

2014-2015

Adult & Graduate Studies

Student Handbook



AGS Student Handbook
2014 – 2015

Revised 1.16.2015

PREFACE

This handbook is a compilation of the policies and regulations that govern many areas of the Adult and Graduate Studies Program. It is not intended to be contractual in substance or nature; rather, it is designed to serve as a source of information and reference to services and activities of the university community.

The policies and procedures set forth in this handbook may be altered or amended without notice as the university deems necessary. All students are to be thoroughly familiar with the contents of this handbook and are responsible for such knowledge. For additional information concerning the programs and policies of the university, consult the university catalog.

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

- SWU Core Values Comprehensive Statement

Table of Contents

- I. Introduction to Southern Wesleyan University6**
 - Statement of Purpose 6
 - Doctrinal Statement 7
 - Southern Wesleyan University Learning Outcomes..... 7
 - Community Expectations 8
- II. Adult Evening Programs 14**
 - Program Design 14
 - Program Objectives 14
 - Learning Philosophy 15
 - Associate’s Program 16
 - Requirements for AA 16
 - Transfer Policies – Associate’s Degrees 17
 - Bachelor’s Degree Completion Programs 17
 - Transfer Policies for B.S. Degrees 18
 - Residency Requirement for B.S. Degrees 18
 - Graduation Honors for B.S. Degrees..... 18
 - BSBA..... 19
 - BSHS 20
 - Master’s Degree Programs 21
- III. Program Policies and Procedures..... 23**
 - Registration Procedures 23
 - Books and Materials 24
 - Learning Teams 24
 - Class Representatives 25
 - Class Attendance 26
 - Tardy Policy 27
 - Leave of Absence / Withdrawal Policy and Procedure 27
 - Re-Entry Process..... 29
 - ACE-Evaluated Military and Professional Courses 30
 - Grade Reports and Transcripts..... 30

	Grading Procedure	30
	Incomplete Grades (I).....	31
	Grade Appeal Procedure	32
	Conditional and Probationary Status	32
	Academic Suspension.....	33
	The Conferral of Degrees	33
	Academic Honesty.....	34
	Right to Privacy.....	34
	Academic Policy Appeals.....	35
IV.	Financial Services and Policies	36
	Payment of Accounts.....	36
	Refund Policy.....	37
	Financial Aid	37
V.	Educational Services	46
	Academic Counseling	46
	Library Services.....	46
	Career Services Center	47
	SmarThinking.....	47
	Accommodations for Students with Disabilities	48
	Harassment of the Disabled	50
	Sexual Harassment Policy.....	50
	Smoking Policy.....	51
	Drug-Free Campus Policy	52
	Inclement Weather Procedures	52
	Address Changes	53
	Policy on Student Complaints	53
VI.	Course Descriptions	55
	Undergraduate Program Course Descriptions	55
	Graduate Program Course Descriptions.....	60

I. Introduction to Southern Wesleyan University

STATEMENT OF PURPOSE and HISTORY

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

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

Located in Central, South Carolina, the university's main campus is a half-way point between Charlotte, North Carolina and Atlanta, Georgia. It is thirty minutes from the foothills of the Blue Ridge Mountains and ten minutes from Clemson University.

Southern Wesleyan welcomes persons with a wide variety of backgrounds and abilities. Younger and older, undergraduate and graduate, residential and commuting, and traditional and non-traditional students work and interact with a faculty guided by a Christian understanding of the liberal arts.

The University evolved from a small Bible institute and its first charter as Wesleyan Methodist College in 1906 into a four-year, private, liberal arts college, regionally accredited in 1973. Historically, the founders of the college understood linguistic, quantitative, and analytical skills to be the foundation of a liberal arts education. Further, they believed that the cultivation of this curriculum within the context of faith, worship, studies in religion, and service to others created a fertile soil for intellectual and spiritual growth. Thus, the college ensured that every student would be well grounded in these areas by developing a general education curriculum of liberal arts studies. That tradition is alive today. All traditional and non-traditional programs contain a core curriculum in the liberal arts.

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

Ideal graduates of Southern Wesleyan have a healthy respect for themselves and others as bearers of God's image. Their respect encourages care for personal and social health - mentally,

physically, and spiritually. They seek a biblical social awareness that cares for people and their environment.

Information regarding the school's accreditation and traditional programs, as well as additional university polices can be found in the Undergraduate and Graduate Bulletins posted on the SWU website.

