigured to make a new meaning. Other types of plagiarism include 'mosaic plagiarism' and paraphrasing without attribution. In mosaic plagiarism, pieces of other people's work are rearranged without acknowledgment. Paraphrasing without attribution is rewording someone else's work without acknowledging the original author's research or thinking.

For methods of documentation and all other aspects of manuscript form, students should follow current practices advocated by style manuals (e.g., MLA, APA, Chicago/Turabian) recommended by individual departments and/or professors.

### Recycling

Students should not assume that reusing or recycling of assignments from other coursework is acceptable; they must disclose their intention to reuse or rework material at the outset of the project to be sure that they have the faculty member's approval.

### Academic Misrepresentation

Students may not lie to gain academic advantage. Cases of academic misrepresentation include, but are not limited to:

- forged or false signatures on documentation,
- forged or false excuses for class absences,
- forged or false evidence of completed work
- lying to university faculty and staff about any academic work or status

### Academic Violations of the Honor Code

#### STEP ONE: Faculty

If a faculty member believes a student has committed an academic violation of the Honor Code (see descriptions above), the faculty member will notify the student and meet with him/her/them to discuss the issue. The student may not bring anyone to this meeting. At that meeting the student will be presented with the evidence supporting the claim of a violation and may choose to present evidence either in support of or contradicting such violation. The faculty member will consider the evidence and render a decision in writing as soon as practicable after the meeting. Such decision will include any actions taken to remedy the situation and/or any penalty appropriate to the level of violation. The maximum level of penalty decided by the faculty member is an F in the course.

The student will:



- Accept the decision and the penalty, or
- Appeal the decision to the Honor Board

If the student accepts the decision, the faculty member will impose the penalty.

The faculty member must notify both the department chair/division head and the Office of the Provost of the situation and any penalty imposed by completing this the Honor Code Violation form in the MU Portal ([https://mymu.methodist.edu/ICS/Forms\\_and\\_Documentation/Home.jnz?portlet=Forms&screen=Display+Form&screenType=next](https://mymu.methodist.edu/ICS/Forms_and_Documentation/Home.jnz?portlet=Forms&screen=Display+Form&screenType=next)) .

#### STEP TWO: Honor Board

- The student may appeal to the Honor Board if he/she considers a faculty member's settlement unfair.
- The faculty member may appeal to the Honor Board for major violations for which they determine a failing course grade is insufficient penalty.
- The Office of the Provost may bring students with repeated violations of the Honor Code to the Honor Board.
- Any member of the University community may bring a case directly to the Honor Board.
- The Honor Board does not consider grade appeals (see Grade Appeal and Student Complaints)

### Honor Board

#### Board Composition and Roles

The Honor Board is appointed by the Chair of Academic Standards. The Chair serves as a non-voting moderator of the Honor Board. The Chair arranges the time, place, and personnel for the hearing panels, takes notes on the Honor Board case as presented, and forwards written documentation of the case, including the decision, to the Office of the Provost.

The Honor Board consists of two students (designated by the Student Government Association and approved by the Vice President for Student Affairs & Dean of Students) and three faculty members (designated by the chair of Academic Standards).

#### Appeal Procedure

All student appeals and other cases must be brought to the Honor Board in writing before the end of the subsequent semester, excluding the summer semester. The case/appeal must be submitted through the Honor Board Violation form in the MU Portal, providing details on the violation and an explanation for why it was not resolved at the course level and why the case is being brought to the Honor Board. The Office of the Provost will forward the appeal documentation to the Chair of the Academic Standards Committee.

- Upon receiving the case/appeal, the Chair of the Academic Standards Committee (Chair) arranges an Honor Board Panel, the time, the location for the hearing, and notifies the parties involved.
- The Chair informs the student of the right to have any person from the University community attend as an advisor and a counsel.
- The person who brought the case presents evidence of alleged offense and the rationale for the penalty imposed (if applicable). The Honor Board members ask any questions of the person who brought the case needed to clarify the issue.
- The student states the reason for his/her appeal or responds with evidence to the allegation. The Honor Board members ask any questions of the student needed to clarify the issue.
- The Honor Board panel members ask any questions of either party needed to clarify the issue, except that students are not required to incriminate themselves.

- The panel retires to consider the case and reconvenes as soon as possible to announce the decision. Deliberations in reaching a decision are documented in written notes and in the written decision. Panel decisions are by majority vote.
- The person who brought the case is obligated to accept the panel's decision at this stage in the process.
- If the panel finds in favor of the person who brought the case (or adds additional penalties), the student 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.
- The Chair of the Honor Board (Chair of Academic Standards) sends the Provost a written report on the board's findings and decision.
- The Provost may use the documentation 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 communicates the result of any appeal beyond the Honor Board decision in writing to the student and to the Chair of Academic Standards, with details for the reason for any change. The student remains in class pending resolution of the appeal. The decision of the Provost is final and is not subject to further appeal.

#### Honor Board Possible Penalties

The Honor Board or Provost may assign the following penalties:

- Grade of F on the assignment(s)/evaluation(s)
- Grade of F in the course
- Suspension from the University for a defined period of time, which requires completion of an Honor Board Readmission Form with panel review for readmittance
- Expulsion from the University with no option for return
- The Honor Board may also void any previous penalties imposed by the faculty member

### ACADEMIC POLICIES

#### 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 program requires an additional semester. The University provides counseling resources, and every student has an academic and career 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.

## 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 and career 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

All students must officially declare an academic major with their Academic and Career Advisor before registration during the semester following the completion of 30 credit hours. If a student transfers in 30 or more credit hours, then the student must declare a major at the time of admission to the University.

## Classification of Students

- Full-Time Students: Those enrolled for 12 credit hours or more per semester, including subterms (e.g T1/T2).
- Part-Time Students: Those enrolled for fewer than 12 credit hours per semester.
- Special Students: Those not enrolled in an academic program but admitted by the University for specific courses.

### *Class Standings: Students are classified according to credits completed:*

- Freshmen – 0 to 29.5 credit hours completed
- Sophomores – 30 to 61.5 credit hours completed
- Juniors – 62 to 93.5 credit hours completed
- Seniors – 94 credit hours or more completed

## Residency

Residency is defined as course work successfully completed at this institution. It does not include transfer credits, CLEP Examinations, AP credits, course work approved through a visiting student letter, credits earned through challenge examinations, or course work waived as a result of taking proficiency examinations. Residency requirements reflect 25% of coursework and are determined by the type of degree sought:

- Bachelor's degrees: 31 credit hours must be taken in residency.
- Associate degrees: 16 credit hours in residency.

## Standard Full-time Course Load

A standard undergraduate student course load during fall and spring terms is 16 credit hours per semester, though a range of 12 to 18 credit hours is considered full-time enrollment. 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 credit hours without permission from their academic and career advisor. Under no circumstances can a student take more than 24 credit hours (including all combinations of terms and modalities) in any fall or spring semester.

A student whose academic course load drops below 12 credit hours during the fall or spring semester is not considered to be a full-time student, with the following consequences:

- Eligibility for federal, state, and institutional Financial Aid will be reduced.
- The student will lose NCAA eligibility, which requires that student-athletes must be enrolled in a minimum of 12 credit hours, including sub terms.

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

### Methodist University Definition of a Credit Hour

Methodist University defines a credit hour according to federal and regional accreditation 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:

Not less than one contact hour of direct faculty instruction and a minimum of two hours of out-of-class student work for each week of approximately 15 weeks of instruction for one semester, or the equivalent amount of work over a different amount of time.

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.

### Dropping/Changing Courses

- A student cannot add a class after the date posted in the academic calendar of any semester/term.
- A student can drop a class until the date posted in the academic calendar of any semester/term without academic record.
- A student dropping a class after the date posted in the academic calendar of any semester/term will be awarded a grade of W (withdraw).
- A student withdrawing from the institution after the date posted in the academic calendar of any semester/ term will receive grades of W for courses that semester. Withdrawals must be properly submitted to the Office of the Registrar and receive the approval of the academic and career advisor.

Note: A W is a withdraw where no grade or is awarded, but the credit attempt is recorded for completion rate and maximum time frame.

### Adding 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.

### Academic Forgiveness Policy

If a student fails a course, the student is allowed to repeat the same course and receive federal financial aid (assuming Satisfactory Academic Progress is met) until a "D-" grade or better is earned for the class.

For any course in which a student has achieved a "D-" grade or better, a student can repeat the same course ONE time and still receive federal financial aid. The highest grade earned on either attempt is the grade of record. The grades from other attempts are not included in the GPA, however other attempts remain on the student's transcript.

Cross-listed courses are considered to be one course. Special topics courses can only be repeated when the replacement course covers the same topic.

Classes that are repeatable for credit are not eligible for academic forgiveness (e.g., ensembles, chorales, workshop classes, and applied proficiency lessons). However, IDS reading circle courses ARE repeatable for credit.

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, DANTES, 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.

### Withdrawal from the University

A student withdrawing from the University must complete the Office of the Registrar withdrawal form. Failure to withdraw properly from the University may result in the student being awarded failing grades for the semester. Withdrawal from the university does not release a student from financial responsibility.

### 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:

- Complete the Step Out Form
- Leave in good standing.

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.

Students who choose to return to Methodist University within a calendar year of their departure, must contact the Office of the Registrar and complete a Step In Form found on the myMU Portal.

### 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 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:

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

- 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.

### Rescheduling Coursework in the Event of a Campus Closure

If courses are canceled due to emergency/unplanned circumstances for three consecutive days, faculty are required to engage students in alternate learning activities.

- 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.
- 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 to satisfy requirements for the course.
- 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

Internship policies are available in Academic and Career Advising in the One Stop. Individual departments and programs may establish their own internship policies 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 Incomplete (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.

W Withdrew, no grade awarded. Counts as an attempted course.

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/division head, school head (where applicable) and college dean. A grade change must be made before the end of the subsequent 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 Incomplete "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 the final day of classes the subsequent academic semester. The criteria for assigning an incomplete grade are as follows:

- 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.
- Approval from the student and instructor is needed before an Incomplete "I" can be assigned
- The instructor must specify all work completed to date and the grade earned for each assignment.
- All remaining work necessary for the grade submission must be included.

If the instructor approves the request, the instructor will complete the Request for Incomplete Grade Contract (located on the MyMUPortal).

Incomplete grades must be changed before the end of the subsequent term. If grade is not changed, it converts to an F.

### 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:

1. to be governed by the catalogue under which he/she enrolled
2. or to be governed by a more recent catalogue.

Requirements from the two catalogues cannot be mixed. Students wishing to switch to a more recent catalogue must notify their advisors and notify the Registrar in writing. It is not possible to move back to a previous catalog. 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 2028).

### Online Etiquette

Students are expected to interact with other students, the instructor, and any teaching assistants or technical support staff enrolled in the course, just as they would be expected to do in a traditional classroom setting. Because online courses contain a combination of communication channels, some public and some private, such as e-mail, instant messaging, discussion forums, and chat rooms, inappropriate conduct in these channels is not allowed. Examples of inappropriate conduct that are never permitted include sexually harassing language, racially or ethnically degrading language, profanity, and verbally abusive language. Evidence of any of these is grounds for dismissal from the course by the Registrar. In general, the discussion of personal matters, such as questioning a grade, is inappropriate for public forums. These matters may be addressed privately through e-mail, provided none of the conduct listed above occurs in that communication. Students withdrawn from a course by the Registrar may appeal for reinstatement to the Provost.

### 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
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 and Level Guidelines

1000–1999 –Introductory/Novice --Generally courses numbered 1000 to 1999 are introductory and open to first-year students. They typically do not have prerequisites.

2000–2999 –Intermediate --Courses numbered 2000-2999 are designed primarily for sophomores, juniors, and some seniors, though many are also open to first-year students. They are often courses with a 1000-level prerequisite or courses dedicated to a specialized area or field within a discipline.

3000–3999 –Advanced --Courses numbered 3000-3999 are designed for upper division students, juniors and seniors, with the expectation that the courses build on an intentional sequence of previous coursework, skills, and knowledge and likely have prerequisite sequences. Most often for students clearly qualified in and interested in a field/discipline.

4000–4999 –Advanced Upper Division --Courses at the 4000 level represent specialized work for senior majors in the departments and programs. Can include internship and practicum courses and capstone experiences.

5000-6000 –Masters and Doctoral level courses.

### *Institutional Effectiveness*

Methodist University strives to maintain excellence in its academic programs and services. As part of the University's Institutional Effectiveness program, students may be asked to respond to various surveys such as the Entering Student Survey, Thriving Quotient, Advising Surveys, Campus Climate Surveys, Graduating Student Surveys, and Alumni Surveys. 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.

### *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](http://www.methodist.edu/computer-use)

### *Mandatory Student Email Policy*

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 from the Admissions Office. If you do not receive your email account, email [help@methodist.edu](mailto: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.

### *Credit Earning Options*

#### *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 credits in these courses in the form of a traditional (A to F) letter grade or under the current non-traditional letter grade options. In order to enroll in one of the above-mentioned courses and receive credits 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.

#### *Transfer Credit*

Methodist University welcomes transfer students and appreciates the diversity of experiences they bring to the classroom environment. In determining the transferability of academic credit, the following minimum guidelines are followed:

- The institution awarding the grade was accredited by a regional accrediting agency at the time the grade was earned; and
- Methodist University has an equivalent course, or the course is applicable as elective credits.
- A course grade of C or higher was earned. Courses taken as an audit or pass/fail will not be accepted.
- A maximum of 64 credit hours of course work will be accepted from two-year post-secondary institutions.
- A maximum of 93 credit hours of course work, from all sources, will be accepted as transfer credit by Methodist University. For degree completion, at least 25% of the credit hours must be earned through instruction at Methodist University.
- A maximum of 62 credit hours of credits 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. Credits will be awarded in accordance with the recommendations stated in the ACE Guide and the approval of the academic departments.

### *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 academic and career 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.

### *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 at <http://Methodist.edu> 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/division head and the college dean.

Directed studies have a minimum of seven hours of instructional contact time per credit hour. 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 academic and career advisor, the faculty supervisor, the department chair or division head, and the college dean. Independent Studies are supervised by full-time faculty members only. Independent Studies have a minimum of three hours of instructional contact time per credit hour. Exceptions to any of these policies can be made only by the Provost.

#### *Challenge Examinations*

In select circumstances, specific Methodist University courses may be challenged for student credit hours or to place out of a pre-requisite course (no credit hours earned) based on prior learning by passing a validating examination.

Challenge examinations must meet University standards for validity and reliability. Challenge exam credit hours are not awarded for prior learning in high school courses, or in coursework earned at regionally accredited colleges and universities, which should be transcribed as transfer credit. Courses that can be challenged and the challenge process are available on the Office of the Registrar web page:

<https://www.methodist.edu/registrar/challenge/>

#### *Credit by Examination*

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

Foreign Language Credits: 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 credit 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: Methodist University awards up to six credit hours of transfer credits in a specific discipline for Higher Level International Baccalaureate scores of 5 and above (A1 or A2 exams are required for English). The maximum transfer credit for Higher Level International Baccalaureate awarded by Methodist University is 30 credit hours.

Other Credit by Examination: Upon initial receipt of official ACTFL, CLEP/DANTES grade reports or transcripts, 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). 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.

## SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is both a federal requirement for Title IV (federal financial aid) recipients and a Methodist university requirement.

### Federal Guidelines for Satisfactory Academic Progress and Financial Aid

Federal SAP refers to academic requirements that federal financial aid recipients must meet to retain eligibility for federal financial aid, which includes federal grants and loans. If a federal financial aid recipient fails to meet these requirements, the student will lose eligibility for all financial aid at Methodist University.

### Staying in Federal SAP Compliance

To maintain Federal SAP compliance, all undergraduate students must meet the following requirements each semester they are enrolled, including summer term:

- Maintain a cumulative grade point average (GPA) of 2.0 or above
- Successfully complete at least two-thirds (67 percent) of their total attempted credit hours, and
- Complete their degree program within the maximum time frame, which is 150 percent of the length of their academic program in credit hours.

The above standards apply even if a student has changed majors. All coursework completed under the prior major is included in the Federal SAP calculation.

For additional details, see the Financial Aid section of this catalog.

### Methodist University Satisfactory Academic Progress Policies and Procedures

Methodist University's policy for satisfactory academic progress (SAP) requires all undergraduate students meet the standards outlined below regardless of their status as Title IV recipients. If an undergraduate student fails to meet the SAP standards, the student will be prohibited from registering for future courses at Methodist University unless the student successfully appeals, as outlined below.

#### *Treatment of Grades Reported*

Grades of A, B, C, and D as well as failing grades (F), are counted toward a student's grade point average, completion, and maximum time frame. This is true whether an F grade is received due to nonattendance or due to poor academic performance. Grades of incomplete (I), pass (P), and course withdrawal (W) are not counted toward a student's grade point average (GPA) but are counted toward completion rate and maximum time frame.

#### *Notification of SAP Status*

At the end of each term (fall, spring, summer) each student's cumulative GPA, completion, and maximum time frame will be evaluated. A student at Methodist University may have one of four official standings:

- Good Standing - cumulative GPA of 2.0 or higher; students do not receive an institutional SAP notification
- Academic Probation – cumulative GPA of 1.7 to 1.99 based on credit hours earned (see below); students are notified of institutional SAP academic probation; students are eligible to register for subsequent semester if they meet the probation requirements
- Academic Suspension – students are notified and are ineligible to register for the next two semesters; if they are eligible to return after two semesters away, they return on Academic Probation status

- Academic Dismissal - any student who has returned to Methodist University following Academic Suspension is dismissed from the University if they reach Academic Suspension status a second time; students are not able to continue at Methodist University.

#### *Academic Probation Policy*

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

- 1-29 attempted credit hours with cumulative GPA less 1.700
- 30-93.9 attempted credit hours with cumulative GPA less than 1.800
- 94 attempted credit hours or higher with cumulative GPA less than 1.900

In relation to the student performance levels above, please note the following:

- Progress includes all credit hours attempted at Methodist University.
- 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 credit 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:

Enroll in no more than 15 credit hours.

- Meet with a member of the Academic Support and Student Services department to develop an Academic Success Plan for the enrolled semester.
- Meet twice during a semester with a member of the Academic Support and Student Services department to review and check in on academic progress.
- Meet with assigned Academic and Career Advisor monthly throughout the semester on Academic Probation.
- Students on Academic Probation will be automatically enrolled in the Academic Success Canvas Course. They are required to complete tasks and objectives within the course during the probation semester.

#### *Academic Success Plan*

The Academic Support and Student Services Department offers the Academic Success Plan (ASP) to assist students who are on academic probation reach good academic standing. Students on academic probation will be required to design a personal plan with the Academic Support team to address their academic standing. The purpose of the Academic Success Plan is to design an individual plan and goals for success throughout the semester. The plan will consist of the student setting long and short-term goals, identifying various learning strategies to improve upon and determining which Methodist University resources are available to help the student be academic successful in the classroom. Once completed the Academic Success Plan will be shared with the student, the student's Academic and Career Advisor, and the professionals within Academic Support and Student Services Department.

#### *Academic Suspension*

Academic Suspension results if one of four criteria is met:

- A student who has attempted 29.5 credit 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.
- 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.

- A student placed on Academic Probation for any three semesters, total, will be placed on Academic Suspension.
- Students in the Methodist Academic Achievement Program (MAAP) are placed on Academic Suspension if:
  - The student has a GPA of 1.0 or less at the end of the first semester,
  - The student meets the criteria for Academic Probation at the end of the second semester

While on Academic Suspension from Methodist University, a student cannot enroll in Methodist University classes for two 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. To return following suspension, students must complete the SAP Readmissions Form (see below).

### *Academic Dismissal*

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.

### *SAP Readmissions and SAP Appeals*

#### *SAP Readmissions*

Students who have completed an Academic Suspension period can seek readmission via the following process by submitting a Satisfactory Academic Progress (SAP) Readmission Form to the Director of Academic and Career Advising. The SAP Readmission Form requires:

- A written explanation of why student did not succeed academically before being suspended.
- Steps the student has taken to ensure future success (e.g., course work at other colleges and universities, limiting extracurricular activities, etc.).
- If readmitted, the student must accept the status and adhere to the policies of Academic Probation.
- Students must submit the SAP Readmission Form no later than two weeks prior to the beginning of the semester in which the student wishes to re-enroll.

#### *SAP Appeals*

Methodist University recognizes there may be extenuating and mitigating circumstances affecting student performance. Methodist University allows students to appeal their SAP suspension or dismissal status by submitting a Satisfactory Academic Progress (SAP) Appeal Form with appropriate documentation to the Director of Academic and Career Advising for consideration if any of the following circumstances exist:

- Death of a relative; and/or
- Physical or mental health illness or injury; and/or
- Extraordinary and unusual change in personal circumstances that affected academic performance; and/or
- Demonstrated significant academic progress while on Academic Suspension.

The student's appeal must describe why the student didn't maintain SAP, provide reasonable documentation of that circumstance, and explain what has changed that will allow them to maintain SAP after one payment period (semester).

#### *SAP Suspension and Dismissal Appeal Deadlines*

A student dismissed for a second Academic Suspension for Fall must submit a SAP Appeal Form by no later than Thursday prior to the start of the spring semester.



A student dismissed for a second Academic Suspension for Spring semester must submit a SAP Appeal Form no later than the Thursday prior to the start of the fall semester.

#### *SAP Appeal and Readmissions Review*

An appeal committee made of professionals from Academic and Career Advising, Financial Aid, Student Accounts, Office of the Registrar, the MU Faculty Athletic Liaison, and Chair of Academic Standards reviews all SAP Appeal Forms and SAP Readmission Forms. If the appeal/readmission committee denies a student's appeal or admission, the student is prohibited from registering for future courses at Methodist University.

#### *Academic Clemency*

The clemency policy, which allows students to apply for readmission if they 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.

- An individual must be a degree-seeking student.
- A student can only be granted clemency once.

#### *Academic Clemency Process*

A student seeking Academic Clemency must complete the SAP Readmissions Form.

Clemency requests must be received by the following deadlines: For the Fall semester – March 1, Spring semester – October 1.

An appeal committee convened by the registrar and composed of an admissions counselor/officer, an academic and career advisor, Financial Aid Officer, a member of Academic Standards Committee, and a representative from student affairs will review the requests and make recommendation to the Provost, who then will make the final decision.

#### *Academic Clemency Terms and Conditions*

- The notation "Academic Clemency" will be placed on the student's transcript after the completion of six credit hours at Methodist University.
- Student will be on probationary status for two semesters.
- Student's GPA cannot drop below a GPA of 2.0 in any semester or term.
- Courses taken after the student left the institution will be subject to institutional transfer policy.
- All courses attempted 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.
- The grade forgiveness has been exhausted, but courses taken prior to clemency that have been forfeited do not count against the repeat policy.
- Students will be ineligible for Latin honors when graduating.

## GRADE APPEAL AND OTHER STUDENT COMPLAINTS

### *Grade Appeal Policy*

Should a student choose to challenge 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 specific to grade appeals, 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/division head. 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 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/division head when the original grievance is submitted to the instructor.
- The instructor will respond in writing to the student and copy the department chair/division head.
- 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/division head will respond to the student's petition of appeal in writing, copying the instructor.
- If the decision of the chair/division head 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/division head.
- 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 review the documentation and determine a resolution. The Academic Standards Committee may request additional information from the student and/or instructor involved.
- The decision of the Academic Standards Committee is final and cannot be appealed.

#### Other Academic Complaints

Any other academic grievances or complaints should be directed to the department chair/division head and/or the dean of the college.

#### Non-Academic Complaints

Student complaints related to areas outside of academic departments should be reported to the appropriate department supervisor or vice president for the area.

#### Discrimination or Harassment

Methodist University does not tolerate discrimination or harassment. Additional information is available 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](mailto:dyeatts@methodist.edu)

#### Other Complaints

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.

As an NC-SARA and SARA NC member institution, MU Online students can also use the [SARA-NC complaint process](#)

## 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 commencement ceremonies.

### Requirements for Baccalaureate Degree Conferral

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

- Has earned at least 124 approved credit hours with a minimum cumulative GPA of 2.00 (or higher in the major if required by department of major).
- Has satisfactorily completed the appropriate general education/core requirements for the degree.
- Has satisfactorily completed all course requirements specified for the major, and any declared concentration field of study and/or any completed minor.
- Has satisfactorily completed a minimum of 31 credit hours in residency

### Requirements for Conferral of Associate Degree

- Has earned at least 62 approved credit hours with a minimum cumulative GPA of 2.00.
- Has satisfactorily completed the general education/core requirements for the degree.
- Has successfully completed all requirements for a concentration or for the general studies program.
- Has earned a minimum of 16 credit hours in residence at Methodist University.

### Commencement Ceremonies

The University conducts formal commencement ceremonies in December and May. Special features are the presentation of the bachelor’s hood to each graduate and the presentation of their countries’ flags to the University by international students if they are the first MU graduate from the country.

Undergraduate students must be within 12 credit hours of completing all degree requirements to be eligible to participate in the commencement ceremony. All remaining credits must be completed in the next immediate semester. Degrees will be conferred at the conferral date following completion of degree requirements.

### 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:

Summa Cum Laude      3.90

Magna Cum Laude      3.70

Cum Laude      3.50

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

### Closing of Records

When students complete all requirements for bachelor, master, or doctoral degrees and the degree is conferred, academic records for those degrees are complete. No courses can be added to a conferred degree, and the graduation GPA and class ranking cannot be changed by repeating courses.

## ACADEMIC SERVICES AND SUPPORT

### One Stop- Academic Support Services

Academic and Career Advisors are students' main points of contact for questions about course schedules, progress to degree, and career advisement. Academic and Career Advising at Methodist University is a collaborative partnership through which advisors equip, inspire, and empower students to reach their educational and professional goals. All students are assigned an Academic and Career Advisor and remain with their advisor throughout their enrollment at the university.

### Tutoring Services

Tutoring is available, free of charge, to all Methodist University students. The mission of the Monarch Tutoring Center is to offer all students at Methodist University the opportunity to strengthen their academic performance through the utilization of tutoring services. The Monarch Tutoring Center located in Davis Memorial Library. Tutoring Center schedules are posted at [www.methodist.edu/tutoring](http://www.methodist.edu/tutoring). Appointments and walk-ins are welcome. Students should bring books and applicable supplementary materials. Exam week exception: Please call ahead to confirm the tutoring schedule.

### 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](http://www.methodist.mywconline.com) or through a link at the Writing Center's Website at [www.methodist.edu/writing-center](http://www.methodist.edu/writing-center). The Center also accepts walk-ins.

### Accessibility and Disability Services

Methodist University is committed to giving students with disabilities equal access to an education firmly grounded in the liberal arts tradition; to nurture moral values and ethical decision making; to prepare students for a variety of careers; and to provide educational and cultural services and resources to the community. Our staff works closely with the admissions office, and we would be happy to schedule a pre-admission conference to introduce both parents and students to our services. We encourage all students who may be using our services to register with the Accessibility Resources/Disability Services Office before the beginning of their first academic year. However, students are welcome to discuss services at any time during their college career.

## INFORMATION FOR 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

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.

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

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

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 910.482.5425 or email at [bragg@methodist.edu](mailto:bragg@methodist.edu)

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

## UNDERGRADUATE ACADEMIC PROGRAMS

### 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 does provide credits or serve as a course attempt 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 credit 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 without transfer credits for English composition will be placed in an appropriate composition course (ENG 1010) in their first semester on the basis of their directed self-placement. Students are expected to complete the required English composition 2-semester sequence in their first three (3) semesters of enrollment.

#### 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 credit hours.

#### General Education Program

##### *Bachelor Degrees*

INTERDISCIPLINARY STUDIES (1 credit)

- Interdisciplinary Studies 2100

COMPUTER COMPETENCY (3 credits)

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

#### COMMUNICATIONS (9 credits)

- \*\*English 1010 (3 credits)
- English 1020 (3-credits)
- \*\*\*ACL1500, 1510, 3540, or 3600 (3 credits), or demonstration of competence for waiver

#### GLOBAL PERSPECTIVE ELECTIVE (3 credits)

- Students choose 3 credits from the approved course list outside their major, minor, or concentration

#### HUMANITIES (9 credits)

- Any literature course 2000 or higher except EDU 3620
- History
- Religion

#### FINE ARTS (3 credits)

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

#### MATHEMATICS (3 credits)

- \*\*Mathematics 1050 or higher except MAT 1060 and MAT 2060

#### NATURAL SCIENCE (6-8 credits)

- Two Lab Sciences
- Students will not receive General Education Credits for both SCI 1410 and GLY 1600; SCI 1420 and BIO 1530; or SCI 1430 and CHE 1510.

#### SOCIAL SCIENCE (3 credits)

- Economics, Political Science, Psychology, or Sociology

#### WELLNESS (2-3 credits)

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

#### LIBERAL ARTS ELECTIVE (3-4 credits)

- Students choose 3-4 credits 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 credits)

#### **Total Credit hours 36-51**

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

\*\* Mathematics 1005 and/or 1015 as needed. Entry level is determined by scores attained on standardized ACT/SAT and high school English and mathematics grades

\*\*\*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 credit 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.

### *Associate Degrees*

#### *Associate of Arts Degree in General Studies*

The Associate of Arts Degree in General Studies requires the core requirements of the Associate of Arts plus any electives to meet 62 sh. A minimum cumulative GPA of 2.00 and a minimum of 16 credit hours in residence at Methodist University are required.

#### *General Education – Associate Degrees*

##### INTERDISCIPLINARY STUDIES (1 credit)

- Interdisciplinary Studies 2100

##### COMPUTER COMPETENCY (3 credits)

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

##### COMMUNICATIONS (9 credits)

- \*\*English 1010 (3 credits)
- English 1020 (3-credits)
- \*\*\*ACL1500, 1510, 3540, or 3600 (3 credits), or demonstration of competence for waiver

##### HUMANITIES (3 credits)

- Choose one of the following: Any literature course 2000 or higher except EDU 3620, or History, or Religion

##### FINE ARTS (3 credits)

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

##### MATHEMATICS (3 credits)

- \*\*Mathematics 1050 or higher except MAT 1060 and MAT 2060

##### NATURAL SCIENCE (3-4 credits)

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

##### SOCIAL SCIENCE (3 credits)

- Economics, Political Science, Psychology, or Sociology

##### WELLNESS (2-3 credits)

- Wellness 1010 and either 2010 or 2350; or 2180 or Physical Education and Exercise Science 29002-3

##### \*LIBRARY COMPETENCY (0 credits)

**Total Credit hours      24-32**

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

\*\* Mathematics 1005 and/or 1015 as needed. Entry level is determined by scores attained on standardized ACT/SAT and high school English and mathematics grades.

\*\*\*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 credit 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*

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, 2000, 3650, or 3 credit hours in applied music/ensemble or theatre ensemble.

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.

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.

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.

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.

Special Topics courses may not be used to fulfill the Liberal Arts Elective.

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 credits outside their major, minor, and concentration from:

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

HIS 3250 Modern History  
HIS 3310 Topics in Latin American History  
HIS 3700 Contemporary World History



ACC 4620 International Accounting (Study Abroad)	HIS 3850 Special Topics: Medieval Britain (SA)
ACL 3600 Intercultural Communication	HIS 4110 Modern Russia
ARH 2530 Survey of Art History I	LAN 3200 Introduction to Linguistics
BUS 3310 Fundamentals of International Business	LSS 2850 Special Topic in Leadership-Ultimate Journey (SA)
BUS 3330 International Business Experience (SA)	MKT 4100 Global Marketing
BUS/LAW 4850 Special Topics: International Law (SA)	PSC 1080 Politics and Sport
ECO 4200 Comparative Economic Systems	PSC 2270 Comparative Politics
ECO 4520 International Trade and Finance	PSC 3470 American Foreign Policy
ECO 4650 Economic Growth and Development	PSC 3510 International Relations
ENG 2950/3950 Study Abroad in English	PSC 4010 European Politics
ENG 3420 Women's Literature	PSC 4020 Middle East Politics
ENG 3520 Global Perspectives in Literature	PSC 4040 Politics in East Asia
ENG 3710 Literature of Chaucer	PSC 4050 Latin American Politics
ENG 3730 Literature of Medieval England	PSC 4400 International Organizations
ENG 3740 Literature of Shakespeare	PSC 4510 International Political Economy
ENG 3920 Victorian Literature (formerly "19th Century British Literature")	REL 1030 Introduction to Religion
ENG 4020 Modernist Literature	REL 1070 Religion and Film
ENG 4030 Contemporary Literature	REL 1500 Eastern Religious Traditions
ENG 4170 Literature of Jane Austen	REL 1510 Western Religious Traditions REL 2010 Survey of Hebrew Bible
ENG 4180 Literature of Charles Dickens	REL 2020 Survey of the New Testament REL 3020 Jesus and the Gospels
ENG 4850 Special Topics: Wales and London (SA)	REL 4040 Myth and Culture REL 4050 Early Christianity REL 4060 Reformation Europe
ENM 2510/LAW 2510 Caribbean Environmental Management and Law (SA)	SOC 2530 Global Social Problems SOC 2560 Cultural Anthropology
ENP 3300 International Entrepreneurship	
GEO 2520 Regional Geography	
HIS 1030 World History I	
HIS 1040 World History II	
HIS 2150 Barbarian Invasions	
HIS 2170 Race, Ethnicity, and Global Perspective	
HIS 2200 World War II	
HIS 3010 Modern Asian History	
HIS 3050 Islam and the Islamic World	

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

*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 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 credit hours required – 62; total credit 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 credits required – 62; total hours required in residence – 16

#### GENERAL EDUCATION COURSES

##### **ACL 1500 INTRODUCTION TO INTERPERSONAL COMMUNICATION 3 credits**

This course focuses on interpersonal communication giving students a broad exposure into the theories, techniques, and skills of creating meaning and understanding between two or more people to initiate, develop, and maintain relationships at home and work. This course fulfills the Communications general education requirement.

**Prerequisite:** none

##### **ACL 3600 EXPLORING CROSS-CULTURAL COMMUNICATION 3 credits**

**(GP)** This course examines the complex relationship between communication and culture including major domains such as recognition of cross-cultural dynamics, broadening of cultural experiences, cultural sensitizing, and skill building for effective communication with people of diverse cultures as well as a variety of sub-cultural groups in the United States. Attention is also given to the formation of one's worldview. This course fulfills the Communications general education core requirement.

**Prerequisite:** none

##### **CSC 1000 COMPUTER LITERACY: INTRODUCTION TO COMPUTERS AND INFORMATION TECHNOLOGY 3 credits**

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

##### **ENG 1010 COMPOSITION 3 credits**

ENG 1010 will introduce students to and focus on the development of critical reading, composing, thinking, and listening. This course is grounded in an understanding of texts and discourses with a rhetorical focus. This course does not center solely on traditional essay forms but may include them. Students might compose in

public facing, social media, research, advocacy and professional genres as well. Supporting work/practice across all these activities is: inquiry, peer work/review, reflection.

**Prerequisite:** ENG 1000 (if required)

**ENG 1040 COMPOSITION AND RHETORIC      3 credits**

Develops students' ability to produce logical, persuasive arguments; to critically examine their own and others' ideas; to locate appropriate sources and integrate these effectively in their writing; to understand the concept of intellectual property; and to practice applying the citation conventions governed by that concept.

**Prerequisite:** ENG 1010

**ENG 2460 WORK AND THE WORKPLACE IN LITERATURE      3 credits**

Whether it be in the office, in the factory, at home, or on the farm, work is an important part the human experience. This course explores literary perspectives on work across multiple time periods, languages and/or cultures. A variety of texts, including poetry, short fiction, novels, drama, essays, non-fiction, and/or film and television may be included.

**Prerequisite:** ENG 1040

**IDS 2050 INTERNSHIP      1-4 credits**

The internship course is designed to extend and promote student learning opportunities beyond the traditional classroom setting, allowing for professional application of theory-based skills. Students will pursue intentional, faculty guided learning objectives and actively reflect on what is being learned during the experience. The internship should be relevant to the students' vocational and career goals and promote personal and professional development. An undergraduate academic internship requires a minimum of 50 hours for one semester hour of credit. (Excludes accredited degree programs.)

**IDS 2100 READING CIRCLE      1 credits**

The Reading Circle class is designed to promote self-selected reading, critical thinking, and reading comprehension. Students will typically read three books together as a class, and one individually. A changing variety of genres are offered every semester. Different sections may be taken for up to three hours of credit. This course uses an A, P, and F grading scale, but students may request a letter grade from the Office of the Registrar or through the MyMU Portal during the add/drop period. This course is a core requirement for any student not successfully completing at least one reading seminar in the Honors Program.

**Prerequisite:** Completion of 12 semester hours

**HIS 2170 RACE AND ETHNICITY IN GLOBAL PERSPECTIVE      3 credits**

**(GP)** Topics in the global history of racial and ethnic groups and theories of race and ethnicity.

**Prerequisite:** none

**MAT 1030 INTRODUCTION TO COLLEGE MATHEMATICS      3 credits**

This is a preparatory course for MAT 1050 College Algebra and the basic algebra concepts are discussed. The following topics are covered in this course: Real numbers, exponents, factoring, linear equations, linear inequalities, rational expressions, radicals, and applications.

**Prerequisite:** none

**MAT 1050 COLLEGE ALGEBRA                      3 credits**

Linear and quadratic equations/inequalities, equations with radicals, equations/inequalities with absolute values, applications, functions, graphing, exponential and logarithmic functions, and systems of equations.

**Prerequisite:** (1) MAT 1015 or MAT 1030 or (2) appropriate Math SAT/ACT score or (3) passing a placement test or (4) permission of the instructor

**MAT 1100 FINITE MATHEMATICS                      3 credits**

Functions, lines, sets, systems of equations, inequalities, matrices, linear programming, logic, mathematics of finance, probability, and statistics. The graphing calculator is required.

**Prerequisite:** (1) MAT 1015 or MAT 1030 or (2) appropriate Math SAT/ACT score or (3) passing a placement test or (4) permission of the instructor.

**MUS 1520 JAZZ AND POPULAR CULTURE                      3 credits**

This course fulfills the general education requirement. A survey course which examines the major style eras of jazz in America as well as musical/societal trends in popular culture. Listening skills are highly emphasized.

**Prerequisite:** none

**PHI 2130 ARGUMENT AND INFERENCE                      3 credits**

This course offers a practical introduction to inductive logic that can be applied to the sciences, criminal investigation, medical reasoning, reasoning in business, and reasoning in everyday life. Topics covered include basic methods of induction, inference to the best explanation, Mill's methods, and basic probability theory.

**Prerequisite:** none

**PSC 1510 AMERICAN GOVERNMENT                      3 credits**

This general introduction to the study of American government and politics focuses on the national level and on the actors and interests who contend for power and influence in Washington DC. Students will gain an understanding of the origins, structure, and operation of American government. Topics include American political culture, the framing of the Constitution, political parties, campaigns and elections, interest groups, the media, the Presidency, the Congress, the federal judiciary, and current issues of public policy.

**Prerequisite:** none

**REL 1030 INTRODUCTION TO RELIGION                      3 credits**

**(GP)** This introductory course will explore a variety of topics: How do we define the word "religion"? Why did human beings come to believe in a supreme being? What are some of the logical arguments for and against the existence of a deity? What are the typical stages in the development of religions? What are the common, fundamental questions that religions address? How do we study religion, e.g., philosophical, psychological, literary, sociological, and phenomenological approaches? And finally, what is the relationship between religion and the physical sciences?

**Prerequisite:** none

**SCI 1410 EARTH SCIENCE                      3 credits**

A survey course for non-science majors. The primary concepts in the geosciences are introduced, including geology, hydrogeology, oceanography, and meteorology. The course emphasizes the relationships among the geosciences as Earth systems. This course includes 150 minutes of lecture and 90 minutes of laboratory each week in a 16-week semester. (Not to be used for the Middle Grades Science concentration. GLY 1600 is recommended for any environmental or science program.)

**Corequisite:** MAT 1050 or higher

### **SCI 1420 BIOLOGICAL SCIENCE 3 credits**

Major concepts of biology, including cellular structure, diversity of form, interrelationships among living organisms, and the importance of other organisms to man. 150 minutes of lecture and 90 minutes of laboratory each week.

### **SOC 1510 PRINCIPLES OF SOCIOLOGY 3 credits**

The science of human society with emphasis on description and analysis of society, culture, the socialization process, social institutions, and social change.

**Prerequisite:** none

### **THE 2000 PRACTICING CREATIVITY 3 credits**

An exploration of the development of creativity as a habit and not as dependent upon inspiration. Students will engage in exercises from required texts, as well as some activities from other works on creativity. As such, this is a course in which the majority of writing will be in the form of journaling. While “play” is involved, it is purposeful in nature, and intentional involvement with the exercises is expected.

**Prerequisite:** none

### **WEL 2180 CONCEPTS OF FITNESS AND NUTRITION 3 credits**

This course provides students with the knowledge, skills, and abilities to maintain and improve physical fitness levels and to develop an understanding of the lifetime benefits associated with regular physical activity and exercise. The course is a combination of lecture and laboratory activity.

**Prerequisite:** none

## **COLLEGE OF ARTS, HUMANITIES, AND SCIENCES**

### *INTERDISCIPLINARY PROGRAMS*

#### *BA in 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 credits distributed as follows:

Collaborating Skills (15 credits)

Professional Writing 3 credits

ENG 3201 Business Writing

SWK 2400 Professional Writing and Critical Thinking

Creativity 3 credits

ART 1010 Foundations I Design

AGD 1000 Design Production

THE 2000 Practicing Creativity

Interpersonal Communication 3 credits

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 credits

PSY 3100 Industrial/Organizational Psychology 3 credits

Contextualizing Skills (12 credits)

PHI 2130 Argument and Inference 3 credits

Society and Identity 3 credits

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 credits

SOC 2200      Applied Statistics

PSY 2500      Statistics for Psychology

BUS 2160      Statistics for Business and Economics

MAT 2200      Applied Statistics

Public Welfare and Administration      3 credits

PSC 3050      Democratic Principles and Theory

PSC 3100      Law and the Legal System

PSC 3330      Public Administration

HIS 3700      Contemporary World

Contributing and Leading (15 credits)

BUS 1510      Organization and Management 3 credits

Techniques of Leadership      3 credits

LSS 3000      Principles of Leadership

LSS 3250      Theories and Techniques of Leadership

Moral Reasoning      3 credits

PHI 2200      Moral Philosophy and Contemporary Ethical Problems

PHI 3350      Environmental Ethics

LSS 3750      Future-Oriented Leadership      3 credits

Professional Ethics      3 credits

PHI 3200      Business Ethics

PHI 3400      Medical Ethics

PHI 4200      Ethical Foundations of Criminal Justice

TOTAL HOURS: 42 credits

#### *Professional Leadership and Ethics Courses*

**ACL 2540 STRATEGIC BUSINESS AND PROFESSIONAL COMMUNICATION      3 credits**

This course focuses on development, organization, and delivery of originally prepared presentations. Emphasis is given to the recognition, adaptation, and performance in the modern business/professional environment, with emphasis on cultural and context specific speaking elements. This course fulfills the Communications general education core requirement.

**Prerequisite:** none

**ACL 3600 EXPLORING CROSS-CULTURAL COMMUNICATION                      3 credits**

**(GP)** This course examines the complex relationship between communication and culture including major domains such as recognition of cross-cultural dynamics, broadening of cultural experiences, cultural sensitizing, and skill building for effective communication with people of diverse cultures as well as a variety of sub-cultural groups in the United States. Attention is also given to the formation of one's worldview. This course fulfills the Communications general education core requirement.

**Prerequisite:** none

**ACL 3700 RESULTS-ORIENTED PERSUASION                      3 credits**

A study of attitude modification and formation, source credibility, persuasive strategies, ethics, and audience analysis as they relate to specific persuasive situations.

**Prerequisite:** none

**ACL 3900 COLLABORATIVE CONFLICT MANAGEMENT                      3 credits**

This course encourages new ways of thinking about and understanding conflict and communication behavior. Typical interpersonal methods, styles, and tactics for dealing with conflict are examined.

**Prerequisite:** none

**AGD 1000 DESIGN PRODUCTION                      3 credits**

A freshman-level introduction to graphic design print production vocabulary and techniques, both traditional and digital. The course includes introductory tutorials on three of the Adobe Creative Cloud programs—InDesign, Photoshop, and Illustrator—to provide fundamentals of the software prior to the subsequent graphic design and imaging studio courses within the B.F.A. in Graphic Design curriculum.

**Prerequisite:** none

**ART 1010 FOUNDATIONS I DESIGN                      3 credits**

The elements and principles of two-dimensional design: line, shape, form, value, texture, and space, with emphasis on problem solving and organization in a composition.

**Prerequisite:** none

**BUS 1510 MANAGEMENT AND ORGANIZATION                      3 credits**

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. This course is part of the Reeves School of Business Foundation Core.

**Prerequisite:** none

**BUS 2160 STATISTICS FOR BUSINESS AND ECONOMICS                      3 credits**

Inferential statistics using business and economics data. Principal topics: probability, hypothesis testing, regression and correlation, and time series and forecasting. This course is part of the Reeves School of Business Professional Core.



**Prerequisite:** MAT 1050 or higher, or permission of the instructor, department chair, school head, or college dean

**ENG 3201 BUSINESS WRITING                      3 credits**

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:** BUS 3201

**HIS 2170 RACE AND ETHNICITY IN GLOBAL PERSPECTIVE                      3 credits**

**(GP)** Topics in the global history of racial and ethnic groups and theories of race and ethnicity.

**Prerequisite:** none

**HIS 3610 THE CIVIL RIGHTS MOVEMENT                      3 credits**

This course briefly reviews the construction of Jim Crow in America and then focuses on the challenges to Jim Crow, particularly after WWII. The course covers the Civil Rights Movement both in the South and in the rest of the nation.

**Prerequisite:** none

**HIS 3700 CONTEMPORARY WORLD HISTORY                      3 credits**

**(GP)** A survey of the world since 1945, emphasizing Africa, Asia, and Latin America. The major links between Europe, the United States, Africa, Asia, and Latin America will be explored.

**Prerequisite:** none

**HIS 3820 HISTORY AND GENDER                      3 credits**

Investigates the historical meanings and practices of womanhood and manhood in diverse cultures. Topics include family relationships, sexuality, morals, politics and society.