DOCTRINAL STATEMENT

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

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

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

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

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

SOUTHERN WESLEYAN UNIVERSITY LEARNING OUTCOMES

The learning community at Southern Wesleyan University fosters in participants

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

Such that graduates will . . .

1. Bear witness to a deepening relationship with God through Christ reflected in integrity of thought, affection, and action.
2. Have established lifestyle habits that facilitate ongoing growth intellectually, spiritually, physically, socially, and emotionally.
3. Approach issues of both a theoretical and practical nature from a consistently biblical perspective, tempered by awareness of personal biases and divergent views.
4. Lead positive change by seeking justice for, reconciliation with, and service to others in a manner that reflects understanding of social dynamics.
5. Recognize and value truth and beauty in themselves and their surroundings as reflections of the Creator.

6. Critically and creatively construct their own well-reasoned perspectives in discussing current trends, ideas and events, drawing on understanding of the breadth of human knowledge.
7. Demonstrate skill in listening, reading, scholarship, writing, public speaking and the use of technology.
8. Solve problems effectively using scientific research, critical thinking, and creativity.
9. Work collaboratively in diverse cultural groups to achieve positive results.
10. Master professional or discipline-specific knowledge and skills sufficient to be productive in the fields to which they are called.

COMMUNITY EXPECTATIONS

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

The Ideal

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

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

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

The Minimum

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

Respect

Members of the community act respectfully toward one another. They do not take actions with the intent to harm another nor treat another rudely. Nor do they use abusive, foul or profane language or gestures. They listen quietly when another is speaking and avoid personal attacks when debating ideas. Honesty in words and actions is also expected as a means of showing respect.

They do not threaten, harass or demean any member of the community. This includes harassment on the basis of sex, race, disability, nationality, age or political persuasion. Activity or entertainment that promotes violence, exploitation, discrimination or sexually immoral and degrading practices is to be avoided by community members. Everyone is to feel safe physically and psychologically at the university. Also for this reason, weapons and explosives of any kind, simulated or real, are not permitted at university functions without prior authorization. The use of language that diminishes or profanes the name of God or otherwise maligns Him is not permitted. The gratuitous denigration of other religious viewpoints is also inappropriate. While there is room for disagreement in community, such disagreements are handled in a mature fashion without attempts to tear down or embarrass the other party. At all times the dignity of the institution, its policies, and its representatives are to be upheld. Disruptive conduct that interferes with the normal activity of the university is not allowed.

Respect for one's own person and God's intended use of the body is also important. Individuals should dress inoffensively and professionally with sensitivity to standards of modesty. Sexual activity is only expressed privately between a man and a woman in the context of marriage. Because sexual expression is not merely physical, but deeply involves the mind, spirit and emotions, there is a need for sensitivity and caution at every level of intimacy. Intimate personal relationships between employees may be disruptive to the work environment and may be considered inappropriate behavior. Intimate relationships or sexual expression between employees and students is strongly discouraged and is considered inappropriate.

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

Privacy

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

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

Property

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

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

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

Reporting Community Violations

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

Faculty should report violations to their Dean or Division Chair.

Any violation report should be submitted in writing within 24 hours of the incident and include the following:

1. Statement of facts outlining each alleged act or pattern of misconduct.
2. The names of any witnesses to the alleged act(s).

Disciplinary Process

Violations to Community Expectations will not be tolerated and will be dealt with in the following manner:

After the appropriate party has received a report or complaint regarding an alleged violation of Community Expectations, the recipient will conduct a preliminary investigation of the alleged violation to determine if a formal discipline process is warranted.

During the preliminary investigation, the recipient may, in his/her sole discretion, interview witnesses and obtain statements concerning the complaint. Actions taken to investigate the complaint during the preliminary investigation are intended to be conducted confidentially to the extent it is practical, appropriate, and permitted by applicable law. However, any of the information provided or obtained during the preliminary investigation may be disclosed if the matter is referred to the Formal Hearing Procedures. Any party contacted during a preliminary investigation should cooperate fully and keep any information about the preliminary investigation strictly confidential. Failure to do so may result in disciplinary action at the sole discretion of the University. Parties who provide false information in a preliminary investigation are subject to disciplinary action at the sole discretion of the University. The University reserves the right to withhold statements as deemed necessary. If the recipient determines that the complaint does not have merit, the matter is considered closed unless further information becomes available. A decision should be rendered within 48 hours (2 business days) of receipt of the report, if at all possible.