**Prerequisite:** none

**LSS 3000 PRINCIPLES OF LEADERSHIP                      3 credits**

Examines the keys to effective leadership in both personal and interpersonal contexts. Uses group exercises, case analysis, role-playing, lecture, multimedia methods, and out-of-class research. Students develop practical skills in trust building, goal setting, time management, team building, communication, and group process. Students complete the Franklin Covey “7 Habits of Highly Effective People” curriculum and receive certificates widely respected throughout corporate America. Emphasizes ethical leadership, personal responsibility, and community service. Provides significant benefits for all career fields, including business, government, and the non-profit sector. This course fulfills three credits of the Business Administration requirement for nine credits of the 3000/4000-level electives.

**Prerequisite:** none

**LSS 3250 THEORIES AND TECHNIQUES OF LEADERSHIP                      3 credits**

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:** JUS 3250

**LSS 3750 FUTURE-ORIENTED LEADERSHIP                      3 credits**

A study of the leadership styles, abilities, and tools necessary to anticipate future trends and strategies to maximize benefits while minimizing threats. Futuring 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:** JUS 3750

**MAT 2200 APPLIED STATISTICS                      3 credits**

An introductory course in Statistics with emphasis in Statistical inference to include elementary probability theory, elementary set theory, summation notation and continuing to “decision theory” through topics of sampling distributions, point estimation, confidence intervals for mean; variance; difference of population means, correlation, linear regression, tests of independence, homogeneity, goodness of fit and analysis of variance.

**Prerequisite:** MAT 1050 or MAT 1100 or permission of the instructor

**PHI 2130 ARGUMENT AND INFERENCE                      3 credits**

This course offers a practical introduction to inductive logic that can be applied to the sciences, criminal investigation, medical reasoning, reasoning in business, and reasoning in everyday life. Topics covered include basic methods of induction, inference to the best explanation, Mill’s methods, and basic probability theory.

**Prerequisite:** none

**PHI 2200 MORAL PHILOSOPHY AND CONTEMPORARY ETHICAL PROBLEMS                      3 credits**

This course philosophically examines issues of social justice and individual moral problems that we as professionals and citizens face on a daily basis in medicine, the military, education, business, personal relationships, and political life.

**Prerequisite:** none

**PHI 3200 BUSINESS ETHICS                      3 credits**

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.

**Prerequisite:** none

Cross-listed: BUS3200

**PHI 3350 ENVIRONMENTAL ETHICS                      3 credits**

This course is a theoretical and practical introduction to the ethical obligations embedded in the relationship of human beings to the natural world. It will cover various theories of how we should interact with the

environment and other animals. Exercises will include traditional papers as well as group projects that give students an opportunity to explore such issues in concrete ways.

**Prerequisite:** none

**PHI 3400 MEDICAL ETHICS                      3 credits**

After a brief consideration of ethical theory, this course will examine selected ethical issues raised by clinical practice, medical theories, and biomedical research and technologies. This course does not meet the medical ethics requirement for the Methodist University Physician Assistant Program.

**Prerequisite:** none

**PHI 4200 ETHICAL FOUNDATIONS OF CRIMINAL JUSTICE      3 credits**

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 instructor.

**Cross-listed:** JUS 4200

**PSC 3050 DEMOCRATIC PRINCIPLES AND THEORY                      3 credits**

One of the most fascinating topics within the realm of political science is the interpretations of democracy held by people around the globe and throughout modern history. This course begins with an examination of the concept of democracy held by the ancient thinkers such as Plato and Aristotle and then fast-forwards to modernity to investigate modern conceptions of democracy through the lens of ideologies. Students will investigate the assumptions of these ideologies regarding human nature and freedom and will have the opportunity to apply their knowledge in interpreting current American policy debates surrounding hot-button issues.

**Prerequisite:** none

**PSC 3100 LAW AND THE LEGAL SYSTEM                      3 credits**

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 JUS 3100

**PSC 3330 PUBLIC ADMINISTRATION                      3 credits**

What do public managers do and how do they do it? These and other questions are addressed as this course explores the theory and processes of the modern bureaucratic state. Topics include administrative structure and functions, organizational direction, personnel and financial management, and bureaucratic governance and discretion. Consideration is given to the interaction of governmental and non-profit agencies.

**Prerequisite:** none

**PSY 1010 GENERAL PSYCHOLOGY                      3 credits**

Introduction to the science of psychology. Substantive topics include the history of psychology, the biology of psychological processes, psychological development, perception, learning, memory, personality, and social psychology.

**Prerequisite:** none

**PSY 2500 STATISTICS FOR PSYCHOLOGY                      3 credits**

Covers the role and conceptual basis of statistics in psychological research, descriptive statistics, basic principles of 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

**PSY 3100 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY                      3 credits**

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 PSY 2500 or permission of instructor

**SOC 2200 APPLIED STATISTICS                      3 credits**

This course will include descriptive and inferential statistics, the logic of probability and hypothesis testing with emphasis on applications in social research.

**Prerequisite:** none

**SOC 3830 GENDER AND SOCIETY                      3 credits**

A study of the impact of gender on society and the individual. Examines sources of gender identity. Considers effects of gender in such areas as social stratification, politics, work, religion, and the family. Reviews the history and impact of the women's movement.

**Prerequisite:** none

**SOC 3920 HUMAN SEXUALITY                      3 credits**

A study of historical, biological, cultural, legal, and ethical issues relating to human sexuality. Includes such issues as conception, pregnancy, birth control; heterosexual and homosexual patterns of sexual expression; gender roles; sexual dysfunctions and therapy; sexually transmitted diseases; and laws and norms regulating sexual expression.

**Prerequisite:** none

**SWK 2400 PROFESSIONAL WRITING AND CRITICAL THINKING                      3 credits**

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

**SWK 3500 HUMAN DIVERSITY AND POPULATIONS-AT-RISK                      3 credits**

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

**THE 2000 PRACTICING CREATIVITY    3 credits**

An exploration of the development of creativity as a habit and not as dependent upon inspiration. Students will engage in exercises from required texts, as well as some activities from other works on creativity. As such, this is a course in which the majority of writing will be in the form of journaling. While “play” is involved, it is purposeful in nature, and intentional involvement with the exercises is expected.

**Prerequisite:** none

*CRIMINAL JUSTICE AND FORENSIC SCIENCE DIVISION*

**Mission**

The Criminal Justice Department seeks to provide students with a systems orientation to the field of criminal justice and a holistic view of behavior, conditions, and circumstances that produce crime and criminality. Crime, criminality, and the criminal justice system are studied from a social science perspective. Students acquire a knowledge base and comprehensive understanding of criminological theory as it applies to the causation, prevention, control, and treatment of criminal behavior. Students are provided the opportunity to study the application of forensic science within the context of the investigative process. The program provides students the opportunity to acquire the necessary skills in interpersonal communications, program and policy development, community organization, planning and research to function in a professional position in the field of criminal justice.

The Dr. Darl H. Champion Center for Excellence in Justice Administration resides within the College of Arts, Humanities, and Sciences and provides continuing education and training to justice professionals in North Carolina for the purpose of improving leadership and management abilities; developing knowledge, skills, and abilities that will allow criminal justice professionals to efficiently and effectively lead and administer criminal justice agencies; and developing ethical decision-making in justice professionals for the purpose of improving the quality of life and justice in North Carolina. (Dr. Mark Bowman, Director).

**Goals**

**Knowledge Goals:**

Students in the Criminal Justice major will demonstrate proficient knowledge of the causes of and responses to criminality.

Students in the Forensic Science major will demonstrate proficient knowledge of the science behind the modern investigative process.

Students in the Digital Forensics minor will demonstrate proficient knowledge of the science behind the digital forensic process.

### Skill Goals:

Students in the Criminal Justice major will demonstrate research skills in conducting a research project in the capstone course.

Degree(s) Awarded: B.S.

### *BS in Criminal Justice*

Major Requirements: Criminal Justice: The Criminal Justice major consists of 54 credits distributed as follows:

#### Required Foundational Courses:

SOC 1510	Principles of Sociology	3 credits
PSY 1010	General Psychology	3 credits
PSC 1510	American Government	3 credits

#### Required Major Courses:

JUS 2200	Applied Statistics	3 credits
JUS 2410	Introduction to Criminal Justice	3 credits
JUS 3090	Criminology	3 credits
JUS 3100	Law and the Legal System	3 credits
JUS 3200	The Correctional Process	3 credits
JUS3300	Police in an Urban Society	3 credits
JUS 3320	Research Methods	3 credits
JUS 3900	Victimology	3 credits
JUS 4200	Ethical Foundations of Criminal Justice	3 credits
JUS 4500	Seminar in Criminal Justice	3 credits
JUS 4700	Internship	3 credits

Plus any four additional courses with a JUS prefix. Also accepted as an additional course for a justice elective: any 300 level LAW class not already required.

Total 54 credits

\*With the permission of the department chair an appropriate 3000-4000-level JUS or LAW course may replace JUS 4700.

\*\*SOC 2200, PSY 2500, or MAT 2200 may be substituted in place of JUS 2200.

All students must receive a grade of C (2.0) or higher in core and elective courses taken in the Criminal Justice major.

### *Criminal Justice Courses*

#### JUS 2200 APPLIED STATISTICS 3 credits

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

#### JUS 2410 INTRODUCTION TO CRIMINAL JUSTICE 3 credits

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. Prerequisites: none

#### JUS 2430 INTRODUCTION TO CYBERCRIME 3 credits

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

#### JUS 3090 CRIMINOLOGY 3 credits

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

#### JUS 3100 LAW AND THE LEGAL SYSTEM 3 credits

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

#### JUS 3200 THE CORRECTIONAL PROCESS 3 credits

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

#### JUS 3300 POLICE IN AN URBAN SOCIETY 3 credits

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

JUS 3320 METHODS OF SOCIAL RESEARCH 3 credits

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: none

Cross-listed: SOC 3320 and SWK 3320

JUS 3750 FUTURE-ORIENTED LEADERSHIP 3 credits

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

JUS 3900 VICTIMOLOGY 3 credits

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.

Prerequisites: none

JUS 4200 ETHICAL FOUNDATIONS OF CRIMINAL JUSTICE 3 credits

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

JUS 4250-4350 SPECIAL TOPICS IN CRIMINAL JUSTICE 3 credits

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 4500 SEMINAR IN CRIMINAL JUSTICE 3 credits

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 2410, JUS 3090, (SOC 2200, MAT 2200, or PSY 2500), and JUS/SOC 3320 or permission of the department chair

JUS 4540 JUVENILE JUSTICE 3 credits



This course provides the student with an understanding and overview of the Juvenile Justice system. Topics include: juvenile delinquency, theories of delinquency, juvenile delinquency prevention, the juvenile court process, and juvenile corrections.

**JUS 4550 TERRORISM AND THE HOMELAND SECURITY RESPONSE      3 credits**

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 4700 INTERNSHIP IN CRIMINAL JUSTICE      3 credits**

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 are 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

**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 Provost. Credits to be determined.

## **SOCIAL SCIENCES DIVISION**

### **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 apply 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 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 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

Students will acquire a significant understanding of their psychological functioning (perceiving, feeling, thinking, and behaving) and its development, and that of others.

Students will acquire significant knowledge of the application of psychology to the enhancement of human life.

Students will acquire significant knowledge of different approaches to attaining knowledge, with an emphasis on the scientific approach.

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.

#### *BS in Psychology*

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

##### Major Required Core Courses:

PSY 1010	General Psychology	3 credits
PHI 2130	Argument and Inference	3 credits
PSY 2500	Statistics for Psychology	3 credits
PSY 3550	Experimental Psychology	4 credits
PSY 4850	Research Seminar	3 credits

##### Major Additional Courses: Select 12 credits from the following:

PSY 2040	Lifespan Development	3 credits
PSY 3400	Physiological Psychology	3 credits
PSY 3610	Social Psychology	3 credits
PSY 3700	Perception	3 credits

PSY 3850	Special Topics in Psychology	3 credits
PSY 3950	Memory and Cognition	3 credits
PSY 4050	Theories of Personality	3 credits
PSY 4310	Principles of Learning	3 credits

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

Total 41 credits

*BS in Psychology with Clinical/Counseling Concentration*

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

Major Required Core Courses:

PHI 2130	Argument and Inference	3 credits
PSY 1010	General Psychology	3 credits
PSY 2500	Statistics for Psychology	3 credits
PSY 3550	Experimental Psychology	4 credits
PSY 4850	Research Seminar	3 credits

Required Clinical/Counseling Concentration Courses:

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

Select one (3 credits) course:

PSY 3400	Physiological Psychology	3 credits
PSY 4310	Principles of Learning	3 credits

An additional 6 credits Psychology electives including the ones listed above 6 credits

Total 43 credits

*BS in Psychology with Human Performance Concentration*

Concentration Requirements: Human Performance. The Human Performance concentration consists of 43 credits distributed as follows:

Major Required Core Courses:

PHI 2130	Argument and Inference	3 credits
PSY 1010	General Psychology	3 credits
PSY 2500	Statistics for Psychology	3 credits
PSY 3550	Experimental Psychology	4 credits
PSY 4850	Research Seminar	3 credits

Required Human Performance Courses:

PSY 3100	Industrial/Organizational Psychology	3 credits
PSY 3200	Human Factors	3 credits
PSY 3300	Psychological Counseling	3 credits
PSY 3400	Physiological Psychology	3 credits
PSY 3470	Tests and Measurement	3 credits
PSY 3610	Social Psychology	3 credits
PSY 3700	Perception	3 credits
PSY 3950	Memory and Cognition	3 credits

An additional 6 credits Psychology electives including the ones listed above6 credits

Total 43 credits

Requirements for the minor: 15 credits, to include PSY 1010. The A.A. concentration in Psychology is not available.

Additional Requirements: Majoring in psychology requires completing both PSY 1010 and PSY 2500 with a grade of C or better. Also, one prerequisite for PSY 3550 is that a student has received a grade of C or better in PHI 2120; this requirement may be waived by the instructor. As in other majors, completing a major in psychology requires a GPA of 2.0 or better within the major. Completing a concentration in the psychology major requires a GPA of 2.7 or better both within the concentration and overall.

*Psychology Courses*

PSY 1010 GENERAL PSYCHOLOGY 3 credits

Introduction to the science of psychology. Substantive topics include the history of psychology, the biology of psychological processes, psychological development, perception, learning, memory, personality, and social psychology.

Prerequisite: none

PSY 2040 LIFE-SPAN HUMAN DEVELOPMENT 3 credits

The physical, cognitive, and psychosocial changes that usually occur to a person from conception through old age. Theories of psychological development and development through adolescence are emphasized.

Prerequisite: PSY 1010

#### PSY 2500 STATISTICS FOR PSYCHOLOGY 3 credits

Covers the role and conceptual basis of statistics in psychological research, descriptive statistics, basic principles of 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

#### PSY 3010 INTRODUCTION TO GERONTOLOGY 3 credits

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

#### PSY 3100 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY 3 credits

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, and BUS 2160 or PSY 2500 or permission of instructor

#### PSY 3200 HUMAN FACTORS 3 credits

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

#### PSY 3300 PSYCHOLOGICAL COUNSELING 3 credits

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

#### PSY 3360 HEALTH PSYCHOLOGY 3 credits

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

#### PSY 3400 PHYSIOLOGICAL PSYCHOLOGY 3 credits

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

**PSY 3410 ABNORMAL PSYCHOLOGY 3 credits**

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

**PSY 3470 PSYCHOLOGICAL TESTS AND MEASUREMENTS 3 credits**

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

**PSY 3550 EXPERIMENTAL PSYCHOLOGY 4 credits**

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.

**PSY 3610 SOCIAL PSYCHOLOGY 3 credits**

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

**PSY 3700 PERCEPTION 3 credits**

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

**PSY 3850 SPECIAL TOPICS IN PSYCHOLOGY 3 credits**

A topic in psychology not covered in depth in any of the other established courses in psychology.

Prerequisite: PSY 1010

**PSY 3950 MEMORY AND COGNITION 3 credits**

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

#### PSY 4050 THEORIES OF PERSONALITY 3 credits

Theories of the behavior and mental processes that characterize an individual. Included are psychoanalytic, humanistic, existential, trait, and behavioral theories.

Prerequisite: PSY 1010

#### PSY 4100 PSYCHOLOGY PRACTICUM 4 credits

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 credits

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

#### PSY 4850 RESEARCH SEMINAR 3 credits

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

#### 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. Credits to be determined

### COLLEGE OF BUSINESS, TECHNOLOGY, AND PROFESSIONAL STUDIES

#### THE CHARLES M. REEVES SCHOOL OF BUSINESS AND ECONOMICS

The purpose of the Charles M. Reeves School of Business and Economics is to fashion and nurture the spirit of entrepreneurship and creative economic endeavor. It does so by developing in students an

understanding of the modern American economy, an appreciation of its power and institutional structure, and an ability to function within our economic system. The driving force of the global economy is the entrepreneurial spirit. Without this innovative and creative thrust, whether in a major corporation or a small business, the economy will stagnate.

The value of the entrepreneurial spirit is not limited to business. Innovation, creativity, and ethically responsible risk-taking are needed in government, the military, education, and the church. The Reeves School of Business is dedicated to the development of this entrepreneurial spirit.

#### Mission Statement

The Reeves School of Business strives to develop students to meet the demands of business and to cultivate ethical leaders who will create economic and social value for a global society.

#### Vision Statement

The Reeves School of Business aspires to be a recognized leader among business schools, inspiring excellence, innovation and entrepreneurship.

#### Values Statement

**Ethics:** Encourage students to develop a personal code of values and ethics and adhere to moral and ethical principles, including those based on codes of professional ethics.

**Professionalism:** Provide students with an opportunity to enroll in professional concentrations.

**Engagement:** Promoting experiential and applied learning opportunities, including internships, co-operative work experiences, projects, practical experiences and service learning.

**Leadership:** Prepare students to be successful in their subsequent professional and/or academic careers.

**Global:** Provide student opportunities and experiences that will encourage their participation in our global society.

The major courses of study offered by the Reeves School of Business are Accounting, Business Administration, Business Analytics, Financial Economics, Management, Marketing, and Sport Management. A student may attach to some of these majors various concentrations providing focus on specific professional careers such as Health Care Administration, PGA Golf Management, Professional Tennis Management, Resort, Club, and Hospitality Management, and Sport Management. Minors are offered in Accounting, Business Administration, Business Analytics, Entrepreneurship, Economics, Finance, Human Resource Management, International Business, Professional Tennis Management, Resort Management, and Sport Management. While a student may envision a career in one of these professional concentrations, it must be emphasized that an appreciation of the Liberal Arts remains at the core of a student's experience at Methodist University. Recognition of this traditional foundation continues to permeate the upper division courses offered to students who choose to enroll in the Reeves School of Business. Courses contain components requiring continued emphasis on developing skills in writing, in critical thinking based on human history, and an appreciation of cultural considerations.

#### Accreditation

The Reeves School of Business is nationally accredited by the Accreditation Council for Business Schools and Programs to offer the following degrees: the 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, Business Analytics, Financial Economics, Management, Marketing, and Sport Management.



Additionally, a minor in Accounting; Business Administration; Business Analytics; Entrepreneurship; Financial Economics; Human Resource Management; International Business; Management; Marketing; Professional Tennis Management; Resort, Club, and Hospitality Management; and Sport Management is accredited. Concentrations in PGA Golf Management; Professional Tennis Management; Resort, Club, and Hospitality Management; and Sport Management can be applied to certain Reeves School majors and are accredited. The Associate of Arts (A.A.) with a subject concentration in Accounting, Business Administration, Financial Economics, and Marketing is accredited.

#### THE REEVES SCHOOL OF BUSINESS OFFERINGS

International Business Studies/Exchange Opportunities: Methodist University, through the Reeves School of Business, has an affiliation and an exchange program with the following Business School: Sup De Co in Rennes, France, one of the Grandes Écoles of France, where Methodist University students can spend a semester taking business courses taught in English for credits. The Reeves School of Business also offers annual faculty-led short-term Study Abroad trips; previous locations include Guatemala, Scotland, the Netherlands, the Czech Republic, and Italy.

Internships and Experiential Learning: Students within the Reeves School of Business are encouraged to successfully complete an internship at a participating work site prior to graduation. It is the responsibility of the intern to secure an internship, and to register for the appropriate course should they desire to earn course credits. The Reeves School of Business seeks quality experiences for our students that build upon coursework and enhance their career opportunities.

Some majors, minors, and concentrations have discipline-specific internship requirements. Internships may be completed in the Fall, Spring, or Summer semesters. The Academic Career and Advising Center can assist students in identifying appropriate internship opportunities. The internship experience is an extension of the classroom and must provide for a practical application of business knowledge and concepts. The internship experience has a defined beginning and end, and a job description with desired qualifications where the skills or knowledge learned must be transferable to other employment settings. There should be clearly defined learning objectives and goals related to the professional goals of the student's academic coursework. During an internship, there must be supervision by a professional with expertise and an appropriate educational or professional background in the field of the experience. Note: Students should not register for an Internship or Experiential Learning experience until they have completed at least 24 semester credit hours (unless otherwise stated in individual program requirements).

The following programs have core foundational required business courses: Accounting, Business Administration, Computer Information Technology, Health Care Administration, and Marketing.

#### CORE FUNCTIONAL BUSINESS COURSES

##### **ACC 1510 PRINCIPLES OF FINANCIAL ACCOUNTING 3 credits**

Fundamentals of financial accounting, with an emphasis on understanding the use of the accounting information system and analyzing and interpreting financial accounting information.

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

##### **ACC 1520 PRINCIPLES OF MANAGERIAL ACCOUNTING 3 credits**

Completion of fundamentals of financial accounting, with an emphasis on analysis and interpretation of business operations, and an introduction to managerial accounting.

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

### **BUS 1510 MANAGEMENT AND ORGANIZATION     3 credits**

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. This course is part of the Reeves School of Business Foundation Core.

**Prerequisite:** none

### **ECO 1510 PRINCIPLES OF MACROECONOMICS     3 credits**

Aggregate income measurement and analysis, fiscal and monetary policy, inflation, unemployment, and other current issues. This course is part of the Reeves School of Business Foundation Core.

**Prerequisite:** none

### **ECO 1520 PRINCIPLES OF MICROECONOMICS     3 credits**

Price theory applied to product and resource markets with emphasis on pricing and output decisions under various market conditions. This course is part of the Reeves School of Business Foundation Core.

**Prerequisite:** none

### **MKT 1510 PRINCIPLES OF MARKETING     3 credits**

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. This course is part of the Reeves School of Business Foundation Core.

## **ACCOUNTING AND FINANCIAL ECONOMICS DEPARTMENT**

### *Accounting*

Accounting offers professional core courses and upper-level accounting courses 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

Accounting students will be able to apply accounting principles, theory, and ethics to business decision-making.

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.

Accounting students will be able to effectively communicate business and accounting information.

Accounting students will understand the ethical issues facing accountants in the workplace.

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.AS, A.A.

#### *BS in Accounting*

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. Students majoring in accounting must earn with a C or better in all courses with an ACC prefix. The Accounting major consists of 54 credits distributed as follows:

Reeves School of Business foundation core requirements:

ACC 1510	Principles of Financial Accounting	3 credits
ACC 1520	Principles of Managerial Accounting	3 credits
BUS 1510	Management & Organization	3 credits
ECO 1510	Principles of Macroeconomics	3 credits
ECO 1520	Principles of Microeconomics	3 credits
MKT 1510	Principles of Marketing	3 credits

Reeves School of Business professional core requirements:

BUS 2160	Statistics for Business and Economics	3 credits
BUS 3320	Managerial Finance	3 credits
BUS 3520	Business Law I	3 credits
BUS 4700	Business Strategy	3 credits

Required Accounting Courses:

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

Electives: Select 9 credits from any 3000 or 4000 level electives in Accounting. 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.)