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

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

APPEALS PROCEDURES

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

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

The appeals process includes an opportunity for the student and the staff member who initiated the discipline to state and to defend his or her position to the individual or committee

hearing the appeal. The decision of the individual or committee is final. Appeals of discipline shall be made as follows:

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

DISCIPLINARY OUTCOMES

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

1. **Admonition/Warning** – Generally, this is a response given to students as a result of a minor first-time offense. Students are sent a letter regarding the details of the violation, and a copy is placed in the student's record.
2. **Restitution** – This sanction requires a submission of payment of fees made payable to the University as reimbursement for the costs of violations such as vandalism or intentional damage, and / or destruction of University property. The amount of restitution varies according to the property damaged or vandalized.
3. **Interim Suspension** - Suspension is placed in effect until after stipulations for restoration to the community have been met, or until a disciplinary hearing is held for the student who has alleged charges against him or her. This type of suspension is usually released pending a satisfactory resolution or when the outcome of the disciplinary hearing has been determined. Suspension of this type is usually temporary unless the student is found in violation, which requires continued or immediate suspension.
4. **Indefinite Suspension** - Dismissal or suspension from the University to be served for an indefinite period of time while legal action is pending. This type of suspension is usually released pending the outcome of the disciplinary hearing or any pending legal proceedings. Suspension of this type is usually temporary unless the student is found in violation or charges are upheld legally. This sanction can also be placed upon a student if he/she fails to comply with guidelines rendered from the University and be released if the student complies.
5. **Private Withdrawal** – In light of basic principles of the University, any student whose conduct is considered detrimental to the best interests of the University, whose overall influence is negative to campus morale, whose attitude is persistently antagonistic toward others, whose academic performance is regularly delinquent or whose stay in the University seems to be of small personal benefit or hostile to others, may be confronted by University personnel and given an opportunity to address such concerns. If not addressed to the satisfaction of the University, such a student may be given the option to withdraw privately.

6. **Suspension/Dismissal** – Dismissed for a period of time, no less than 6 months. The student in violation may not return to campus except to conduct official business with an administrative officer or faculty member, and then only with permission from the Provost. Readmission is at the sole discretion of University officials.
7. **Expulsion** – A student is permanently excluded from the University with loss of all academic credit. A written record is placed in the student’s file.
8. **Other** - The University reserves the right to implement other disciplinary responses as appropriate. Examples may include a character, spiritual or educational assignment, community service, mandatory counseling and/or rehabilitation as deemed necessary.

A Final Word About Rights & Responsibilities

The goals of the community at Southern Wesleyan University are to

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

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

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

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

II. ADULT EVENING PROGRAMS

2.0 PROGRAM DESIGN

Motivated by a desire to serve the adult population of South Carolina and the broader community through online program offerings, and in a spirit open to innovative change, the Adult & Graduate Studies (AGS) program was developed by SWU. The AGS program is designed to combine theory with practical experience to facilitate the special requirements of adults who are interested in receiving a college degree while continuing to meet personal commitments.

The instructors who facilitate courses in the AGS program include those who are full-time faculty members at SWU, as well as adjunct faculty. Adjunct faculty are qualified professionals who have a theoretical and practical background in the respective disciplines in which they instruct.

Southern Wesleyan University offers the following degrees in non-traditional formats to better serve working adults:

- Associate of Arts in General Studies degree program is offered for students entering a Southern Wesleyan Bachelor's program.
- Bachelor of Science in Business Administration and Bachelor of Science in Human Services degree completion programs are offered for students who have 39 or more semester credit hours.
- Master of Business Administration and Master of Science in Management degrees are offered for students who have completed a baccalaureate degree from an accredited institution.
- A Master of Education with an emphasis on Classroom Leadership is offered for students holding a valid teaching certificate and one year's teaching experience, and a Master of Education with an emphasis on Administration and Supervision is offered for students holding a valid teaching certificate and at least two years of teaching experience.

By attending classes one night each week and actively participating with a learning team, qualified students can complete the associate's degree in approximately 30 months or less, complete major requirements for a bachelor's degree in approximately 24 months, or earn a master's degree in approximately 18 to 24 months.

To facilitate the program, meeting times for core groups are locked for the duration of a course sequence. When students transfer from General Education or Elective sequences to a Bachelor's core program, the meeting night will change.

2.1 PROGRAM OBJECTIVES

The general objectives of the AGS program are:

- To offer a program leading to an associate, bachelor, or master's degree to adults whose occupation, family responsibilities, or personal preferences do not permit them to spend major blocks of time "in residence" on a college campus.