#### *BAS in Accounting*

B.A.S. Major Requirements: Accounting. Students must have earned an Associate of Applied Science (A.A.S.) degree in Accounting to pursue the Bachelor 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. Students majoring in accounting must earn a C or better in all courses with an ACC prefix. The B.A.S. Accounting major consists of 45 credits distributed as follows:

Reeves School of Business foundation core requirements:

ACC 1510	Principles of Financial Accounting	3 credits
ACC 1520	Principles of Managerial Accounting	3 credits
BUS 1510	Management & Organization	3 credits
ECO 1510	Principles of Macroeconomics	3 credits
ECO 1520	Principles of Microeconomics	3 credits
MKT 1510	Principles of Marketing	3 credits

B.A.S. in Accounting Required Courses:

BUS 1750 or BUS 3320	Personal Finance or Managerial Finance	3 credits
BUS 2160	Statistics for Business and Economics	3 credits
BUS 3520	Business Law I	3 credits
ACC 3410	Intermediate Accounting I	3 credits
ACC 3450	Cost Accounting I	3 credits
ACC 3850	Federal Income Taxation I	3 credits
ACC 4900	Auditing	3 credits

Electives: Select 6 credits from any 3000 or 4000-level electives in Accounting. 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

#### *Accounting Minor and AA in Accounting*

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

Required Courses: (12 credits)

ACC 1510	Principles of Financial Accounting	3 credits
ACC 1520	Principles of Managerial Accounting	3 credits
ACC 3410	Intermediate Accounting I	3 credits
ACC 3420	Intermediate Accounting II	3 credits

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

Total 18 credits

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 credits

Fundamentals of financial accounting, with an emphasis on understanding the use of the accounting information system and analyzing and interpreting financial accounting information.

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

ACC 1520 PRINCIPLES OF MANAGERIAL ACCOUNTING 3 credits

Completion of fundamentals of financial accounting, with an emphasis on analysis and interpretation of business operations, and an introduction to managerial accounting.

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

ACC 3010 FRAUD EXAMINATION 3 credits

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 1510 or permission of the instructor, department chair, school head, or college dean

ACC 3160 ACCOUNTING INTERNSHIP 3 credits

Experiential learning acquired through placement with local organizations in either public or the private sectors. The student is assigned duties and responsibilities approved by the Director of Internships and Experiential 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 accounting courses; or permission of the instructor, department chair, school head, or college dean

**ACC 3410 INTERMEDIATE ACCOUNTING I            3 credits**

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, school head, or college dean

**ACC 3420 INTERMEDIATE ACCOUNTING II            3 credits**

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, school head, or college dean

**ACC 3450 COST ACCOUNTING I   3 credits**

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, school head, or college dean

**ACC 3460 COST ACCOUNTING II   3 credits**

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, school head, or college dean

**ACC 3850 FEDERAL INCOME TAXATION I   3 credits**

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 are also studied.

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

**ACC 3860 FEDERAL INCOME TAXATION II            3 credits**

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, school head, or college dean

**ACC 4310 ACCOUNTING INFORMATION SYSTEMS            3 credits**

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, school head, or college dean

ACC 4620 INTERNATIONAL ACCOUNTING 3 credits

(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, school head, or school dean

ACC 4630 FUND ACCOUNTING 3 credits

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

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

ACC 4810 ADVANCED ACCOUNTING 3 credits

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, school head, or school dean

ACC 4850 SPECIAL TOPICS IN ACCOUNTING 3 credits

Studies in specialized, upper-level applications of accounting theory and practice. Prerequisite: ACC 1510, or permission of the instructor, department chair, school head, or school dean Offered: as needed

ACC 4900 AUDITING 3 credits

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, school head, or school dean

ACC 4910 ADVANCED AUDITING 3 credits

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, school head, or school dean

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. Credits to be determined

*BUSINESS, MANAGEMENT, AND MARKETING DEPARTMENT*

*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 provides students with the skills and knowledge needed for successful careers and the pursuit of further 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

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.

Business Administration students will be able to understand and evaluate ethical issues as they relate to organizations and their social responsibility.

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.

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.

#### *BS in Business Administration*

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

##### Reeves School of Business foundation core requirements:

ACC 1510	Principles of Financial Accounting	3 credits
ACC 1520	Principles of Managerial Accounting	3 credits
BUS 1510	Management & Organization	3 credits
ECO 1510	Principles of Macroeconomics	3 credits
ECO 1520	Principles of Microeconomics	3 credits
MKT 1510	Principles of Marketing	3 credits

##### Reeves School of Business professional core requirements:

BUS 2160	Statistics for Business and Economics	3 credits
BUS 3320	Managerial Finance	3 credits
BUS 3520	Business Law I	3 credits
BUS 4700	Business Strategy	3 credits

##### Required Business Administration Courses: (9 credits plus 9 credits of electives)

BUS 3150 (or BUS 3200 or PHI 3200 or SMA 3400)	3 credits
BUS 4500	Management Science 3 credits



BUS 1750 or ECO 3110 3 credits

Electives: Select 9 credits from any 3000 or 4000-level electives in business, financial economics, accounting, marketing, entrepreneurship, or any concentration that may be attached to the major in Business Administration, including Health Care Administration, Professional Golf Management (PGM 3040 and/or PGM 4020 only), Professional Tennis Management (PTM 3300 only), Resort and Club Management, and Sport Management. Note that ENG 3201 Business Writing and LSS 3000 Principles of Leadership can also 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.

#### *BAS in Business Administration*

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 Bachelor of Applied Science in Business Administration. The B.A.S. in Business Administration major consists of 45 credits distributed as follows:

Reeves School of Business foundation core requirements:

ACC 1510	Principles of Financial Accounting	3 credits
ACC 1520	Principles of Managerial Accounting	3 credits
BUS 1510	Management & Organization	3 credits
ECO 1510	Principles of Macroeconomics	3 credits
ECO 1520	Principles of Microeconomics	3 credits
MKT 1510	Principles of Marketing	3 credits

B.AS in Business Administration Required Courses:

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

Electives: Select 12 credits from any 3000 or 4000-level electives in Accounting, Business Administration, Economics, Finance, Health Care Administration, Marketing, Resort and Club Management, and Sport Management.

Total 45 credits

#### *Business Administration Minor and AA in Business Administration*

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

Required Courses: (12 credits)

ACC 1510	Principles of Financial Accounting	3 credits
ACC 1520	Principles of Managerial Accounting	3 credits
ECO 1510	Principles of Macroeconomics	3 credits
ECO 1520	Principles of Microeconomics	3 credits

Electives: Select two courses (6 credits) 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 credit

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

Prerequisite: none

BUS 1510 MANAGEMENT AND ORGANIZATION 3 credits

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. This course is part of the Reeves School of Business Foundation Core.

Prerequisite: none

BUS 1700 COMPUTER BUSINESS APPLICATIONS 3 credits

This course covers the utilization of computers 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. Reeves School of Business students may substitute BUS 1700 for CSC 1000 in the general education core.

BUS 1750 PERSONAL FINANCE 3 credits

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 1750

BUS 2000 INTRODUCTION TO BUSINESS 1 credit

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

**BUS 2160 STATISTICS FOR BUSINESS AND ECONOMICS 3 credits**

Inferential statistics using business and economics data. Principal topics: probability, hypothesis testing, regression and correlation, and time series and forecasting. This course is part of the Reeves School of Business Professional Core.

Prerequisite: MAT 1050 or higher, or permission of the instructor, department chair, school head, or college dean

**BUS 3010 ENTREPRENEURSHIP 3 credits**

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.

Prerequisite: None Cross-listed: ENP 3010

**BUS 3100 MANAGEMENT INFORMATION SYSTEMS 3 credits**

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.

**BUS 3150 BUSINESS AND SOCIETY 3 credits**

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: None

**BUS 3200 BUSINESS ETHICS 3 credits**

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

**BUS 3201 BUSINESS WRITING 3 credits**

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, or Mass Communications, Prerequisites: ENG1020 or 1040

Cross-listed: ENG 3200

**BUS 3230 NEW VENTURE CAPITAL      3 credits**

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.

Cross-listed: ENP3230

**BUS 3310 FUNDAMENTALS IN INTERNATIONAL BUSINESS      3 credits**

(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, school head, or college dean

**BUS 3320 MANAGERIAL FINANCE      3 credits**

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. This course is part of the Reeves School of Business Professional Core.

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

Cross-listed: FIN 3320

**BUS 3330 INTERNATIONAL BUSINESS EXPERIENCE      3 credits**

(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 credits, or permission of the instructor, department chair, school head, or school dean

**BUS 3360 DOMESTIC BUSINESS EXPERIENCE      3 credits**

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 will apply to cover the costs of travel and lodging. Travel for student conferences and conventions is prohibited as part of this course.

Prerequisite: Permission of the instructor, department chair, school head, or school dean

**BUS 3380 DASHBOARD AND FRONT END ANALYTICS      3 credits**

Foundational knowledge and technology to perform fundamental data analysis, supporting problem-solving and evidence-based decision making. Through hands-on experiences students will identify, extract, prepare, and analyze data and communicate those results that inform decisions.

Prerequisite: BUS 1750 or permission of instructor, chair, school head, or dean

**BUS 3420 ORGANIZATIONAL BEHAVIOR AND THEORY      3 credits**

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.

**BUS 3450 INTERNSHIP I 3 credits**

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 instructor and supervised and evaluated by the 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: completion of 45 credits and permission of the instructor, department chair, school head, or college dean.

**BUS 3520 BUSINESS LAW I              3 credits**

The organization and theory of the American legal system and its relationship with the business environment, including contracts, tort law, parts of the Uniform Commercial Code, the law of agency, and employment law. This course is part of the Reeves School of Business Professional Core.

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

Cross-listed: LAW 3520

**BUS 3530 BUSINESS LAW II              3 credits**

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, school head, or school dean

**BUS 3540 LEGAL ISSUES IN SPORTS      3 credits**

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

Cross-listed: SMA 3540

**BUS 3600 PRINCIPLES OF REAL ESTATE    3 credits**

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 1510, ECO 1510 or 1520, or permission of the instructor, department chair, school head, or college dean

#### **BUS 3650 PRINCIPLES OF INSURANCE    3 credits**

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.

#### **BUS 3750 HUMAN RESOURCE MANAGEMENT    3 credits**

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, school head, or college dean

#### **BUS 3760 COMPENSATION AND BENEFITS        3 credits**

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 credits**

An overview of employment law in the workplace. 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 credits**

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 resolving cases.

Prerequisite: none

Cross-listed: LAW 3780

**BUS 3910 NEGOTIATION            3 credits**

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 negotiating.

Prerequisite: none

Cross-listed: LAW 3910

**BUS 4100 REAL ESTATE LAW      3 credits**

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, school head, or college dean

**BUS 4120 INTERMEDIATE MANAGERIAL FINANCE            3 credits**

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

Prerequisite: BUS/FIN 3320 or permission of the instructor, department chair, school head, or college dean

Cross-listed: FIN 4120

**BUS 4140 REAL ESTATE FINANCE            3 credits**

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 or 3600, or permission of the instructor, department chair, school head, or college dean

**BUS 4150 INVESTMENT AND PORTFOLIO MANAGEMENT            3 credits**

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

Prerequisite: BUS/FIN 3320 or permission of the instructor, department chair, school head, or college dean

Cross-listed: FIN 4150

**BUS 4160 INTERNSHIP II 3 credits**

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

Prerequisite: none

**BUS 4200 REAL ESTATE BROKERAGE      3 credits**

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, school head, or college dean

#### **BUS 4260 ADVANCED COMPUTER BUSINESS APPLICATIONS      3 credits**

Advanced study of computer applications with emphasis on business problem-solving skills. More sophisticated techniques in spreadsheet analysis and database management are included.

Prerequisite: BUS 1700 or CSC 1000 or permission of the instructor, department chair, school head, or college dean

#### **BUS 4370 FINANCIAL INSTITUTIONS AND MARKETS      3 credits**

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, school head, or college dean

Cross-listed: FIN 4370

#### **BUS 4380 SPREADSHEET MODELING AND APPLICATIONS 3 credits**

Serves as an introduction to the fundamentals of data-driven decision analysis using spreadsheet tools, dashboards and optimization models. The course covers the basics of data modeling to solve multiple objective optimization scenarios. Students will apply the course concepts in areas such as project management, decision tree analysis, time series forecasting and production optimization.

Prerequisite: BUS 1700, BUS 3380 (Dashboards and Front-End Analytics), and ECO 3160 or permission of the instructor, department chair, school head, or college dean

#### **BUS 4500 MANAGEMENT SCIENCE      3 credits**

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 1700 or CSC 1000, and BUS 1510, or permission of the instructor, department chair, school head, or college dean

#### **BUS 4550 DATA DRIVEN DECISION MAKING      3 credits**

This course provides the fundamental foundation to make data driven decisions in business. Students will learn the steps involved in formulating business decision questions that can be answered quantitatively, collecting data for all relevant variables, testing hypotheses, and recommending decisions. The course is designed to enhance students' ability to link statistical practice and business theory to make decisions and forecast outcomes.

Prerequisite: ECO 3160 Econometrics and BUS3380 Dashboard Analytics or permission of the instructor, chair, school head, or college dean



**BUS 4600 REAL ESTATE PRACTICUM     3 credits**

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, school head, or college dean

**BUS 4700 BUSINESS STRATEGY   3 credits**

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. This course is part of the Reeves School of Business Professional Core.

Prerequisites: BUS 3320 or permission of the instructor, department chair, school head, or college dean. Additionally, only students who have earned 87 credits or more are able to register for this course.

**BUS 4800 BUSINESS SYSTEMS DEVELOPMENT   3 credits**

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

**BUS 4850 SPECIAL TOPICS             3 credits**

(GP) A topic in business not covered in depth in any of the other established courses in business.

**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. Credits to be determined.

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

***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 Marketing Department 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

Marketing students will understand the role and practice of marketing within an organization, including substantive knowledge in theoretical and applied aspects of marketing.

Marketing students will have knowledge of how to develop, analyze, and evaluate strategic and tactical marketing plans and programs, and to assess marketing performance.

Marketing students will be able to effectively communicate business and marketing information.

Marketing students will understand the ethical issues facing marketers in the workplace.

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

### *BS in Marketing*

The Marketing major consists of 51 credits distributed as follows:

Reeves School of Business foundation core requirements:

ACC 1510	Principles of Financial Accounting	3 credits
ACC 1520	Principles of Managerial Accounting	3 credits
BUS 1510	Management & Organization	3 credits
ECO 1510	Principles of Macroeconomics	3 credits
ECO 1520	Principles of Microeconomics	3 credits
MKT 1510	Principles of Marketing	3 credits

Reeves School of Business professional requirements:

BUS 2160	Statistics for Business and Economics	3 credits
BUS 3320	Managerial Finance	3 credits
BUS 3520	Business Law I	3 credits
BUS 4700	Business Strategy	3 credits

Required Marketing Courses: (6 credits)

MKT 4000	Consumer Behavior	3 credits
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Electives: Select 15 credits from any 3000 or 4000 level MKT courses or SMA 4230 (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 credits

#### *Marketing Minor and AA in Marketing*

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

Required Courses: (9 credits)

MKT 1510	Principles of Marketing	3 credits
MKT 4000	Consumer Behavior	3 credits
MKT 4550	Marketing Technologies	3 credits

Electives: Select 9 credits from any 3000 or 4000 level MKT courses or any classes from the following list: SMA 4230, SMA/ RMT 3550, ENP 3100, ECO 1520, BUS/ENP 3010, COM 3060, COM 3310, COM 3410, COM 3530, COM 4060, COM 4410, ACL 3540, BUS 3201, CSC 3090, CSC 3500

Total 18 credits

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)

- 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.

#### *Marketing Courses*

MKT 1510 PRINCIPLES OF MARKETING 3 credits

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. This course is part of the Reeves School of Business Foundation Core.

MKT 3360 DOMESTIC BUSINESS EXPERIENCE 3 credits

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 to student conferences and a convention is prohibited as part of this course.

Prerequisite: Permission of the Instructor or of the department chair, school head, or college dean

**MKT 3450 INTERNSHIP 3 credits**

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 credits, or permission of the instructor, department chair, school head, or college dean.

**MKT 3600 E-COMMERCE I 3 credits**

A survey of applications and factors related to conducting business on the Internet. Prerequisite: MKT 1510 or permission of the instructor, department chair, school head, or college dean Offered: as needed

**MKT 3800 ADVERTISING AND PROMOTION 3 credits**

A study of promotion planning from an integrated marketing communication perspective with an emphasis on advertising.

Prerequisite: MKT 1510 or permission of the instructor, department chair, school head, or college dean

**MKT 3840 RETAIL MANAGEMENT 3 credits**

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 1510 MKT 1510, or permission of the instructor, department chair, school head, or college dean

**MKT 3900 MARKETING RESEARCH 3 credits**

Marketing research methods/applications and techniques for generating and analyzing marketing data within a statistical context.

Prerequisites: MKT 1510 and BUS 2160, or permission of the instructor, department chair, school head, or college dean

**MKT 4000 CONSUMER BEHAVIOR 3 credits**

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 1510 or permission of the instructor, department chair, school head, or college dean

**MKT 4100 GLOBAL MARKETING 3 credits**

(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 1510 or permission of the instructor, department chair, school head, or college dean

**MKT 4200 PROFESSIONAL SELLING 3 credits**

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 1510 or permission of the instructor, department chair, school head, or college dean

#### MKT 4300 DIRECT MARKETING 3 credits

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 1510 or permission of the instructor, department chair, or school head, college dean

#### MKT 4550 MARKETING TECHNOLOGIES 3 credits

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, students will have 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 1510 or permission of the instructor, department chair, school head, or college dean

#### MKT 4600 E-COMMERCE II 3 credits

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 1510 and MKT 3600, or permission of the instructor, department chair, school head, or college dean

#### MKT 4700 MARKETING STRATEGY 3 credits

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: At least 12 credits of MKT courses, or permission of the instructor, department chair, school head, or school dean

#### MKT 4850 SPECIAL TOPICS IN MARKETING 3 credits

A topic in marketing not covered in depth in any of the other established courses in business.

#### MKT 4990 INDEPENDENT STUDY IN MARKETING TBA

An opportunity for a well-qualified, upper-division student to engage in special research in marketing.

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

COLLEGE OF BUSINESS, TECHNOLOGY, AND PROFESSIONAL STUDIES  
COMPUTER SCIENCE AND COMPUTER INFORMATION TECHNOLOGY DEPARTMENT

The Computer Science Department offers majors (Bachelor of Science) and minors in Computer Science and Computer Information Technology. The department also offers an Associate of Science degree in Computer Science.

#### Mission

The mission of the department is to provide an engaging learning environment and quality curricula for our students to attain the skills and knowledge in the field of computing and information technology, and empower them to become successful problem solvers, lifelong learners, and competent professionals in the field.

#### Goals

Graduates who major in Computer Science (CSC) will be prepared to pursue successful careers in computing or a related field.

Graduates with majors in Computer Science (CSC) will be prepared to pursue advanced degrees in graduate school.

Students who complete the introductory course (CSC 1000) in Computer Science will be able to function as computer literate individuals.

Graduates with majors in Computer Information Technology (CIT) will be prepared to pursue successful careers in computing or a related field.

#### *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.

The Cyber Security and Information Assurance (CSIA) concentration will prepare students to critically assess information storage systems such as the Cloud and local network and data access. Graduates with this concentration will seek careers in the field of system analysis, cloud security, database analysis, system redundancy, and other opportunities that focus on protecting, securing, and controlling access to all data storage and information systems.

Degree(s) Awarded: B.S.

#### *BS in Computer Information Technology with Business Information Systems Concentration*

CIT major with Business Information Systems concentration learning outcomes:

Demonstrate competency in foundational Mathematics

Demonstrate competency in modern computing concepts, coding, and programming tools

Demonstrate competency of object-oriented design and programming

Demonstrate competency in the understanding of computer organization

Demonstrate competency in applying data structures and algorithms in programming

Demonstrate competency in modern WWW technology and programming

Demonstrate competency in electronic database models and management

Demonstrate competency in software project development and management

Demonstrate competency in basic concepts in economics and accounting

Demonstrate competency in business organization, management, and finance

Ability to pursue knowledge in additional topics of choice in computer science

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 66credit and is distributed as follows:

Required Core Courses:		3 credits
CSC 2010	Introduction to Computer Science	
CSC 2020	Introduction to Programming	3 credits
CSC 2200	Introduction to Computer Organization	3 credits
CSC 4900	Senior Project	3 credits
MAT 1050 (or higher)	College Algebra	3 credits
MAT 1100 (or higher)	Finite Mathematics	3 credits

CIT Concentration in Business Information Systems:

ACC 1510	Principals of Financial Accounting	3 credits
ACC 1520	Principals of Managerial Accounting	3 credits
BUS 2160	Statistics for Business and Economics	3 credits
BUS 1510	Management and Organization	3 credits
BUS 3320	Managerial Finance	3 credits
ECO 1510	Principles of Macroeconomics	3 credits
ECO 1520	Principles of Microeconomics	3 credits
CSC 3010	Introduction to Object-Oriented Programming	3 credits

CSC 3050	Software Engineering in UNIX Programming Environment	3 credits
CSC 3090	Web Technologies and Programming	3 credits
CSC 3100	Data Structures and Algorithms	3 credits
CSC 4200	Database Management	3 credits

Concentration Electives: Select 4 courses from the following:

Any Additional CSC course at the 3000 level or above up to 12 credits

COM 3060 Computer Generated Graphics and Animation 3 credits

Total 66 credits

*BS in Computer Information Technology with Cybersecurity and Information Assurance Concentration*

CIT major with Cybersecurity and Information Assurance concentration learning outcomes:

Demonstrate competency in foundational Mathematics

Demonstrate competency in modern computing concepts, coding, and programming tools

Demonstrate competency of object-oriented design and programming

Demonstrate competency in the understanding of computer organization

Demonstrate competency in applying data structures and algorithms in programming

Demonstrate competency in modern WWW technology and programming

Demonstrate competency in electronic database models and management

Demonstrate competency in basic Cybersecurity concepts, terms, policies, network and malware analysis

Demonstrate competency in system penetration testing and ethical system analysis

Demonstrate competency in software project development and management

Major Requirements: Computer Information Technology with a Concentration in Cybersecurity and Information Assurance

Information Assurance and Security. The Computer Information Technology with a concentration in Cyber Security and Information Assurance major consists of 63 credits and is distributed as follows:

Required Core Courses:

CSC 2010	Introduction to Computer Science	3 credits
CSC 2020	Introduction to Programming Introduction to Computer Organization	3 credits
CSC 2200		3 credits
CSC 4900	Senior Project	3 credits



MAT 1050 (or higher)	College Algebra	3 credits
MAT 1100 (or higher)	Finite Mathematics	3 credits

#### CIT Concentration in Cyber Security and Information Assurance

CSC 3010	Introduction to Object Oriented Programming	3 credits
CSC 3100	Data Structures and Algorithms	3 credits
CSC 3601	Introduction to Cybersecurity	3 credits
CSC 3651	Malware Analysis	3 credits
CSC 3801	Penetration Testing and System Hardening	3 credits
CSC 3851	Computer Forensics and Incident Response	3 credits
CSC 3901	Cybersecurity Policy and Compliance	3 credits
CSC 4111	Computer Security and Network Virtualization	3 credits
CSC 4200	Database Management	3 credits

#### Concentration Electives:

Select 2 additional CSC courses at the 3000 level or above 6 credits

Total 51 credits

Course Failure: If a student receives a grade of D or F in any of the major or minor courses listed above then that course must be repeated as soon as possible (usually the next time it is offered).

#### *Computer Science Courses*

#### CSC 1000 COMPUTER LITERACY: INTRODUCTION TO COMPUTERS AND INFORMATION TECHNOLOGY 3 credits

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

#### CSC 2010 INTRODUCTION TO COMPUTER SCIENCE. 3 credits

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

CSC 2020 INTRODUCTION TO PROGRAMMING 3 credits

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

CSC 2200 INTRODUCTION TO COMPUTER ORGANIZATION 3 credits

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

CSC 3010 INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING 3 credits

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

CSC 3050 SOFTWARE ENGINEERING IN THE UNIX PROGRAMMING ENVIRONMENT 3 credits

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

CSC 3090 WEB TECHNOLOGIES AND PROGRAMMING 3 credits

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 2010 or CSC 2020 or permission of instructor

CSC 3100 DATA STRUCTURES AND ALGORITHMS 3 credits

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

Prerequisites: CSC 3010 or permission of instructor

CSC 3140 NUMERICAL METHODS 3 credits

Error analysis, interpolation, numerical differentiation and integration, solutions of linear and non-linear systems of equations, and ordinary differential equations.

Prerequisite: MAT 2420, 3120, and knowledge of a high-level language

Cross-listed: MAT 3140

CSC 3250 PROGRAMMING LANGUAGES 3 credits

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

**CSC 3300 INTRODUCTION TO MOBILE APPLICATION DEVELOPMENT      3 credits**

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

**CSC 3500 COMPUTER GRAPHICS      3 credits**

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

**CSC 3601 INTRODUCTION TO CYBER SECURITY    3 credits**

The course provides an overview of computer security topics, with a focus on understanding the most common cyber security threat types and implementing basic protection systems for device, data, and network protection. introduces tools and tactics to manage cybersecurity risks, identify various types of common threats, evaluate the organization's security, collect and analyze cybersecurity intelligence, and handle incidents as they occur.

Prerequisite: CSC 3010 or permission of the instructor

**CSC 3650 INFORMATION ASSURANCE AND NETWORK SECURITY 3 credits**

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 2010 or CSC 2020; CSC 3600; or permission of instructor.

**CSC 3651 MALWARE ANALYSIS    3 credits**

The course is an applied approach with hands-on labs throughout the book that challenge you to practice and synthesize your skills as you dissect actual malware samples, and pages of detailed dissections offer an over-the-shoulder look at how the pros do it. You will learn how to crack open malware to see how it works, determine what damage it has done, thoroughly clean your network, and ensure that the malware never comes back. Malware analysis is a cat-and-mouse game with constantly changing rules, so make sure you have the fundamentals. Prerequisites: CSC 2010 or CSC 2020; CSC 3601; or permission of instructor.

**CSC 3801 PENETRATION TESTING AND SYSTEM HARDENING      3 credits**

The course will introduce the principles and techniques associated with the cybersecurity practice known as penetration testing or ethical hacking. The course covers planning, reconnaissance, scanning exploitation,

post-exploitation, and result reporting. The student discovers how system vulnerabilities can be exploited and learn to avoid such problems.

Prerequisites: CSC 2010 or CSC 2020; CSC 3601; or permission of instructor.

#### CSC 3851 COMPUTER FORENSICS AND INCIDENT RESPONSE 3 credits

This course presents an overview of the principles and practices of digital investigation. The objective of this class is to emphasize the fundamentals and importance of digital forensics. Students will learn different techniques and procedures that enable them to perform a digital investigation. This course focuses mainly on the analysis of physical storage media and volume analysis. Prerequisites: CSC 2010 or CSC 2020; CSC 3601; or permission of instructor.

#### CSC 3901 CYBERSECURITY POLICY AND COMPLIANCE 3 credits

This course will focus on cybersecurity policy and compliance in the world of network systems and technology that encompass laws, ethics, privacy, and governance issues. Students will be exposed to policies in various areas of IT that are internationally recognized while understanding the importance of security policy as the beginning of any security program in organizations. The theory and principles behind the topics mentioned are explored in-depth where policy documents are critiqued, and compliance issues and frameworks are discussed. Students will analyze real-world cybersecurity policies and practice writing policy where compliance is required as standard industry procedure.

Prerequisites: CSC 2010 or CSC 2020; CSC 3601; or permission of instructor.

#### CSC 4100 OPERATING SYSTEMS 3 credits

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

#### CSC 4111 COMPUTER SECURITY AND NETWORK VIRTUALIZATION 3 credits

A systematic study of the organization and management of a computer network system.

Prerequisite: permission of instructor

#### CSC 4120 THEORY OF COMPUTABILITY 3 credits

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.

#### CSC 4130 WIRELESS AND MOBILE NETWORKS 3 credits

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 4111 or permission of the instructor

#### CSC 4150 COMPUTER ARCHITECTURE 3 credits

Central processors, control unit and microprogramming, memory management, I/O and interrupts, combinational circuits, and error detection.

Prerequisites: CSC 2200

#### CSC 4200 DATABASE MANAGEMENT 3 credits

Data models, normalization, query facilities, file organization, index organization, security, integrity, and reliability.

Prerequisites: CSC 3050, 3100, or permission of instructor

#### CSC 4400 HUMAN COMPUTER INTERFACE DESIGN AND DEVELOPMENT 3 credits

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

#### CSC 4500 GAME PROGRAMMING 3 credits

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

#### CSC 4900 SENIOR PROJECT 3 credits

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

### COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

#### HEALTH CARE ADMINISTRATION DEPARTMENT

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 Health Care Administration Department 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

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.

Students who complete the Health Care Administration major will be prepared for professional entry-level employment in health care administration-related fields.

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

#### 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.

#### *B.S. in Health Care Administration*

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

The Health Care Administration major consists of 60 credits distributed as follows:

#### Major Courses: Required

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

Health Care Administration Electives: Select 3 courses (9 credits) from the following:

HCA 2300	Medical Terminology	3 credits
HCA 4100	Managed Care/Medical Group Practice	
HCA 4200	Management	3 credits
	Long Term Care Administration	3 credits

HCA 4400	Medical Coding	3 credits
HCA 4850	Special Topics in Health Care Administration	3 credits

Business Core: Required

ACC 1510	Principles of Financial Accounting	3 credits
ACC 1520	Principles of Managerial Accounting	3 credits
ECO 2160	Statistics for Business and Economics	3 credits
ECO 1610	Macro Economics	3 credits
ECO 1620	Micro Economics	3 credits
BUS 3520	Business Law I	3 credits
MKT 1510	Principles of Marketing	3 credits

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

Select 1 courses (3 credits) from the following:

PHI 3200	Business Ethics	3 credits
PHI 3400	Medical Ethics	3 credits
BUS 3150	Business and Society	3 credits
Total		60 credits

Additional recommended courses:

LAW 2000	Introduction to Legal Studies	3 credits
LAW 3820	Business Organizations	3 credits
SOC 3880	Medical Sociology	3 credits

\*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.

*Health Care Administration Concentration*

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

Health Care Administration Core: required

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

Select three additional HCA courses:

HCA 3300	Health Care Strategic Management	3 credits
HCA 3400	Health Care Organizational Behavior	3 credits
HCA 3600	Health Care Informatics	3 credits
HCA 4700	Fundamentals of Health Care Policy	3 credits
HCA 4800	Health Care Administration Internship	3 credits
Total		24 credits

\*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.

#### *Health Care Administration Courses*

HCA 2000 INTRODUCTION TO HEALTH CARE ADMINISTRATION 3 credits

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

HCA 2300 MEDICAL TERMINOLOGY 3 credits

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

HCA 3050 MANAGING HEALTH CARE ORGANIZATIONS 3 credits

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



HCA 3300 HEALTH CARE STRATEGIC MANAGEMENT 3 credits

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

HCA 3400 HEALTH CARE ORGANIZATIONAL BEHAVIOR 3 credits

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

HCA 3500 ECONOMICS AND FINANCE OF HEALTH CARE ORGANIZATIONS 3 credits

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

HCA 3600 HEALTH CARE INFORMATICS 3 credits

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

HCA 4100 MANAGED CARE AND MEDICAL GROUP PRACTICE MANAGEMENT 3 credits

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

HCA 4200 LONG TERM CARE ADMINISTRATION 3 credits

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

#### HCA 4400 MEDICAL CODING 3 credits

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

#### HCA 4500 HEALTH CARE RESEARCH METHODS/SENIOR SEMINAR 3 credits

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 credits of HCA coursework, or permission of instructor

#### HCA 4700 FOUNDATIONS OF HEALTH CARE POLICY 3 credits

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

#### HCA 4800 HEALTH CARE ADMINISTRATION INTERNSHIP 3 credits

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

#### HCA 4850 SPECIAL TOPICS IN HEALTH CARE ADMINISTRATION 3 credits

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

Prerequisite: permission of the department chair

#### 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. Credits to be determined.

## NURSING DEPARTMENT

### *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. Associate Degree in Nursing (ADN), Associate of Science in Nursing (ASN), or nurse diploma from a NLNAC, ACEN, or regionally accredited program.
2. Current unencumbered RN license.
3. Official high school transcript and transcripts from each higher institution attended.
4. A minimum GPA of 2.0 on a 4.0 scale.
5. Completion of prerequisite courses with a C or better (Anatomy & Physiology I with lab, Anatomy and Physiology II with lab, Microbiology, Statistics, and General Psychology).

#### **Course Requirements**

Methodist University requires 124 semester hours for all Bachelor level degrees conferred. At least 31 semester hours 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 DANTES.

#### **Degree(s) Awarded: Bachelor of Science in Nursing (B.S.N.) Prerequisite Courses (18 credits):**

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

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

**Required RNU Major Courses:**

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

Students must choose one of the three course electives:

RNU 4110	The Aging Adult	3 credits
RNU 4120	From Menarche to Menopause	3 credits
RNU 4130	Critical Care Concepts	3 credits
Total		31 credits

**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 credits**

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.

**Prerequisite:** none

**RNU 3100 TOMORROW'S NURSING LEADERS 3 credits**

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.

**Prerequisite:** RNU 3000

**RNU 3200 EXPLORING WICKED HEALTH POLICY 3 credits**

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.

**Prerequisite: RNU 3000**

**RNU 3300 EVIDENCE BASED PRACTICE APPLICATION TO BEDSIDE CARE 3 credits**

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.

**Prerequisite: RNU 3000**

**RNU 3400 REAL WORLD PATHOPHYSIOLOGY 3 credits**

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.

**Prerequisite: RNU 3000**

**RNU 3500 COMMUNITY AND PUBLIC HEALTH NURSING 5 credits**

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.

**Prerequisite: RNU 3000**

**RNU 4000 RESEARCH & WRITING 3 credits**

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.

**Prerequisite: RNU 3000**

**RNU 4100 THE AGING ADULT 3 credits**

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.

**Prerequisite: RNU 3000**

**RNU 4120 FROM MENARCHE TO MENOPAUSE 3 credits**

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.

**Prerequisite: RNU 3000**

#### **RNU 4130 CRITICAL CARE CONCEPTS 3 credits**

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.

**Prerequisite: RNU 3000**

#### **RNU 4700 PROFESSIONAL NURSING PRACTICE CAPSTONE 5 credits**

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.

**Prerequisite: RNU 3000, RNU 3100, RNU 3200, RNU 3300, RNU 3400, RNU 3500, RNU 4000**

#### **SOCIAL WORK DEPARTMENT**

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 component 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**

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.

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.

To prepare graduates for continuing education and further personal and professional development for the betterment of the profession and the community.

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.

To understand distributive and restorative justice, human and civil rights, global interconnections of oppression and discrimination.

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

#### *BSW in Social Work*

Major Requirements: Social Work. The Social Work major consists of 63 credits 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 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 credits
PSY 1010	General Psychology	3 credits
PSY 3410	Abnormal Psychology	3 credits
SOC 1510	Principles of Sociology	3 credits

Statistics courses: Select one course (3 credits) from the following:

MAT 2200	Applied Statistics	3 credits
SOC 2200	Applied Statistics	3 credits
JUS 2200	Applied Statistics	3 credits
PSY 2500	Statistics for Psychology	3 credits

#### Professional Core:

SWK 2310	Introduction to Social Work	3 credits
SWK 2400	Professional Writing and Critical Thinking	3 credits
SWK 3000	Human Behavior and the Social Environment I	3 credits
SWK 3020	Human Behavior and the Social Environment II	3 credits

SWK 3050	Death and Dying		3 credits
SWK 3150	Helping Processes		3 credits
SWK 3320	Methods of Social Research		3 credits
SWK 3500	Human Diversity and Populations-At-Risk		3 credits
SWK 3700	Social Welfare Policy and Services I		3 credits
SWK 3720	Social Welfare Policy and Services II		3 credits
SWK 4200	Practice Methods I		3 credits
SWK 4240	Practice Methods II		3 credits
SWK 4751	Field Education Seminar I		4.5 credits
SWK 4752	Field Education Seminar II		4.5 credits
SWK 4801	Social Work Capstone Seminar I	Social	1.5 credits
SWK 4802	Work Capstone Seminar II		1.5 credits
<b>Total</b>			<b>63 credits</b>

### ***Requirements for Admission to the Social Work Program***

Students are normally approved by the Admissions Committee based on their meeting the following criteria:

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.

A grade of C or better in ENG 1010 and ENG 1040 or by equivalent test scores.

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.

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 Social Work faculty

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***



Acceptance to Field Internship is not automatic.

Formal admission to the Social Work Program is required.

Submission of completed written field application.

Completion of all other graduation requirements or approval by the Education Department Chair.

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.

Costs attached to the Social Work major

Social Work students will incur expenses in certain classes due to the nature of the major, including, but not limited to, transportation to volunteer assignments, trainings, conferences, and field placements; National Association of Social Workers (NASW) dues; liability insurance; and graduation cords and stoles. SWK 2310 (15 hours) and 4200 (35 hours) require students to perform volunteer services which can require local travel. SWK 3000, 3020, and 4240 require travel to various community agencies. SWK 4750 is a 400-hour field placement that requires travel to the field placement site four days a week for one semester. Students must join the National Association of Social Workers so that they can participate in trainings, conferences, and webinars and purchase liability insurance for their SWK 4200 volunteer assignment and their field placement.

### *Social Work Courses*

SWK 2310 INTRODUCTION TO SOCIAL WORK     3 credits

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

SWK 2400 PROFESSIONAL WRITING AND CRITICAL THINKING     3 credits

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

SWK 2600 INTRODUCTION TO CLANDESTINE LABS     3 credits

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: JUS 2600 and ENM 2600

SWK 3000 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I 3 credits

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

SWK 3010 INTRODUCTION TO GERONTOLOGY 3 credits

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

SWK 3020 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II 3 credits

This course applies systems theory and the ecological perspective to the development of the individual and family from middle adulthood through later years.

Prerequisite: SWK 3000

SWK 3040 FAMILY SOCIAL WORK 3 credits

Introduction to the family as a social system, patterns of family communication and interaction, and the concept of intervention with the family.

Prerequisite: SWK 2310

SWK 3050 DEATH AND DYING 3 credits

Personal and societal reaction to death with emphasis on euthanasia and suicide and the experience of the dying individual in relation to self, family, and care-providing institutions.

Prerequisite: none

Cross-listed: GRN 3050 and SOC 3050

SWK 3100 SUBSTANCE ABUSE AND CHEMICAL DEPENDENCY 3 credits

This course will allow students to fully understand the dynamics associated with the provision of services to those who are abusing or are addicted to drugs. This course is designed to introduce students to methods of intervention for treating those who are abusing or are addicted to alcohol or other drugs. This course will provide students the knowledge to work effectively with those who abuse substances and with the issues that are associated with addiction. The course will also examine other addictions such as gambling and eating disorders.

Prerequisite: none

SWK 3150 HELPING PROCESSES 3 credits

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

**SWK 3320 METHODS OF SOCIAL RESEARCH      3 credits**

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

**SWK 3400 SCHOOL SOCIAL WORK      3 credits**

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

**SWK 3450 PHYSIOLOGY OF AGING      3 credits**

This course will examine changes with aging in various body systems, diseases found primarily among the aging, and maintenance of health in aging, especially through nutrition and exercise programs.

Prerequisite: none

Cross-listed: GRN 3450 and SOC 3450

**SWK 3500 HUMAN DIVERSITY AND POPULATIONS-AT-RISK      3 credits**

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

**SWK 3700 SOCIAL WELFARE POLICY AND SERVICES I      3 credits**

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

**SWK 3720 SOCIAL WELFARE POLICY AND SERVICES II      3 credits**

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

**SWK 3750 CHILD WELFARE      3 credits**

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

**SWK 3800 SOCIAL WORK WITH OLDER ADULTS   3 credits**

This course provides foundation knowledge and skills for working with older individuals, their families, and the community. Skills in helping such as interviewing, assessment and planning, intervention and evaluation, are presented and practiced as applicable to older adults. Systems providing services to older adults such as income maintenance, health care, nutrition, housing, mental health, social and institutional care are presented. Students learn strategies to act as advocates and change agents on behalf of older adults.

Prerequisites: SWK 2310 and GRN 3010.

Cross-listed: GRN 3800

**SWK 3850-3950 SPECIAL TOPICS IN SOCIAL WORK      1-3 credits**

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

Prerequisite: SWK 2310

**SWK 4200 PRACTICE METHODS I      3 credits**

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

**SWK 4240 PRACTICE METHODS II      3 credits**

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

SWK 4751 Field Education Seminar I      4.5 credits

The student is placed in an approved social welfare agency for supervised learning experience of no less than 400 contact hours. Requires a weekly seminar. Prerequisites: 2.25 overall GPA, 2.75 major GPA; 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

SWK 4752 Field Education Seminar II      4.5 credits

This course is a continuation of SWK 4751 Field Education Seminar I

Prerequisite: SWK 4751 Field Education Seminar I

SWK 4801 Social Work Capstone Seminar I      1.5 credits

The Social Work Capstone Seminar runs concurrently with the Field Education component of the Social Work curriculum. It is an academic course in Social Work Education which is focused on the synthesis of knowledge, values, and skills from earlier courses.

Prerequisites: 2.25 overall GPA, 2.75 major GPA; 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.

SWK 4802 Social Work Capstone Seminar II      1.5 credits

This course is a continuation of SWK 4801 Social Work Capstone Seminar I

Prerequisite: SWK 4801 Social Work Capstone Seminar I

SWK 4990 INDEPENDENT STUDY IN SOCIAL WORK      1-3 credits

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. Credits to be determined.

## GRADUATE PROGRAMS

### Accreditation – Graduate Programs

#### Regional

Methodist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate's, Bachelor's, Master's, and Doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033- 4097 or call 404.679.4500 for questions about the accreditation of Methodist University.

#### Program Specific/Professional

#### Education

The Residency Licensure Program is accredited by the North Carolina Department of Public Instruction (NCDPI). Main Switchboard: 919.807.3300. Physical address, North Carolina Department of Public Instruction, Education Building, 301 N. Wilmington Street, Raleigh, NC 27601-2825 and mailing address, North Carolina Department of Public Instruction 6301 Mail Service Center, Raleigh, NC 27699-6301.

## Nursing

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.

## Reeves School of Business

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. The ACBSP is a global business accreditation organization that provides specialized accreditation for business degree programs. The accreditation applies to the business programs offered on the main campus.

## Governance of Graduate Programs – Graduate Council

The Chair of the Graduate Council committee presides over monthly Graduate Council meetings and is responsible for chairing the Graduate Academic Standards Committee.

The Graduate Council is the governing body for all graduate programs. The Graduate Council consists of the three college Deans, Directors or a representative of current Graduate programs, Director of Graduate Online Programs, Director of Library Services, the Registrar, and two at-large faculty elected representatives who serve a term of three years. The Provost is welcome at any meeting as a guest. The Graduate Council has the following responsibilities:

1. Make recommendations and provide advice to academic departments proposing graduate programs and graduate policies.
2. Recommend proposed graduate programs to the university's approval process.
3. Serve in an advisory capacity for existing graduate programs.
4. Approve requests sent to the Curriculum Committee by graduate programs.
5. Edit, update, and approve changes to the Graduate Academic Catalogue and Graduate Student Handbook, including curricular and policy items. Send items to Provost for review.
6. Approving and recommending changes related to graduate faculty to the Faculty Senate.
7. Elect a graduate faculty representative and alternate to the Institutional Review Board.
8. Elect a graduate faculty representative to the Calendar Committee.

## Purpose of Graduate Education

The purpose of graduate education at Methodist University is to provide a 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 of the University; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

## Graduate Level Goals

1. To graduate Master's and Doctoral level students who are competent in their academic disciplines.
2. To graduate Master's and Doctoral level students who are prepared for the job market and equipped to pursue further post-graduate education.

## Other Goals

1. To 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. To provide significant services and facilities to groups within the community and state.
3. To 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 our Graduate programs are accomplishing this purpose.

## Assessment of Goals

*Graduate Level Goal 1:* is assessed via the student learning outcomes as defined by the learning objectives for graduate courses, and program outcomes provided by each graduate program, including board and other certification exams.

*Graduate Level Goal 2:* is assessed via results obtained from the University's Graduate Exit Survey and Employer Survey. Also, individual graduate programs may use their own instruments in addition to these.

*Other Goal 1* is assessed via documentation and review of faculty curricula vitae, faculty credentials such as academic transcripts, other professional credentials and experience, and documentation of graduate faculty selection procedures.

*Other Goal 2:* is assessed by documentation of services provided by graduate faculty, students, and staff; plus, programs/agendas and attendance of meetings of groups which use facilities of the graduate program.

*Other Goal 3:* is assessed by the development and use of an assessment system that addresses each of the above goals. Products of such assessment are annual reports of each graduate program, which include assessment sections presenting results, and decisions based upon those results, for actions to be carried out to address aspects of each program that need improvement. The assessment system not only addresses current graduate programs, but also the feasibility of additional graduate programs.

## Graduate Academic Policies

### *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*

The University provides counseling resources, and every student has a faculty 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 calendars for each of the graduate programs. Students are not permitted to attend any class until they have registered.

### *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 blended 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.

#### *Transfer Credit*

Evaluating, awarding, and accepting of transfer credits are at the discretion of the individual graduate programs at Methodist University.

#### *Concurrent Enrollment*

1. A student taking graduate courses while completing his or her undergraduate degree cannot exceed 6 semester hours at the graduate level in any semester. Any exceptions must be made by appropriate graduate program director.
2. Undergraduates admitted to a graduate program must be in their senior year and be able to meet all graduation requirements in that academic year.
3. No student may receive a graduate degree without first completing his/her undergraduate degree.
4. Only designated undergraduate courses can be used to fulfill an MU graduate requirement.

#### *Grading System for the Graduate Programs*

All graduate programs follow the grading policy below for course grades, unless otherwise stated within Program specific grading criteria policies:

Letter Grade	Quality Points	Letter Grade	Quality Points
		<u>Per semester Hour</u>	<u>per Semester Hour</u>
A Excellent	4.0	B-	2.7
A-	3.5	C+	2.3
B+	3.3	C	2.0
<u>B Good</u>	<u>3.0</u>	<u>F Failure</u>	<u>0.0</u>

I: Incomplete. An I is awarded when extenuating circumstances warrant an extension of time for completion of the course. The course work must be completed within a reasonable period as defined by the incomplete policy.