- To provide a degree program that requires mastery of learning outcomes at the academic level appropriate to students' degree goals.
- To provide students with a comprehensive, yet practical, education through an intense curriculum which draws on resources, theories, and knowledge of all relevant disciplines in order to enable students to acquire skills in communication, information processing, analysis, synthesis, and problem solving.
- To facilitate an understanding of the importance of a dynamic social conscience and the application of Christian principles in a professional environment.

2.2 LEARNING PHILOSOPHY

Involvement determines success.

Most adults prefer to participate actively in their education. They scrutinize information to decide whether to accept or reject ideas. They seek answers to their questions, learn outside the classroom, and encourage instructors to help them apply theory to their present work situations.

Adults want what they are studying to affect their personal and professional lives. The structure of the AGS program allows them to participate in their education in these ways, and the success of the program depends on their involvement.

Workshops maximize resources.

Workshops involve everyone present. Faculty are resource people, and they facilitate discussions in which the entire class has a part. Everyone is a speaker and a listener, a teacher and a learner.

AGS believes that education is not only what is taught in the classroom but also what is experienced. Students read and evaluate theories in light of their experiences. Faculty supplement the reading by presenting other theories, perspectives, or techniques which students also evaluate. Together they discuss the merits of ideas and make practical applications. Relating theory to personal experience leads to deeper understanding, greater flexibility, and clearer ideas for students than theory without experience or experience without theory.

Collaborative learning accelerates mastery.

Students work together in learning teams outside of class to study ideas, coordinate group projects, and learn from one another. The amount of time working on teams may vary from course to course depending on the goals of the particular curriculum. Students may use various approaches and means of communication including face-to-face time when deemed necessary or determined appropriate by the course faculty member.

Since education depends, in part, on AGS students participating on learning teams, peers evaluate each other and faculty incorporate these evaluations in students' course grades.

Teamwork and organization are necessary for teams to complete assigned projects. Working together on projects helps each member practice negotiation, group problem solving, and interpersonal skills. Team goals are met as individuals motivate each other, communicate well, and manage their time wisely. Practicing these management skills helps students to be more successful in the program, at work, and in other team settings.

Syllabi provide blueprints.

Syllabi provided by AGS contain the overall goals of each course and the steps students will take to reach those goals. Outcomes for workshops are provided, and materials that are required to complete the course assignments are listed. The assignments explain what students should understand and what they should be able to do at the end of workshops.

2.3 ASSOCIATE'S PROGRAM

The Southern Wesleyan University Adult and Graduate Studies (AGS) program provides a structured Associate of Arts in General Studies degree program for students with no previous college credits or for students seeking an Associate's-level degree. Southern Wesleyan University provides this high quality undergraduate program guided by a Christian worldview and designed for adult learners. The program allows a working adult to advance his or her professional and personal educational goals while maintaining a career. Students may earn an Associate of Arts in General Studies degree by completing a total of 60 semester hours listed below. Completion of this degree would also provide the courses necessary to move into the [Bachelor of Science in Business Administration](#) (BSBA), or [Bachelor of Science in Human Services](#) (BSHS) programs at Southern Wesleyan University.

Most General Education courses are six weeks in duration and offer three semester credit hours. A student's lab science requirement is six weeks in duration and earns four credit hours. Courses are offered in two formats: Online and 5+1. In the 5+1 format: Five workshops will be face-to-face with one workshop (the fourth workshop of each course) being an online workshop. This online workshop serves as a normal workshop and course activities must be completed prior to course deadlines to receive attendance credit for that workshop.

Requirements for admission to the Associate's program can be found in the Undergraduate Bulletin located on the SWU website.

REQUIREMENTS FOR AA

1. Completion of general education requirements that can be taken through the Introductory and General Clusters of courses are listed below:
 - SEMR 2013 – College & the Working Adult
 - ENGL 1053 – Writing for Adults
 - ENGL 1013 – Freshman English II
 - ENGL 2103 – Speech Communication
 - MATH 1053 – Quantitative Reasoning

- CPSC 1103 – Introduction to Computers
 - ASTH 2053 – Music and Art Appreciation
 - HIST 1063 – Survey of World Civilization
 - 4 credit-hour Natural Science course (with lab)
 - SEMR 2403 – Personal Wellness & the Good Life
 - BIBL 1013 – Old Testament Survey
 - BIBL 1023 – New Testament Survey
 - RELG 2403 – Basic Christian Beliefs
 - Social Science, Economics, or Business/Management course
2. Completion of all the required elective courses with minimum grade of *D* in each required course (MATH 1003 highly recommended)
 3. Completion of a minimum of 15 semester hours of the required 60 semester hours by study under the faculty of Southern Wesleyan University. Minimum cumulative Southern Wesleyan GPA of 2.0.
 4. Payment of all tuition, fees, and other charges.