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



F: Fail. Course taken on pass/fail basis. No quality points awarded.

Note: Any course grade below a C is considered failure (F) for the course.

#### *Incomplete 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)

#### *Independent Study Policy*

Independent Study contracts are developed only in special circumstances. In all cases, the supervising professor, the program coordinator, the College Dean must approve the independent study contract prior to the beginning of the semester. The Independent Study form can be obtained from the Office of the Registrar.

#### *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 they 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. No student can graduate under the terms of any catalogue dated more than six years prior to the graduation date. (Students must follow the requirements of the current Graduate Catalogue in which they are re-admitted).

#### *Online Etiquette*

Students are expected to interact with other students, the instructor, and any teaching assistants or technical support staff enrolled in the course, just as they would be expected to do in a traditional classroom setting. Because online courses contain a combination of communication channels, some public and some private, such as e-mail, instant messaging, discussion forums, and chat rooms, inappropriate conduct in these channels is not allowed. Examples of inappropriate conduct that are never permitted

include sexually harassing language, racially or ethnically degrading language, profanity, and verbally abusive language. Evidence of any of these is grounds for dismissal from the course by the Registrar. In general, the discussion of personal matters, such as questioning a grade, is inappropriate for public forums. These matters may be addressed privately through e-mail, provided none of the conduct listed above occurs in that communication. Students withdrawn from a course by the Registrar may appeal for reinstatement to the Provost.

#### *Academic Standards Policy*

Each of the graduate programs will identify a faculty and/or a committee to review the academic performance of enrolled students. This faculty or committee is responsible for identifying which students have failed to meet the academic standards established by the individual programs (refer to individual Program guidelines in the Graduate Catalogue). Performance resulting in dismissal, suspension, or probation will result in immediate notification to the student and a letter of notification to the Provost. In the case of suspension, the student will automatically be placed on academic probation if re-enrolled (“probation” will be noted on the student’s transcript).

Notification of student performance that results in dismissal, suspension, or probation must occur within five (5) business days after grades are due to the registrar. This timeframe ensures adequate time for an appeals process and/or to enact remediation policies established by individual programs.

#### *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 with appropriate penalty. 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 Graduate Honor Board. In cases in which matters cannot be resolved in this way, they may be appealed, by either

party, to the Graduate Honor Board. Repeat violators face mandatory Graduate Honor Board hearings.

6. Consistency requires that a relatively small and fixed group hear and judge Graduate Honor Board cases.
7. The adversary system utilized in litigation is not used in Graduate 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*

Assignments and examinations should be the products of the student's own efforts. Cheating includes, but is not limited to, the use of unauthorized materials for examinations or assignments, unauthorized assistance from other people, and papers from commercial companies or the Internet. Students should assume, unless told otherwise, that examinations and assignments should be completed without the use of books, notes, or conversation with others; however, individual faculty members may authorize certain types of materials or collaborations for specific assignments. Students should therefore follow the expectations of their instructor regarding the use of materials for their assignments.

### *Plagiarism and Intellectual Property*

Plagiarism is copying another person's work and presenting it as one's own. Plagiarism is committed when a student knowingly represents another person's work as his/her own. A student who has tried in good faith to credit his/her source but has "misused a specific citation format, or incorrectly used quotation marks" has not plagiarized. Such a student has "failed to cite and document sources appropriately," according to the Council of Writing Program Administrators.

Plagiarism is often associated with written work when a writer copies a section of another writer's work and fails to acknowledge the source by using quotation marks and proper academic citation. However, plagiarism may exist in other works, such as painting, music, dance, and film as well. Sources must be acknowledged in a manner appropriate to the discipline when images, composition, or conceptions are copied, even when the appropriated material is reconfigured to make a new meaning. Other types of plagiarism are 'mosaic plagiarism' and paraphrasing without attribution. In mosaic plagiarism, pieces of other people's work are rearranged without acknowledgment. Paraphrasing without attribution is rewording someone else's work without acknowledging the original author's research or thinking.

For methods of documentation and all other aspects of manuscript form, students should follow either current practices advocated by style manuals (e.g., AMA, MLA, APA, Chicago/Turabian) recommended by individual departments and/or professors.

### *Recycling*

Students should not assume that reusing or recycling of assignments from other coursework is acceptable; they must disclose their intention to reuse or rework material at the outset of the project to be sure that they have the faculty member's approval.

### *Academic Misrepresentation*

Students may not lie to gain academic advantage. Cases of academic misrepresentation include, but are not limited to:

- forged or false signatures on documentation,

- forged or false excuses for class absences,
- forged or false evidence of completed work
- lying to university faculty and staff about any academic work or status

## Academic Violations of the Honor Code

### *STEP ONE: Faculty*

If a faculty member believes a student has committed an academic violation of the Honor Code (see descriptions above), the faculty member will notify the student and meet with him/her/them to discuss the issue. The student may not bring anyone to this meeting. At that meeting the student will be presented with the evidence supporting the claim of a violation and may choose to present evidence either in support of or contradicting such violation. The faculty member will consider the evidence and render a decision in writing as soon as practicable after the meeting. Such decision will include any actions taken to remedy the situation and/or any penalty appropriate to the level of violation. The maximum level of penalty decided by the faculty member is an F in the course.

The student will:

- Accept the decision and the penalty, or
- Appeal the decision to the Honor Board

If the student accepts the decision, the faculty member will impose the penalty.

The faculty member must notify both the department chair/division head and the Office of the Provost of the situation and any penalty imposed by completing this the Honor Code Violation form in the MU Portal ([https://mymu.methodist.edu/ICS/Forms\\_and\\_Documentation/Home.jnz?portlet=Forms&screen=Display+Form&screenType=next](https://mymu.methodist.edu/ICS/Forms_and_Documentation/Home.jnz?portlet=Forms&screen=Display+Form&screenType=next)) .

### *STEP TWO: Honor Board*

- The student may appeal to the Honor Board if he/she considers a faculty member's settlement unfair.
- The faculty member may appeal to the Honor Board for major violations for which they determine a failing course grade is insufficient penalty.
- The Office of the Provost may bring students with repeated violations of the Honor Code to the Honor Board.
- Any member of the University community may bring a case directly to the Honor Board.
- The Honor Board does not consider grade appeals (see Grade Appeal and Student Complaints)

## Graduate Honor Board

### **Board Composition and Roles**

The Graduate Honor Board is appointed by the Chair of Graduate Council. The Chair serves as a non-voting moderator of the Graduate Honor Board. The Chair arranges the time, place, and personnel for the hearing panels, takes notes on the Graduate Honor Board case as presented, and forwards written documentation of the case, including the decision, to the Office of the Provost.

The Graduate Honor Board consists of two students and three faculty members designated by the Chair of Graduate Council.

### **Appeal Procedure**

All student appeals and other cases must be brought to the Graduate Honor Board in writing before the end of the subsequent semester. The case/appeal must be submitted through the Graduate Honor Board Violation form in the MU Portal, providing details on the violation and an explanation for why it was not resolved at the course level and why the case is being brought to the Graduate Honor Board. The Office of the Provost will forward the appeal documentation to the Chair of the Graduate Council.

- Upon receiving the case/appeal, the Chair of the Graduate Council arranges a Graduate Honor Board Panel, the time, the location for the hearing, and notifies the parties involved.
- The Chair informs the student of the right to have any person from the University community attend as an advisor and a counsel.
- The person who brought the case presents evidence of alleged offense and the rationale for the penalty imposed (if applicable). The Graduate Honor Board members ask any questions of the person who brought the case needed to clarify the issue.
- The student states the reason for his/her appeal or responds with evidence to the allegation. The Graduate Honor Board members ask any questions of the student needed to clarify the issue.
- The Graduate Honor Board panel members ask any questions of either party needed to clarify the issue, except that students are not required to incriminate themselves.
- The panel retires to consider the case and reconvenes as soon as possible to announce the decision. Deliberations in reaching a decision are documented in written notes and in the written decision. Panel decisions are by majority vote.
- The person who brought the case is obligated to accept the panel's decision at this stage in the process.
- If the panel finds in favor of the person who brought the case (or adds additional penalties), the student 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.
- The Chair of the Graduate Honor Board (Chair of Graduate Council) sends the Provost a written report on the board's findings and decision.
- The Provost may use the documentation 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 communicates the result of any appeal beyond the Graduate Honor Board decision in writing to the student and to the Chair of Graduate Council, with details for the reason for any change. The student remains in class pending resolution of the appeal. The decision of the Provost is final and is not subject to further appeal.

#### Graduate Honor Board Possible Penalties

The Graduate Honor Board or Provost may assign the following penalties:

- Grade of F on the assignment(s)/evaluation(s)
- Grade of F in the course
- Suspension from the University for a defined period of time, which requires completion of an Honor Board Readmission Form with panel review for readmittance
- Expulsion from the University with no option for return
- The Graduate Honor Board may also void any previous penalties imposed by the faculty member

## Graduate Level Grade Appeals & Complaints

### *Grade Appeals*

Should a student have a grievance which is academic in nature (i.e., with a particular faculty member regarding a certain course or program dismissal for academic failure) the student should complete a Methodist University Academic Grade Appeal – Academic Grievance Form.

Before beginning the formal grade appeal or academic grievance process, the student should:

1. Meet with the Instructor to see if the situation can be resolved.
2. If at this point, the situation remains unresolved, the student may request a meeting with the instructor and department Chair or college Dean to address the concern.
3. If the situation remains unresolved, the student should fill out the information above and the first step of this form on the next page to begin the formal appeal process.

The form may be obtained from the Registrar's Office or the My MU Portal. Once the Grade Appeal – Academic Grievance form is completed by the student, it should be:

- Submitted to the faculty member involved, and the student and faculty member should discuss the issue. The student may request the presence of the Department Chair (or the College Dean if the Department Chair is the course instructor), who will serve as a mediator for the meeting.
- If no resolution of the issue can be made at this stage, the student should then discuss the issue with the individual Graduate Program Director. If resolution is not reached, then the student should discuss the issue with the Individual College Dean. If resolution is not reached, then the student should bring the appeal to the Office of the Provost.
- If the student remains unsatisfied after these meetings, The Office of the Provost will forward an unresolved appeal, forms and supporting evidence to the Chair of the Graduate Academic Standards Committee. The committee is chaired by the Graduate Council Chair. The appropriate college dean should be kept informed of the progress of the grievance/appeal.

This formal appeal process must be started / submitted no later than 60 days from the first day of the following semester/term or 60 days following date of notification sent via email and/or mail (in the case of academic dismissal) for the course or Program as outlined on the Grade Appeal / Academic Grievance Form.

The GASC shall make a reasonable effort to conduct an inquiry within two weeks of the request to appear before the committee to determine and consider relevant facts. The inquiry will be based on a consideration of the student's complaint, the instructor's response, and any interviews by the chair of the GASC with the student or instructor. The GASC shall convene a meeting with the student (should the student requests for one), and it may also initiate a meeting with the student, with the instructor, or with both. The Graduate Academic Standards Committee shall make one of these decisions:

1. that the grade was assigned correctly and shall stand as assigned.
2. that the grade may not have been assigned correctly and merits further consideration.

Note: Student concerns of an academic nature not directly involving a grade appeal will be handled by the GASC on a case-by-case basis.

If conclusion "2" is reached, the GASC may then arrange for the instructor or a group of two departmental colleagues (this may be the faculty members of the GASC) to re-examine all the evidence of the student's work. (If there is not enough evidence, an additional examination may be conducted, or additional work assigned to help determine the students' level of mastery and achievement in the subject matter.) The

GASC shall, as a result of its consideration, recommend the same grade awarded by the instructor or amend the grade as determined by the additional evidence.

The GASC shall immediately notify the Office of the Provost of its decision. The student will be notified in writing of the GASC's final decision.

Students having questions regarding the Academic Grade Appeal – Academic Grievance Procedure should also contact the Provost within 24 hours.

If the complaint cannot be resolved after exhausting Methodist University's grievance procedure, the student may file a complaint with either the UNC General Administration, which is the state agency of North Carolina governing post-secondary education, or the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which is the regional accrediting body of Methodist University.

#### *Student Complaints*

##### **UNC General Administration**

Post-Secondary Education Posts, c/o Assistant Director of Licensure and Workforce Studies, University of North Carolina General Administration, 910 Raleigh Road, Chapel Hill, NC 27515-2688 or call (919) 962-4558.

##### **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500.

#### *Withdrawals & Dismissals*

##### **Probations, Suspensions, Dismissals**

Probations, suspensions, and/or dismissals of students are executed by the Provost and are reflected on transcripts. See specific programs for academic standing requirements.

##### **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 Business Office, the Vice President for Student Affairs, and the Academic Dean, as indicated on the withdrawal form. Failure to withdraw properly from the University may result in the student being awarded failing grades for the semester.

##### **Medical Withdrawal**

If a student leaves the University for Medical Reasons and wishes to return, the student must reapply. A full report from the student's health care provider and a personal interview may be required before an application for readmission is considered. The graduate program will also take the student's academic record into consideration in the admissions process.

##### **Readmissions/Reapplications**

The readmission/reapplication policy of each individual graduate program, for graduate students who have voluntarily left the program but who are otherwise in good academic standing, is determined by the graduate committee. This must be completed before the first day of class of the semester. Please see the individual graduate program section in this catalogue and/or specific program handbooks for details.

##### **Completion**



To graduate, a student must complete all required components of the Graduate Program in which they are enrolled.

#### State Authorization of Distance Education for Students Residing Outside of North Carolina

Students residing outside of North Carolina who take Distance Education courses through Methodist University are eligible for Federal financial aid programs if a) Methodist University is authorized to operate within the state in which the student physically resides, or b) Methodist University is not required to seek authorization from the state in which the student physically resides. States that do not require Methodist University to seek authorization to operate do so because either a) they do not require some or all post-secondary institutions to be authorized, or b) Methodist University does not meet the standards of operating a “physical presence” within states that require authorization only for institutions that have a “physical presence” in that state.

States in which Methodist University does not meet the state’s “physical presence” standards for requiring state authorization for Distance Education courses: Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and West Virginia, Wisconsin, and Wyoming.

State authorization to operate is required in the following state: California. Until such time as it is published in a subsequent Academic Catalogue or on the Methodist University Web site, students residing in this state are not eligible for Federal financial aid for Distance Education courses.

Please note: This Federal requirement does not pertain to any North Carolina resident, including out-of-state students who reside in North Carolina and take an online class while they are enrolled in traditional, face-to-face classes in Methodist University or hybrid graduate programs (due to the requirement of physically attending classes within the state of North Carolina). This applies only to students who are physically located outside of North Carolina and are enrolled in Distance Education exclusively.

#### 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: <https://www.methodist.edu/tlc/>.
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.

#### Graduate Admissions & Financial Aid



## Admissions

### Application Process & Admissions Requirements

Candidates apply directly to the graduate program in which they are interested. Please consult the specific graduate program later in this section of the catalogue for details on that program's application process and admission requirements.

### International Student Admissions

In addition to the application procedures and admission requirements specified by a particular graduate program, candidates who are international students are required to follow these admission requirements:

1. Provide an official copy of the student's secondary school transcript translated into English, along with proof of graduation from that school.
2. If a foreign or a U. S. college or university was attended, that institution must provide an official transcript and a detailed description of each completed course translated into English.
3. 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.
4. If English is not your first/native language, have the testing agency provide us with official copies of the results of the Test of English as a Foreign Language (TOEFL) or SAT.

## Student Services

### *Disability Services*

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 Coordinator of Accessibility Resources located in Pearce Hall. We encourage all students who may be using our services to register with the Accessibility Resources/Disability Services Office before the beginning of their first academic year. However, students are welcome to discuss services at any time during their college career. Together the student and the Coordinator will decide upon the modifications to be implemented. Accommodations cannot be instituted retroactively.

Note: For information specific to the Master of Medical Science in Physician Assistant Students, Doctor of Occupational Therapy, and Doctor of Physical Therapy programs, please go to that program's entry in this catalogue and read under the section Minimum Technical (Performance) Standards.

### *Tutoring Services*

The faculty and staff endeavor to provide students with the means for academic success. Academic support and tutoring are available, free of charge, to the student. All of the University's graduate programs include a course or courses in the use of statistics. Past history indicates that new graduate students sometimes need review of statistical concepts. Therefore, Tutoring Services provides the services of a professional tutor in statistics to support students. For information regarding these services, please contact Tutoring Services at (910) 630-7151 located in the Davis Memorial Library. If a graduate student requires academic support in other courses within their program, they should contact their program coordinator or program director.

### *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 professional writing consultants are available to assist writers with all aspects of writing. The Center is located in Davis Memorial Library, room 111, and is open fifty-five hours per week. For additional

information about the Writing Center and how to schedule appointments, go the Writing Center's webpage: [www.methodist.edu/writingcenter](http://www.methodist.edu/writingcenter).

## Honor Societies & Organizations for Graduate Students

### All Graduate Programs:

Phi Kappa Phi (National Multidisciplinary Collegiate Honor Society)

### Professional MBA at Methodist University Program:

Delta Mu Delta (National Business Honor Society)

Alpha Chi (National Scholastic Honor Society)

## 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 graduation requirements, please see the specific Master's or Doctoral program in this catalogue.

### *Graduation Exercises*

The University conducts formal graduation exercises in December and May. Special features are the presentation of the master's hood to each graduate, the presentation of their countries' flags to the University by international students, and the honor cordon formed by the faculty to honor the graduates.

### *Closing of Records*

When a student graduates with a Bachelor's, Master's degree, or a Doctoral degree; their 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.

## GRADUATE and POST BACCALAUREATE ACADEMIC PROGRAMS

### Teacher Education Post Baccalaureate Program -- Residency Licensure

Degree Awarded: Post Baccalaureate Residency Licensure Certificate

- Elementary Education
- Special Education
- Middle Grades Education
- Secondary Education
- Art Education
- Physical Education/ Health Education
- Music Education

## Program Description

The Post Baccalaureate Residency Licensure Certificate Program is designed for those who have completed a bachelor's degree but now wish to enter the field of education. Specifically, Residency Licensure in North Carolina is an alternative pathway to pursue initial licensure in education. Applicants with a degree from an accredited university AND who are currently teaching in NC public schools are eligible to apply to the Methodist University Post Baccalaureate Residency Licensure Certificate Program.

The program consists of a minimum of 18 semester hours focused on pedagogical practices needed for successful teaching. Candidates will have up to three years to complete the residency program. Coursework is completed in an online format that allows students to attend class while continuing to teach.

Note: Candidates may enroll in courses associated with the residency licensure, but a residency license cannot be issued until all Residency Licensure requirements are met.

Important to the program is the “Student Teaching” experience, which allows the students to apply pedagogical knowledge in their assigned classroom. Teacher candidates will complete all course work and assignments in their own classrooms and will be assigned both a faculty supervisor as well as a site-based mentor. Teacher candidates, faculty, and site-based mentors will work together through observational coaching cycles to provide feedback and support on lesson planning, classroom management, and best practices for teaching.

**Course Waivers:** Students enrolled in the Post Baccalaureate Residency Licensure Certificate program may qualify for course waivers. Students who have graduated from Methodist University with a BS or BA in Education without licensure or with B. S. in Educational Studies and have passed all content specific licensure exams will be eligible for course waivers.

## Fees

There is a \$300 Licensure exam fee attached to EDU 5530 Application of Pedagogy Part 1 (1.5SH) This fee is non-refundable and will be used to purchase a testing voucher to be used for the required PPAT pedagogy assessment. Students are responsible for all additional licensure test fees. All content licensure exams must be passed prior to students enrolling in the final course in the program.

There is no graduation fee for the Graduate Certificate program.

## Billing & Refunds

Payment and Billing Policy for the Residency Licensure 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 MU Online academic calendar for exact dates.

## Admission Requirements & Procedures

Residency Program Requirements Year 1

Persons with an approved baccalaureate degree wishing to obtain North Carolina teaching licensure through Methodist University must meet the following eligibility requirements:

- Has earned a bachelor’s degree from a regionally accredited university or college.
- Has earned a 2.7 cumulative GPA on the degree.

- Has either completed 24 semester hours of coursework in the requested licensure area or passed the NC State Board of Education required content area examination(s) for the requested licensure area.
- Is currently employed or is seeking employment by an LEA.

#### Application for Year 1:

Interested candidates will apply for the program through the Methodist website. In addition, applicants will submit all transcripts (official or unofficial) for evaluation to the Residency Licensure Program Coordinator. The Director for Online and Transfer Student Support will work with the Chair of the Teacher Education Committee, to create an individualized prescribed course of study for the candidate. The individualized plan of study will contain all courses and state licensure testing the candidate is required to complete. All courses on the plan of study must be taken at Methodist University.

**Year 1 Transcript Review:** During the initial application process (first year), transcripts will be reviewed for each candidate. In some cases, additional course work may be required based on this review. Candidates will be notified of any additional course requirements as part of their individual prescribed plan of study.

Candidates with a GPA lower than a 2.7 cumulative must establish a GPA at Methodist University as part of their individualized plan. Teacher candidates who do not meet the minimum requirements listed above will have an individualized prescribed plan of study comprised of undergraduate courses selected to fulfill the areas of deficit. These will be included as part of their initial plan of study.

#### Year 2 & 3: Program Status Review

A Residency Licensee may be renewed two times. PBRLP candidates returning for a second or third year in the program must meet the following criteria:

- Must be in good standing within the Residency Program by maintaining a 2.7 GPA.
- Must be employed with and LEA and submit an updated RLP form signed by the LEA.
- Must submit either licensure exam scores or evidence of registration for licensure exams as noted in their plan of study.

As needed, the Director of Online and Transfer Student Support will work with the Chair of the Teacher Education Committee, to modify the candidates individualized prescribed course of study. The individualized plan of study will contain all courses and state licensure testing the candidate is required to complete the MU Residency Program.

**NOTE:** Additional course work may be identified at this time if the RLP candidate has completed the course work on the initial plan but failed to pass the required licensure exams. Candidates will be placed in one or more of the courses not included in their original plan of study. Courses will be selected from the existing graduate level courses aligned with their specific licensure area.

**NOTE:** All courses on the plan of study must be taken at Methodist University.

#### Post Baccalaureate Residency Licensure Certificate Program

#### Course Requirements Concentration Specific Courses

## Elementary Education

- EDU 5110 Elementary Math Pedagogy Part 1 (1.5 credits)
- EDU 5120 Elementary Math Pedagogy Part 2 (1.5 credits)
- EDU 5130 Early Literacy Pedagogy Part 1 (1.5 credits)
- EDU 5140 Early Literacy Pedagogy Part 2 (1.5 credits)
- EDU 5500 Content Area Licensure Exam Preparation (1 credit)
- EDU 5510 Methods for Instructional Technology Part 1 (1.5 credits)
- EDU 5520 Methods for Instructional Technology Part 2 (1.5 credits)
- EDU 5530 Application of Pedagogy Part 1 (1.5 credits)
- EDU 5540 Application of Pedagogy Part 2 (1.5 credits)
- EDU 5900 Focus on Teaching in the Field (3 credits)
- EDU 6310 Advanced Behavior Management Techniques (3 credits)

## Middle Grades Education

- EDU 5400 Introduction to Classroom Pedagogy Part 1 (1.5 credits)
- EDU 5410 Introduction to Classroom Pedagogy Part 2 (1.5 credits)
- EDU 5420 Disciplinary Literacy Part 1 (1.5 credits)
- EDU 5430 Disciplinary Literacy Part 2 (1.5 credits)
- EDU 5500 Content Area Licensure Exam Preparation (1 credit)
- EDU 5510 Methods for Instructional Technology Part 1 (1.5 credits)
- EDU 5520 Methods for Instructional Technology Part 2 (1.5 credits)
- EDU 5530 Application of Pedagogy Part 1 (1.5 credits)
- EDU 5540 Application of Pedagogy Part 2 (1.5 credits)
- EDU 5900 Focus on Teaching in the Field (3 credits)
- EDU 6310 Advanced Behavior Management Techniques (3 credits)

## Special Education

- EDU 5110 Elementary Math Pedagogy Part 1 (1.5 credits)
- EDU 5120 Elementary Math Pedagogy Part 2 (1.5 credits)
- EDU 5130 Early Literacy Pedagogy Part 1 (1.5 credits)
- EDU 5140 Early Literacy Pedagogy Part 2 (1.5 credits)
- EDU 5150 Introduction to Special Education Part 1 (1.5 credits)
- EDU 5160 Introduction to Special Education Part 2 (1.5 credits)
- EDU 5500 Content Area Licensure Exam Preparation (1 credit)
- EDU 5510 Methods for Instructional Technology Part 1 (1.5 credits)
- EDU 5520 Methods for Instructional Technology Part 2 (1.5 credits)
- EDU 5530 Application of Pedagogy Part 1 (1.5 credits)
- EDU 5540 Application of Pedagogy Part 2 (1.5 credits)
- EDU 5900 Focus on Teaching in the Field (3 credits)
- EDU 6310 Advanced Behavior Management Techniques (3 credits)

## Secondary Education

- EDU 5400 Introduction to Classroom Pedagogy Part 1 (1.5 credits)
- EDU 5410 Introduction to Classroom Pedagogy Part 2 (1.5 credits)
- EDU 5420 Disciplinary Literacy Part 1 (1.5 credits)

- EDU 5430 Disciplinary Literacy Part 2 (1.5 credits)
- EDU 5500 Content Area Licensure Exam Preparation (1 credit)
- EDU 5510 Methods for Instructional Technology Part 1 (1.5 credits)
- EDU 5520 Methods for Instructional Technology Part 2 (1.5 credits)
- EDU 5530 Application of Pedagogy Part 1 (1.5 credits)
- EDU 5540 Application of Pedagogy Part 2 (1.5 credits)
- EDU 5900 Focus on Teaching in the Field (3 credits)
- EDU 6310 Advanced Behavior Management Techniques (3 credits)

#### Art Education

- EDU 5400 Introduction to Classroom Pedagogy Part 1 (1.5 credits)
- EDU 5410 Introduction to Classroom Pedagogy Part 2 (1.5 credits)
- EDU 5420 Disciplinary Literacy Part 1 (1.5 credits)
- EDU 5430 Disciplinary Literacy Part 2 (1.5 credits)
- EDU 5500 Content Area Licensure Exam Preparation (1 credit)
- EDU 5510 Methods for Instructional Technology Part 1 (1.5 credits)
- EDU 5520 Methods for Instructional Technology Part 2 (1.5 credits)
- EDU 5530 Application of Pedagogy Part 1 (1.5 credits)
- EDU 5540 Application of Pedagogy Part 2 (1.5 credits)
- EDU 5900 Focus on Teaching in the Field (3 credits)
- EDU 6310 Advanced Behavior Management Techniques (3 credits)

#### Music Education

- EDU 5400 Introduction to Classroom Pedagogy Part 1 (1.5 credits)
- EDU 5410 Introduction to Classroom Pedagogy Part 2 (1.5 credits)
- EDU 5420 Disciplinary Literacy Part 1 (1.5 credits)
- EDU 5430 Disciplinary Literacy Part 2 (1.5 credits)
- EDU 5500 Content Area Licensure Exam Preparation (1 credit)
- EDU 5510 Methods for Instructional Technology Part 1 (1.5 credits)
- EDU 5520 Methods for Instructional Technology Part 2 (1.5 credits)
- EDU 5530 Application of Pedagogy Part 1 (1.5 credits)
- EDU 5540 Application of Pedagogy Part 2 (1.5 credits)
- EDU 5900 Focus on Teaching in the Field (3 credits)
- EDU 6310 Advanced Behavior Management Techniques (3 credits)

#### Physical Education/ Health Education

- EDU 5400 Introduction to Classroom Pedagogy Part 1 (1.5 credits)
- EDU 5410 Introduction to Classroom Pedagogy Part 2 (1.5 credits)
- EDU 5420 Disciplinary Literacy Part 1 (1.5 credits)
- EDU 5430 Disciplinary Literacy Part 2 (1.5 credits)
- EDU 5500 Content Area Licensure Exam Preparation (1 credit)
- EDU 5510 Methods for Instructional Technology Part 1 (1.5 credits)
- EDU 5520 Methods for Instructional Technology Part 2 (1.5 credits)
- EDU 5530 Application of Pedagogy Part 1 (1.5 credits)

- EDU 5540 Application of Pedagogy Part 2 (1.5 credits)
- EDU 5900 Focus on Teaching in the Field (3 credits)
- EDU 6310 Advanced Behavior Management Techniques (3 credits)

## Residency Licensure Courses

### **EDU 5110 ELEM MATH PEDAGOGY - PART 1     1.5 credits**

Part I of a two-course series, this course is designed to explore how elementary children think about and learn mathematical concepts. Teacher candidates will be introduced to a variety of approaches and methodologies used in teaching mathematics in the elementary school. Students will engage in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. This course will be taken in consecutive terms with EDU 5120 Elementary Math Pedagogy Part 2. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** Students must be enrolled in EDU 5120 in the consecutive term.

### **EDU 5120 ELEM MATH PEDAGOGY - PART 2     1.5 credits**

Part 2 of a two-course series, teacher candidates will build on the content introduced in EDU 5110. This course is designed to enhance teacher candidates understanding of current instructional methods in mathematics education and to assist them in designing mathematical lessons using relevant strategies and activities. Teacher candidates will understand how to teach and assess diverse groups of students through the implementation of math lesson plans, strategies, and activities. This course will be taken in consecutive terms with EDU 5110 Elementary Math Pedagogy Part 1. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** Students must receive a grade of C or better in EDU 5120.

### **EDU 5130 EARLY LITERACY PEDAGOGY I             1.5 credits**

EDU 5130 is the first part of a two-part series that focuses on cognitive, linguistic, and affective factors impacting emergent readers. Candidates will explore how literacy instruction has progressed utilizing a variety of pedagogical strategies and brain research. Critical reading of professional literature will support the understanding of how students learn to read. EDU 5130 focuses on providing students with an overview of literacy development, theory, oral language development (phonological and phonemic awareness), concepts of print, letter knowledge, phonics, and word recognition skills. This course will be taken in consecutive terms with EDU 5140. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** Students must be enrolled in EDU 5140 in the consecutive term

### **EDU 5140 EARLY LITERACY PEDAGOGY II             1.5 credits**

EDU 5140 is the second part of a two-part series that focuses on cognitive, linguistic, and affective factors impacting emergent readers. Candidates will explore how literacy instruction has progressed utilizing a variety of pedagogical strategies and brain research. Critical reading of professional literature will support the understanding of how students learn to read. EDU 5140 focuses on providing students with an overview of oral reading fluency, vocabulary, and comprehension. This course will be taken in consecutive terms with EDU 5130. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** Students must receive a grade of C or better in EDU 5130.

**EDU 5150 INTRO TO SPECIAL EDUCATION - PART 1      1.5 credits**

Part one of a two-course series, this course will examine principles and practices of curriculum assessment and planning for instruction. An emphasis will be placed on formal and informal assessment strategies including formal and summative assessments. The designing of assessment strategies that lead to the implementation of instructional methods are also an integral part of this course. The course goals and objectives will be taught over two terms. This course will be taken in consecutive terms with EDU 5160 Intro to Special Education - Part 2. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** Students must be enrolled in EDU 5160 in the consecutive terms.

**EDU 5160 INTRO TO SPECIAL EDUCATION - PART 2      1.5 credits**

Part two of a two-course series, EDU 5430 is a designed to support teacher candidates as they examine current theories, models, and research for teaching in a special education classroom. This course will develop teacher candidates' understanding of how to implement lesson plans, strategies, and activities. The course goals and objectives will be taught across two terms. The course goals and objectives will be taught over two terms. This course will be taken in consecutive terms with EDU 5150 Intro to Special Education - Part 1 (1.5sh). Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** This course will be taken in consecutive terms with EDU 5150. Students must receive a grade of C or better in EDU 5150.

**EDU 5400 INTRODUCTION TO CLASSROOM PEDAGOGY – PART 1      1.5 credits**

Part I of a two-course series, EDU 5400 is designed to introduce students to relevant instructional pedagogical practices. Students will explore a variety of research based instructional strategies and activities to implement in the classroom. Students will engage in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. The course goals and objectives will be taught across two terms. This course will be taken in consecutive terms with EDU 5410 Introduction to Classroom Pedagogy – Part 2. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** Students must be enrolled in EDU 5410 in the consecutive term.

**EDU 5410 INTRODUCTION TO CLASSROOM PEDAGOGY – PART 2      1.5 credits**

Part 2 of a two-course series, teacher candidates will build on the content introduced in EDU 5400. EDU 5410 is designed to enhance teacher candidates understanding instructional methods and to assist them in designing instructional experiences using relevant strategies and activities. This course will be taken in consecutive terms with EDU 5400 Introduction to Classroom Pedagogy – Part 1. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** This course will be taken in consecutive terms with EDU 5400. Students must receive a grade of C or better in EDU 5400.

**EDU 5420 DISCIPLINARY LITERACY PART 1      1.5 credits**

Part one of a two-course series, this course will develop teacher candidates' understanding of how to implement disciplinary literacy lesson plans, strategies, and activities. EDU 5420 is designed to introduce teacher candidates to approaches and methodologies used in teaching disciplinary literacy. Students engage



in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. This course will also examine current theories, models, and research for teaching in specific content areas. The course goals and objectives will be taught across two terms. This course will be taken in consecutive terms with EDU 5430. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** Students must be enrolled in EDU 5430 in the consecutive term.

#### **EDU 5430 DISCIPLINARY LITERACY PART 2      1.5 credits**

Part two of a two-course series, this course will develop teacher candidates' understanding of how to implement disciplinary literacy lesson plans, strategies, and activities. EDU 5430 is designed to support teacher candidates as they integrate disciplinary literacy within the curriculum with an emphasis on instructional strategies used to prepare students with the skills necessary to read, comprehend, and react to appropriate instructional materials in their individual discipline. The course goals and objectives will be taught over two terms. This course will be taken in consecutive terms with EDU 5430 Disciplinary Literacy Part 1. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** This course will be taken in consecutive terms with EDU 5420. Students must receive a grade of C or better in EDU 5420.

#### **EDU 5500 CONTENT AREA LICENSURE EXAM PREPARATION      1 credit**

This course is designed for teacher candidates to review content knowledge, concepts, and skills in preparation for completion of required content area licensure exams. Students will be presented with a practice exam that will serve as the foundation for review of content covered on licensure exams. This course concludes with practice examination that will identify the student's knowledge in all concepts covered to identify student's understanding of the subject matter for which they will be licensed. The content area exam must be passed to proceed with the final course sequence in the program and to become a fully licensed teacher in North Carolina. This course will be waived if all content area exams have been successfully completed. Students may take this course up to three times.

**Pre-Requisite:** none

#### **EDU 5510 METHODS FOR INSTRUCTIONAL TECHNOLOGY - PART 1      1.5 credits**

EDU 5510 is part one of a two-part series, and it will develop teacher candidates' understanding of how to leverage educational technology strategies and tools in meaningful ways across the various content areas to increase student learning. The course is based on the ISTE Standards for Students, North Carolina Digital Literacy Competencies, The Technological Pedagogical Content (TPACK) model, Technology Integration Matrix (TIM), and Substitution, Augmentation, Modification, and Redefinition (SAMR) Model. Teacher Candidates will explore practical ways to teach Digital Citizenship, and tools like Google, Adobe, Apple, Microsoft, and various Learning Management Systems (LMS). Candidates will develop lessons that align with ISTE Standards for Students 1.1 - 1.3. This course will be taken in consecutive terms with EDU 5520. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** Students must be enrolled in EDU 55200 in the consecutive term.

#### **EDU 5520 METHODS FOR INSTRUCTIONAL TECHNOLOGY - PART 2      1.5 credits**

EDU 5520 is the second part of a two-part series, and it will develop teacher candidates' understanding of how to leverage educational technology strategies and tools in meaningful ways across the various content areas to increase student learning. The focus of the course is to prepare students to think critically and develop knowledge to help students succeed in a global digital world. The course prepares teacher

candidates to understand how to use educational tools in their classroom to benefit students. Teacher Candidates will explore practical ways to use educational tech tools and strategies to enhance classroom management, assessment, presentations, and collaboration. Teacher Candidates will develop lessons that align with ISTE Standards for Students 1.4 - 1.7. This course will be taken in consecutive terms with EDU 5510. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** This course will be taken in consecutive terms with EDU 5510. Students must receive a grade of C or better in EDU 5510.

#### **EDU 5530 APPLICATION OF PEDAGOGY PART 1**

**1.5 credits**

Part I of a two-course series, EDU 5530 is designed to apply a variety of approaches and methodologies used in teaching. Students will engage in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. The course goals and objectives will be taught across two terms. This course will be taken in consecutive terms with EDU 5540. Students must earn a grade of B or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** Students must be enrolled in EDU 5540 in the consecutive term.

#### **EDU 5540 APPLICATION OF PEDAGOGY PART 2**

**1.5 credits**

Part 2 of a two-course series, teacher candidates will build on the content introduced in EDU 5530. EDU 5540 is designed to enhance teacher candidates understanding of current instructional theories and pedagogical methods and to assist them in designing instructional experiences using relevant strategies and activities. Teacher candidates will reflect on their teaching and assessing diverse groups of students. This course will be taken in consecutive terms with EDU 5530. Students must earn a grade of B or higher to successfully complete this course.

**Pre-Requisite/Co-Requisite:** This course will be taken in consecutive terms with EDU 5130. Students must receive a grade of B or better in EDU 5530.

#### **EDU 5900: FOCUS ON TEACHING IN THE FIELD**

**3 credits**

This course is designed to provide an internship experience at the appropriate grade level within the licensure area. Students engage in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. This course requires observations conducted by both a site-based mentor and a faculty supervisor. This course is taken prior to the student teaching course and is designed to give licensure candidates the opportunity to practice research-based strategies. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite:** none

#### **EDU 6310ADVANCED BEHAVIOR MANAGEMENT TECHNIQUES**

**3 credits**

This course presents concepts and strategies that have been found to be effective (even when working with individuals who exhibit extreme behavioral problems) in creating productive classroom learning environments. Assignments are designed to help develop strategies to be used in classroom settings. Topics include establishing classroom rules and expectations, classroom organization and operation, supporting appropriate student behavior, understanding of cultural and religious differences, positive behavior management, and promoting student independence and intrinsic motivation. Students must earn a grade of C or higher to successfully complete this course.

**Pre-Requisite:** none

## Master of Business Administration (MBA) 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.

### **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.

**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.

### **Academic Standing**

If a student's program GPA falls below 3.0 after 12 semester hours, the student will be placed on academic probation. A student must then raise his/her program GPA to 3.0 or higher by the time they reach 24 semester hours in the program in order to be removed from academic probation. If the student does not meet this criterion, then they will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. The following apply to the issue of academic standing:

1. A student must not make more than one course grade of C+/C. If a student receives a second grade of C+/C, that student will be suspended from the program without opportunity for readmission.
2. A student must not make a course grade of F. If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission.
3. Probations, suspensions, and/or dismissals of students are executed by the Provost and are reflected on transcripts.

## **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**

MBA 5400 Organization and Leadership

MBA 5450 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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 2022-23**

August 1	Fall 2022 tuition due to Business Office
2022	Fall Term I Dates: August 22 - October 14
2022	Fall Term II Dates: October 17 - December 9
2023	Spring Term I Dates: January 9 – March 3
2023	Spring Term II Dates: March 6 – April 28
2023	Summer Term I Dates: May 1 – June 23
2023	Summer Term II Dates: June 26 – August 18

All other dates (holidays, drop/add, graduation, etc.) are in accordance with the University Calendar.

### **Master of Health Care 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.

#### **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.

#### **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.

### **Academic Standing**

If a student's program GPA falls below 3.0 after 12 semester hours, the student will be placed on academic probation. A student must then raise his/her program GPA to 3.0 or higher by the time they reach 24 semester hours in the program in order to be removed from academic probation. If the student does not meet this criterion, then they will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. The following apply to the issue of academic standing:

1. A student must not make more than one course grade of C+/C. If a student receives a second grade of C+/C, that student will be suspended from the program without opportunity for readmission.
2. A student must not make a course grade of F. If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission.
3. Probations, suspensions, and/or dismissals of students are executed by the Provost and are reflected on transcripts.

### **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 credits

MBA 5020 Applied Business Statistics	3 credits
MBA 5000 Accounting for Managers	3 credits
MBA 5355 Business Law and Ethics	3 credits
HCA 5600 Health Care Policy Issues	3 credits
MBA 5500 Marketing Management	3 credits
HCA 5645 Strategic Management for Health Care Leaders	3 credits
MBA 5450 Organizational Behavior	3 credits
HCA 5650 Finance and Economics of Health Care Organizations HCA 5680 Global Health	3 credits
HCA 5998 Capstone Part I	3 credits
HCA 5999 Capstone Part II	3 credits

### ***Master of Health Administration Courses***

#### **HCA 5410 ORGANIZATION AND LEADERSHIP OF HEALTH CARE ORGANIZATIONS 3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 5998 CAPSTONE EXPERIENCE Part I 3 credits**

Part one of the capstone course provides an in-depth study of topics pertaining to the United States Health Delivery System. Emphasis is placed upon the health care administrator as a professional with an evidence-based mindset. Upon completion, students should create the framework for a scientific research project using fundamentals obtained throughout the curriculum.

**HCA 5999 Capstone Experience Part II 3 credits**

Part two of the capstone course is designed to continue the study of a health care topic selected in part one. Emphasis is placed on peer critiques, research methodology, and the use of peer feedback in revisions. Upon completion, students should produce a fully formatted research project ready for scientific dissemination or publication.

**HEALTH CARE ADMINISTRATION – THE MASTER OF HEALTH ADMINISTRATION****FOLLOWS AN 8-WEEK CALENDAR****Academic Calendar 2022-2023**

August 1 Fall 2022 tuition due to Business Office

2022 Fall Term I Dates: August 22 - October 14

2022 Fall Term II Dates: October 17 – December 9

2023 Spring Term I Dates: January 9 – March 3

2023 Spring Term II Dates: March 6 – April 28

2023 Summer Term I Dates: May 1 – June 23

2023 Summer Term II Dates: June 26 – August 18

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.

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.
- 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.

#### **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 credits

HCA 5600 Health Care Policy Issues 3 credits

## **Spring**

HCA 5650 Finance and Economics of Health Care Organizations 3 credits

HCA 5645 Strategic Management of Health Care Leaders 3 credits

## **Summer**

MBA 5000 Accounting for Managers 3 credits

**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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 2022 tuition due to Business Office

2022 Fall Term I Dates: August 22 - October 14

2022 Fall Term II Dates: October 17 - December 9

2023 Spring Term I Dates: January 9 – March 3

2023 Spring Term II Dates: March 6 – April 28

2023 Summer Term I Dates: May 1 – June 23

2023 Summer Term II Dates: June 26 – August 18

All other dates (holidays, drop/add, graduation, etc.) are in accordance with the University Calendar.

[Master of Science in Nursing](#)

### **Academic Calendar 2021-22**

August 1 Fall 2022 tuition due to Business Office

2022 Fall Term I Dates: August 22 - October 14

2022 Fall Term II Dates: October 17 – December 9

2023 Spring Term I Dates: January 9 – March 3

2023 Spring Term II Dates: March 6 – April 28

2023 Summer Term I Dates: May 1 – June 23

2023 Summer Term II Dates: June 26 – August 18

All other dates (holidays, drop/add, graduation, etc.) are in accordance with the University Calendar.

### **Degree Awarded:**

Master of Science in Nursing - Administration Leadership

### **Program Description**

The MSN Program aims to address the growing nursing shortage by providing a pathway for experienced nurses to advance their education and career path. Nurse Educators are needed to teach in programs across the country to increase the nursing workforce. Graduates of the MSN-Administration Leadership and the Nursing Education Certificate will be equipped to take nursing leadership positions in a variety of settings in healthcare and academia.

Positions of nursing leadership such as unit managers, chief nursing officers, and administrators need nurses with experiential and academic preparation to face the challenges of modern healthcare systems. Concepts



such as leadership, quality improvement, evidence-based practice, and informatics will prepare graduates for these roles.

The Nursing Education Certificate will allow nurses with advanced degrees to teach in a variety of academic settings as clinical and /or classroom instructors. Nursing Programs across the country are turning away qualified applicants due to lack of qualified nursing faculty. Students completing the Nursing Education Certificate Program will be equipped to step into these academic roles.

The Nursing Education Certificate will allow nurses with a Baccalaureate degree to step into the role of staff development coordinator, nurse educator in acute and outpatient settings, and instructor of nursing in Associate Degree in Nursing, Diploma Nursing, Licensed Practical Nursing, and Nursing Assistant Programs.

## **Mission & Learning Outcomes**

### **Mission**

The mission of the Methodist University Nursing Program is to educate nursing students to be professional, competent, and caring nurse leaders who can think critically, communicate with compassion, and contribute to positive health outcomes for the people they serve. This will be accomplished by providing a learning community of holism which promotes a partnership among administration, faculty, students, nurses, and community associates.

### **Learning Outcomes:**

1. Integrate theoretical perspectives for advanced nursing care to guide clinical decision making and promote person-centered care within a variety of health care settings.
2. Engage in interprofessional partnerships to improve health outcomes and optimize care delivery for individuals, communities, and populations across a variety of health care settings.
3. Develop broadened contextual basis of scholarship and critically appraise the application of best practices in a variety settings and populations.
4. Evaluate quality and safety measures to improve processes, outcomes, and systems of health care.
5. Analyze the use of informatics and health care technologies to improve patient and population outcomes while upholding ethical and legal standards of professional nursing practice.
6. Develop activities to enhance personal, professional, and leadership skills.
7. Model behaviors of professional nursing that recognize and embrace diversity and holism to promote positive health outcomes within a global healthcare community.

## **Application Process & Admissions Requirements**

### **Application Process**

Consistent with the University admission policy, admission to the Methodist University MSN 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**

1. Bachelor's degree in Nursing from a four-year accredited college or university before starting the first term of the program.
2. Current, unrestricted license to practice as a registered nurse.
3. Undergraduate GPA of 2.75 or higher.
4. Official transcripts.

## **Finances -Tuition & Fees**

### **Fees**

Graduation fee: \$150.

### **Billing & Refunds**

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.