TRANSFER POLICIES – Associate’s Degrees

Transfer courses from regionally accredited institutions must be evaluated for approval as meeting degree requirements. The AGS Records Counselor completes the evaluation in consultation with appropriate faculty and Registrar. A maximum of 68 credit hours may be transferred from a two-year regionally accredited college.

2.4 BACHELOR’S DEGREE COMPLETION PROGRAMS

Southern Wesleyan offers two bachelor's degree completion programs through AGS: the Bachelor of Science in Business Administration (BSBA), and the Bachelor of Science in Human Services (BSHS). Currently enrolled students may also be in process of completing a Bachelor of Science in Business Management (BSBM). This program is being phased-out and is not available to new students.

The courses in the AGS program relate theory to practice. Instructional methods include mini-lectures, seminars, case studies, role-playing, simulations, and a student-selected projects related to the student's professional goals. Each course is a required component of the program, and courses must be taken in sequence.

The BSBM and BSBA curricula are designed to facilitate the development of the skills required to make effective decisions as well as to formulate short and long range business plans. The curricula also provide learning experience in the personal skills needed for effective organization such as needs assessment, group facilitation, and leadership.

The BSHS program is designed for individuals who are interested in working or helping others in community organizations.

All Bachelor's core program undergraduate courses are six weeks in duration and offer three semester credit hours. They are offered fully online or in a 5+1 format: Five workshops will be face-to-face with one workshop (the fourth workshop of each course) being an online workshop. This online workshop serves as a normal workshop and course activities must be completed prior to course deadlines to receive attendance credit.

Requirements for admission to the Bachelor's programs can be found in the Undergraduate Bulletin located on the SWU website.

TRANSFER POLICIES FOR B.S. DEGREES

Transfer courses from other institutions must be evaluated for approval as meeting degree program requirements. The Academic Records office supervises the evaluation in consultation with appropriate faculty. It is the responsibility of the student to obtain the necessary documentation for such credits from the institution where the credit was awarded. Such documentation should include course title and description, hours awarded, method of assessment, assessment criteria, performance level, evaluator credentials, and evaluator comments. Once a total of 68 semester hours is posted on transcript, SWU will not accept any more credit hours from a two-year institution.

RESIDENCY REQUIREMENT FOR B.S. DEGREES

For a bachelor's degree from Southern Wesleyan University, at least 120 semester hours with a cumulative grade point average of 2.0 must be achieved. For students attending the Adult and Graduate Studies program at Southern Wesleyan University, at least 30 semester hours must be completed under SWU faculty for students seeking the BSBM, BSBA, or BSHS.

AGS students are allowed to earn up to twelve of the final semester hours (after completion of the BS core curriculum) towards general education courses and/or electives outside of Southern Wesleyan University (for example, CLEP, DANTES, or transfer courses from another four-year college).

GRADUATION HONORS FOR B.S. DEGREES

Graduates with outstanding scholarship in the SWU bachelor's degree programs may qualify for traditional Latin honors to be recognized at commencement and to be posted to the graduates' transcripts. To qualify for Latin graduation honors, graduates must meet all the following criteria:

- Earn at least 52 hours of graded work under Southern Wesleyan faculty.
- Earn a Southern Wesleyan cumulative GPA of at least 3.4 on all work attempted. (This figure must include grades of *F* and *NC*, which will count as 0.0 in computing the honors GPA. Therefore, the cumulative GPA indicated on the student's SWU record does not include these grades – if the courses have been repeated and earned higher grades.)
- Earn a collegiate cumulative GPA of at least 3.4. (This figure is based on ALL work attempted at ALL colleges attended, whether or not credits transferred to SWU. However, if the collegiate cumulative GPA is higher than the SWU cumulative GPA,

graduation honors will be awarded based on the cumulative GPA earned at Southern Wesleyan.)

At Southern Wesleyan, the categories of Latin honors are as follows:

- Cum Laude: A cumulative GPA of at least 3.4 on all work attempted.
- Magna Cum Laude: A cumulative GPA of at least 3.6 on all work attempted.
- Summa Cum Laude: A cumulative GPA of at least 3.8 on all work attempted.