### **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.

### **Academic Standing**

If a student's program GPA falls below 3.0 after 12 semester hours, the student will be placed on academic probation. A student must then raise his/her program GPA to 3.0 or higher by the time they reach 24 semester hours in the program in order to be removed from academic probation. If the student does not meet this criterion, then they will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. The following apply to the issue of academic standing:

1. A student must not make more than one course grade of C+/C. If a student receives a second grade of C+/C, that student will be suspended from the program without opportunity for readmission.
2. A student must not make a course grade of F. If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission.
3. Probations, suspensions, and/or dismissals of students are executed by the Provost and are reflected on transcripts.

### **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 Nursing Department.

### **Master of Science in Nursing Core (21 credits)**

NUR 5000 Nursing Theory	3 credits
NUR 5200 Data Analysis	3 credits
NUR 5400 Ethics & Professional Behavior	3 credits
NUR 5600 Evidence-Based Practice	3 credits
NUR 5800 Advanced Informatics and Healthcare Technologies	3 credits
NUR 6200 Health Policy & Economics	3 credits
NUR 6400 Population & Global Health	3 credits

**Nursing Administration Leadership Area of Study (12 credits)**

NUR 6000 Nursing Leadership & Advanced Roles in Leadership	3 credits
NUR 6600 Interprofessional Collaboration & Communication	3 credits
NUR 6800 Practicum I	1.5 credits
NUR 6810 Practicum II	1.5 credits
NUR 6900 Capstone	3 credits

**Electives – choose one course (3 credits)**

NUR 5700 Quality and Safety in Nursing Practice	3 credits
MBA 5450 Organizational Behavior	3 credits
Nursing Education Certification course (One 3 credits course would count as dual credit for Nursing Education Certificate)	
NUR 5100 Assessment & Evaluation	3 credits
NUR 5300 Curriculum & Program Development	3 credits

**Requirements for Nursing Education Certificate (12 credits)**

NUR 5000 Nursing Theory & Education (offered as dual credit with MSN)	3 credits
NUR 5100 Assessment & Evaluation (offered as dual credit elective with MSN)	3 credits
NUR 5300 Curriculum & Program Development	3 credits
NURS 6800 Practicum I	1.5 credits
NURS 6810 Practicum II	1.5 credits

*Master of Science in Nursing Courses*

**NUR 5000: Nursing Theory & Education 3 credits**

(dual credit for Nursing Education Certificate)

This course will explore a variety of nursing theories including various theoretical perspectives of teaching and learning, as well as practical application of strategies to meet the diverse needs of learners. Students will apply theoretical frameworks to a health care or instructional problem to promote effective change within an organization or educational setting. Discussion of managing various challenges related to nursing leadership and education will be included throughout the course.

**NUR 5100: Assessment & Evaluation 3 credits**

This course provides a foundation in assessment, measurement, and evaluation strategies for nursing education. Students will explore the theoretical basis for evaluation, as well as practical application of the strategies. The course is intended to prepare students to utilize strategies of measurement and evaluation in developing tests, interpreting test results, assessing clinical performance, and evaluating written assignments. Discussion of legal and ethical issues related to evaluation in nursing education will be included throughout the course.

**NUR 5200: Data Analysis (Quantitative/Qualitative) 3 credits**

This course analyzes statistical measurements in current use related to a healthcare problem. Concepts of scientific measurement, data analysis, and descriptive and inferential statistics are addressed. Students will be able to identify and differentiate between quantitative and qualitative measurements.

Pre-requisite and/or Co-requisite: NUR 5000

**NUR 5300: Curriculum & Program Development 3 credits**

This course provides a foundation in curricular design, program development, and curriculum evaluation in nursing education. Students will explore internal and external contextual factors influencing curriculum design and implementation. This course is intended to prepare students to utilize foundational principles and concepts for the development and evaluation of nursing curricula in academic settings. This course will also prepare students for program development and evaluation in nursing education.

**NUR 5400: Ethics & Professional Behavior 3 credits**

This course will emphasize ethical principles and moral decision-making processes as related to the healthcare delivery system. Students will examine and discuss moral, ethical issues within healthcare. Students will examine professional and interprofessional leadership responsibilities and health advocacy roles as they relate to healthcare. Students will explore public policies through advocacy related to a topic of interest.

Pre-requisite: NUR 5000

**NUR 5600: Evidence-Based Practice 3 credits**

This course builds on NUR5200 with a focus on the foundation of scholarship and improvement of healthcare. Students will apply methods of EBP, analyze emerging EBP scholarly articles, and then modify and adapt that research to make effective change within their organization. Students will examine issues such as nursing performance, organizational effectiveness, nursing outcomes, and teaching and learning. Students will develop a project based on a PICO question, conduct a literature review, and write a proposal paper related to student's topic of interest.

Pre-requisite: NUR 5000, NUR 5200

**NUR 5700 Quality and Safety in Nursing Practice 3 credits**

This course builds on evidenced-based practice concepts explored in NUR 5600 with a focus on the role of the nurse leader in supporting continuous quality improvement within the healthcare setting. Students will apply methods related to process change, root cause analysis and informatics to identify and improve safety and quality outcomes. National initiatives, barriers to change, and the need to create buy-in from a variety of stakeholders will be examined.

Pre-requisite: NUR 5600

**NUR 5800: Advanced Informatics & Healthcare Technologies 3 credits**

This course provides advanced knowledge and skills to improve healthcare outcomes by making effective change using technological resources. Graduate prepared nurses will expand their knowledge of nursing informatic theory and how informatics is used for practice applications, professional skill development, networking, and project management. Students will explore the connection between computer technology, and effective change and outcomes.

Pre-requisite: NUR 5000

**NUR 6000: Nursing Leadership & Advanced Roles in Leadership (100 clinical hours) 3 credits**

This course provides an in-depth look at leadership and management within the nursing profession. Students will examine the transition between nursing practice and the management and provision of healthcare and organizational issues. The course will explore various advanced nursing roles in leadership. Management and quality improvement skills will be analyzed. A clinical component is included within this course.

Pre-requisite: NUR 5000

**NUR 6200: Health Policy & Economics 3 credits**

This course examines the relationship between health policy and economics. This course will look at health policy and economics from a graduate prepared nurse perspective. The course will look at how economics shape health policymaking, health reform, and emerging and continuing controversies in health policy. Students will analyze health policymaking processes including various aspects of policy development, implementation, and modification. The course will introduce students to the framework in which the U.S. healthcare system functions.

Pre-requisite: NUR 5000

**NUR 6400: Population & Global Health 3 credits**

This course will provide advanced opportunity to explore population-based healthcare of disease and illness prevention, as well as health maintenance and promotion, and global health. It explores epidemiological principals as an integral part of population health risks, assets, and disparities. Graduate students will explore population-based and community models in which disease and illness occur as well as within healthcare delivery systems.

Pre-requisite: NUR 5000

**NUR 6600: Interprofessional Collaboration and Communication in Health Care (100 Clinical hours) 3 credits**

This course consists of improving collaboration and communication among interprofessional teams. Graduate students will explore interdisciplinary health care professions. Communication and decision-making processes among interprofessional teams will be analyzed. Students will examine qualities of successful teams and interprofessional interactions. Students will analyze and apply effective interprofessional collaboration to improve health care outcomes. A clinical component is included within this course.

Pre-requisite: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400

**NUR 6800: Practicum I (Applied Practice Experience - 75 clinical hours) 1.5 credits**

This course consists of a practical experience that is developed, approved, supervised, and evaluated by faculty and preceptors. The objective is to provide students an opportunity to synthesize, integrate, and then apply leadership knowledge and skills, that has been learned throughout the MSN curriculum, to a PICO question. Students will gain professional experience in an administrative environment and implement a project of particular interest setting them on a career trajectory. Careful consideration must be given to a site and preceptor.

Pre-requisite: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400

**NUR 6810: Practicum II (Applied Practice Experience - 75 clinical hours) 1.5 credits**

This course is a continuation of NUR 6800. It consists of a practical experience that is developed, approved, supervised, and evaluated by faculty and preceptors. The objective is to provide students an opportunity to synthesize, integrate, and then apply leadership knowledge and skills, that has been learned throughout the MSN curriculum, to a PICO question. Students will gain professional experience in an administrative environment and implement a project of particular interest setting them on a career trajectory. Careful consideration must be given to a site and preceptor.

Pre-requisite: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400

**NUR 6900: Capstone (Integrated Learning Experience – 150 clinical hours) 3 credits**

Students will evaluate and present their applied learning practicum project. This course will provide graduate students the opportunity to apply proficient leadership skills with emphasis on professional growth. Students will have the opportunity to assess their educational goals as well as their future professional career goals.

Pre-requisite: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400, NUR 6600

[Nursing Education Certificate](#)

**Requirements for Nursing Education Certificate (12 credits)**

NUR 5000 Nursing Theory & Education (offered as dual credit with MSN)	3 credits
NUR 5100 Assessment & Evaluation (offered as dual credit elective with MSN)	3 credits
NUR 5300 Curriculum & Program Development	3 credits
NURS 6800 Practicum I	1.5 credits

**NUR 5000: Nursing Theory & Education 3 credits**

(dual credit for Nursing Education Certificate)

This course will explore a variety of nursing theories including various theoretical perspectives of teaching and learning, as well as practical application of strategies to meet the diverse needs of learners. Students will apply theoretical frameworks to a health care or instructional problem to promote effective change within an organization or educational setting. Discussion of managing various challenges related to nursing leadership and education will be included throughout the course.

**NUR 5100: Assessment & Evaluation 3 credits**

This course provides a foundation in assessment, measurement, and evaluation strategies for nursing education. Students will explore the theoretical basis for evaluation, as well as practical application of the strategies. The course is intended to prepare students to utilize strategies of measurement and evaluation in developing tests, interpreting test results, assessing clinical performance, and evaluating written assignments. Discussion of legal and ethical issues related to evaluation in nursing education will be included throughout the course.

**NUR 5300: Curriculum & Program Development 3 credits**

This course provides a foundation in curricular design, program development, and curriculum evaluation in nursing education. Students will explore internal and external contextual factors influencing curriculum design and implementation. This course is intended to prepare students to utilize foundational principles and concepts for the development and evaluation of nursing curricula in academic settings. This course will also prepare students for program development and evaluation in nursing education.

**NUR 6800: Practicum I (Applied Practice Experience - 75 clinical hours) 1.5 credits**

This course consists of a practical experience that is developed, approved, supervised, and evaluated by faculty and preceptors. The objective is to provide students an opportunity to synthesize, integrate, and then apply leadership knowledge and skills, that has been learned throughout the MSN curriculum, to a PICO question. Students will gain professional experience in an administrative environment and implement a project of particular interest setting them on a career trajectory. Careful consideration must be given to a site and preceptor.

Pre-requisite: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400

**NUR 6810: Practicum II (Applied Practice Experience - 75 clinical hours) 1.5 credits**

This course is a continuation of NUR 6800. It consists of a practical experience that is developed, approved, supervised, and evaluated by faculty and preceptors. The objective is to provide students an opportunity to synthesize, integrate, and then apply leadership knowledge and skills, that has been learned throughout the MSN curriculum, to a PICO question. Students will gain professional experience in an administrative environment and implement a project of particular interest setting them on a career trajectory. Careful consideration must be given to a site and preceptor.

Pre-requisite: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400

## METHODIST UNIVERSITY ONLINE ADMISSIONS POLICY

Methodist University Online admits academically qualified students of any age, race, sex, national or ethnic origin, or religious faith. Candidates applying for admission are accepted as either freshmen, transfer students, re-admitted students, special (non-admitted) students, or visiting students.

### Application Process

Submit a completed Methodist University Online Application.

Submit official copies of all appropriate academic credentials to the Methodist University Admissions Office.

## MU ONLINE TUITION AND FEES

Methodist University Online tuition:

- Undergraduate (Bachelor and Associate degree programs) - \$400 per credit hour
- Graduate, Post-baccalaureate, Certificate programs - \$500 per credit hour
- There may be program-specific fees listed with each program

Students can view the tuition and fee schedules for each of our undergraduate, graduate and professional programs on our website <https://online.methodist.edu/tuition-and-financial-aid/>

## 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](http://www.methodist.edu/tuition-fees).

## UNDERGRADUATE 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.

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. All students MUST maintain satisfactory academic progress, listed in the next section, to be eligible for any financial aid. An undergraduate student initially enrolled as full time cannot drop below 12 credits before the end of the semester or that student may be ineligible for 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](http://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](http://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](http://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](http://studentaid.gov). Information on all federal loans and federal grants processed for the borrower throughout their academic career can be found at [studentaid.gov](http://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 (credits 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](http://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 UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS

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

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.

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.

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.

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).

A student, who fails to make SAP at the end of the probation payment period, is placed on Financial Aid Suspension (FAS).

To earn credit hours at Methodist University, a student must receive a grade of A, B, C, or D. Any other grade does not earn hours.

Classes, from which a student has withdrawn will be counted as hours attempted but not hours earned, therefore, will negatively impact a student's ability to satisfy SAP.

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.

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.

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.

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.

Credits Attempted	Minimum Cumulative GPA
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

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).

## Notification of Denial

### Failure to Meet Sap

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, must be developed for the student. The student's academic and career advisor 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 and career advisor. 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.

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.

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 and career 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:

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.

Serious illness or injury of immediate family member—notarized statement from a physician along with typed letter of appeal from student.

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.

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](http://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).

## GRADUATE FINANCIAL AID

### Financial Aid

#### *Purpose & Process*

The Office of Financial Aid is located in Joe Stout Hall and is open for operation Monday through Friday from 8:00am-5:00pm. All students are responsible for checking their Methodist e-mail daily for messages from the university. 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 a FERPA form, which is located on the student's myMUPortal by logging on to [www.methodist.edu](http://www.methodist.edu) and selecting muMUPortal under the quick links, then click on the FERPA tab.

Financial assistance is provided through any combination of the Federal Direct Unsubsidized Loan, Federal Graduate PLUS Loan, Private Alternative Loan, and Outside Scholarships. Graduate students interested in applying for federal loans must first complete the FAFSA. The FAFSA is completed online at <https://studentaid.gov>. Methodist University's school code is 002946. The borrower must be a U.S. citizen or eligible non-citizen as defined by the FAFSA, the student borrower must be enrolled or accepted for enrollment in a master's degree program on at least a half-time basis (3 semester hours in a graduate program) as a graduate student, the student borrower must maintain Methodist University's Satisfactory Academic Progress (SAP) for Financial Aid eligibility and the borrower must not be in default on a previous Federal student loan, Perkins, or Direct Loan. The results of a student's processed FAFSA will be emailed to the student and Methodist University electronically. A financial aid offer will be completed. An email will be sent informing the student of the financial aid offer and information for attaining loans. The Department of Education has set forth borrowing limits for a graduate student per academic year which is \$20,500.00 unsubsidized. The Graduate Aggregate Limit (maximum a graduate student can borrow in their graduate career) is \$138,500.00 with a maximum of \$65,000.00 in Subsidized (borrowed prior to July 1, 2012). Students may borrow up to the budget (budget is created based on tuition, books and supplies, and miscellaneous expenses) for the Federal Graduate PLUS (PA, DPT, and OT students only).

The student borrower applying for the Unsubsidized loan must complete the Entrance Counseling and Master Promissory Note (MPN), on the Department of Education's website <https://studentaid.gov>. The graduate borrower applying for the Graduate PLUS loan (PA, DPT, and OT students only) must complete the Entrance Counseling, MPN and Graduate PLUS application on the Department of Education's website <https://studentaid.gov>. Students must also sign the financial aid offer; this can be done online via the myMUPortal. Students can access the myMUPortal at <https://methodist.edu>, under quick links, myMUPortal.

- **PLEASE NOTE: Before a federal student loan can be originated/processed a student must sign for the loan and complete all required documentation prior to the end of the student's current academic year enrollment, (per federal guideline 34 CFR 668.164(g)(2)(ii)). Check your myMUPortal for a list of missing documents.**

Note: Students are encouraged to check with their employers/agency to see if there are continuing education incentives offered.

Methodist University participates in the William D. Ford Federal Direct Student Loan Program (Federal Direct Loans) for the processing of all Federal Direct Loans (Unsubsidized and Graduate PLUS) in which loan proceeds are provided directly from the U.S. Department of Education.

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 falling below half-time status (3 semester hours) are required to complete a Loan Exit Counseling. The Exit Counseling may be completed by accessing it online through <https://studentaid.gov>. Students may view a listing of their student loan history online at the National Student Loan Data System (NSLDS) website at <https://nslds.ed.gov>. NSLDS is a secure central database and provides information on all federal loans and

federal grants processed for the borrower through their academic career. A borrower may cancel or reduce a loan any time before a loan has disbursed to Methodist University. If the loan has already been disbursed and credited to the student's account in the Business Office, the borrower may cancel a loan with 30 days from the date it disbursed and credited to the student's account. A student may reinstate a Federal Direct unsubsidized (unsub) loan at any time prior to the last day of the academic semester. The Graduate PLUS and Alternative Loans MAY NOT be reinstated once cancelled or reduced. Instead, the borrower must reapply for the requested amount. For revisions to loans processed, that meet the criteria stated above, the borrower must complete a loan revision form located on the Office of Financial Aid's website or via the myMUPortal under the financial aid forms. The borrower can repay the loan disbursement directly by contacting the loan holder which can be found by accessing NSLDS. Student borrowers, who have loans with a FFELP lender (loans disbursed prior to July 1, 2010), should refer to the lender information provided by NSLDS. For those borrowers with Federal Direct Loans from the Department of Education, payments may be made at the Department of Education's website at <https://studentaid.gov>. The borrower will be responsible for any interest that may have accrued and/or any loan fees. Should a student borrower wish to cancel, a written request must be submitted to the Office Financial Aid within 30 days of the funds crediting to the student's business office account. The written request to cancel a loan may be submitted by a handwritten, typed, or printed statement, by submitting the loan revision form (found on the myMUPortal) or by email (which must come from the students MU email). Please note: Canceling any loan disbursement could cause a balance to be due on the university account in the Office of Student Accounts which the student will be responsible for paying. This is more likely to be true if excess funds (credit balance) have already been distributed via a check. If this is the case the funds will need to be returned to the Office of Student Accounts BEFORE the funds will be returned to the Dept of Ed. For timely disbursement of funds, students must submit any outstanding information to the Office of Financial Aid as soon as possible.

#### *Methodist University Office of Financial Aid Satisfactory Academic Progress Policy for Graduate 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 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 those requirements.

#### *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, specifically, at the end of the summer payment period. 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, or C. Any other grade does not earn hours.
7. Classes, from which a student has withdrawn 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.

#### *Failure to Meet SAP*

##### ***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 must be developed for the student. The student's academic advisor and the student should develop a

plan that ensures that the student is meet Methodist's SAP standards by a specific point in time. 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 able to 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.

- 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.
- 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 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 written 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 written 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 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 written 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 written 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 written letter of appeal from student.
2. Serious illness or injury of immediate family member-notarized statement from a physician along with written letter of appeal from student.
3. Death of an immediate/close family member-notarized statement from a minister, nearest relative, or an unbiased concerned adult along with written 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 written 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 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, participants in the Montgomery G. I. Bill contributory program, active-duty military in voluntary education programs, drilling National Guard, drilling Reservists, and eligible spouses and offspring who have applied, met all admissions criteria, been fully accepted, and actively matriculated may be certified to the U. S. DVA Regional Office as enrolled and in pursuit of an approved program of Education. Veterans' education benefits will be terminated if a student fails to maintain the Standards of Academic Progress as listed in the financial aid section of this catalogue. For information concerning monetary benefits contact the U.S. Department of Veterans Affairs Regional Processing Office in Decatur, GA (888) 442-4551 or their web site [www.va.gov](http://www.va.gov). For information about the available programs at Methodist University contact the Director of Veteran Services (910) 630-7174.

### 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 Loans and GradPLUS Loan moneys until the drop/add period is over. Once this add/drop is complete and enrollment has been verified, loan funds are credited to student accounts. 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.

#### *Processing of Refunds*

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 Business Office, 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 an identification number and the date when their refund will be available for pick-up once they are put on a refund list.

### *Calculating the Refund*

The Office of Student Accounts requires approximately one week to issue a refund check 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.

### *Check Pick-up*

Refund checks are available for pick-up after 3:00 pm on the scheduled date. Please have a valid student ID card, driver license, or a picture ID available for positive identification. Checks not picked up within two weeks of issuance will be mailed.

The earliest date for refund check pick-up for all graduate students is 14 days after the respective program start date.

Refund Checks are available for scheduled students on Tuesdays and Thursdays after 3:00 pm. Students that drop classes and fall below six hours will be subject to partial or full loss of their financial aid.

### *Payment, Billing, & Interest Policy*

It is the policy of Methodist University that all charges for previous academic terms must be paid before new charges can be processed. Deadlines for paying new charges are 30 days prior to the start of classes. For specific deadline payment dates, see under the specific graduate program later in this catalogue.

If a graduate student owes an outstanding balance after the payment deadline date, 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 deadline payment date of the specific graduate program. Also, the following further comprise the Payment, Billing, and Interest Policy regarding graduate students:

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. That is, interest is not charged on these items until the end of the 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. Statements are sent to parents and/or students monthly during the semester as required.
4. If statements are to be mailed to any address other than the home address, the Business Office must be notified in advance.
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 Business Office. 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. Loan money is posted to students' accounts after receipt from the lending institution by electronic funds transfer or, if in check form, after endorsement by the student or parent. Military Tuition Assistance (MTA) is not credited to student accounts until funds are received by the school. Students that have not completed their financial aid processing before the end of the fourth week of classes will be subject to dismissal, unless acceptable arrangements have been made with the Office of Financial Aid.

- b. The Office of Financial Aid will credit scholarships/grants from outside agencies to the student's account once funds have been received and student's enrollment has been verified.
- 6. Students who drop/add classes that will change full-time or part-time status must inform the Office of Student Accounts. The students' charges and financial aid can be affected by a change of status.
- 7. No student who has an outstanding financial balance may participate in graduation ceremonies.
- 8. Students will be charged fully for all classes not dropped by the end of the drop/add period.

### 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. Deadlines for paying new semester charges (for all returning students and new students pre-registered) are as published by the University.

**Payment Plans:** The University offers convenient payment plans to assist with financial needs. Dates and deadlines are published in the student portal.

Payment plan payments not received within two (2) weeks of the required due date indicated on the billing statement will result in a hold placed on the account, preventing future registration, 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.

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.

Official transcripts or other statements of work completed will not be released as long as money is owed to the University.

Monthly billing statements will be sent via email to the student's Methodist email address. Students are responsible for checking their email.

### Deduction of financial assistance:

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 each semester. 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.

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.

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

Credits 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 balances are refunded to the student. The loan disbursement date is not the refund date.

Pell Grants, Institutional Aid, Outside Scholarships, other aid – These forms of aid are credited to the student's account after the drop/add period is over, if this aid has been awarded and all paperwork has been processed and approved.

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. Bookslips cannot exceed the authorized amount set by the Office of Student Accounts, 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.

Refunds – After the student has confirmed that they have a credit balance with the Office of Student Accounts, they may request a refund. Refunds are processed 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's request. 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 provided) will have their refund mailed to the address on record. Enrolling in the Student 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 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, 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 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.

#### Withdrawal from Campus Academic 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:

1st Week	100.00%
2nd Week	80.00%
3rd Week	60.00%
4th Week	40.00%
5th Week	20.00%
After 6 <sup>th</sup> 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. Students will be mailed communication once all calculations are complete, regardless of if they are receiving a refund or have a balance due.

#### 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](http://www.methodist.edu/institutional-research-reports).