In the event that a student is ineligible for any of the above Latin graduation honors but has achieved a cumulative SWU GPA of at least 3.8 on no less than 60 credits earned under Southern Wesleyan University faculty, that student will be assigned the designation of university honors when the student graduates.

2.4.1 BSBA CORE SEQUENCE

- SEMR 3003 – Character and Personal Effectiveness
- BUSI 2093 – Business Communication
- ECON 2053 – Microeconomics
- ECON 2063 – Macroeconomics
- MGMT 3203 – Business Law
- STAT 3123 – Statistics for Accounting and Business
- ACCT 2003 – Principles of Accounting I
- ACCT 2013 – Principles of Accounting II
- BUSI 3403 – Management Information Systems
- MGMT 3503 – Principles of Marketing
- MGMT 3313 – Principles of Management
- MGMT 3613 – Managerial Finance I
- MGMT 3623 – Managerial Finance II
- MGMT 4403 – Management Policy
- MGMT 4893 – Management Seminar

BSBA Concentrations

Students earning a Bachelor of Science in Business Administration may also be eligible to complete coursework leading to a concentration.

- Concentration in Human Resources Management (15 Credit Hours)
 - MGMT 2243 – Wage, Salary, and Benefits Administration
 - MGMT 2263 – Employee Development
 - MGMT 2283 – Employee and Labor Relations
 - MGMT 2303 – Employment Practices
 - MGMT 3343 – Human Resources Management
- Concentration in Management (12 Credit Hours)
 - MGMT 3343 – Human Resources Management

- MGMT 3353 – Organizational Behavior
- MGMT 4253 – Management Ethics
- MGMT 4203 – International Management
- Concentration in Supply Chain Management (12 Credit Hours)
 - MGMT 3153 – Supply Chain Management
 - MGMT 3163 – Strategic Sourcing and Procurement Management
 - MGMT 3173 – Logistics
 - MGMT 3103 – Project Management

GRADUATION REQUIREMENTS FOR BSBA

1. A total of 120 semester credits and a minimum cumulative Southern Wesleyan University GPA of 2.0 are required for graduation.
2. The total of 120 semester credits must include the general education coursework in addition to the BSBA.
3. All BSBA core courses (45 semester hours) must be completed. A minimum grade of C- is required for each course.
4. The remaining credit hours (to reach or exceed 120) may be earned through: CLEP testing, Southern Wesleyan Courses (face-to-face or online), additional transfer courses, and DANTES testing.
5. All tuition, fees, and other charges must be paid in full.

2.4.2 BSHS CORE SEQUENCE

- SEMR 3003 – Character and Personal Effectiveness
- SEMR 2153 – Information Literacy
- RSCH 3803 – Research Methods
- SOSC 2123 – Race and Ethnic Relations
- STAT 3253 – Statistics in the Social Sciences
- SOSC 3503 – Advanced Social Problems
- SOSC 3053 – Professional and Ethical Issues in Human Services
- SOSC 3003 – Topics in Case Management
- PSYC 3753 – Practical Counseling Skills
- SOSC 3073 – Management Issues in the Helping Professions
- SOSC 3603 – Community Development
- SOSC 4703 – Capstone Course in Social Science

GRADUATION REQUIREMENTS FOR BSHS

1. A total of 120 semester credits with a minimum cumulative Southern Wesleyan University GPA of 2.0.
2. The total of 120 semester credits must include general education coursework in addition to the BSHS core.
3. All BSHS core courses (36 semester hours) must be completed through AGS. A minimum grade of C- is required for each course.

4. The remaining credit hours to reach or exceed 120 may be earned through: CLEP testing, Southern Wesleyan Courses (5+1 or online), additional transfer courses, and DANTES testing.
5. All tuition, fees, and other charges must be paid in full.

2.5 MASTER'S DEGREE PROGRAMS

The university offers the Master of Business Administration (MBA), Master of Science in Management (MSM), and two Master of Education (M.Ed.) degrees: Classroom Leadership and Administration and Supervision.

The Master of Business Administration program is designed to develop and enhance the management and analytical skills necessary for effectiveness in public and private industry. The program concentrates on the functional areas of business. These include, but are not limited to, management, accounting, finance, economics and strategic planning. The curriculum is structured sequentially with participants taking one course at a time. The program requires the completion of a 36-credit curriculum with each course meeting one night per week for six weeks, with the exception of three quantitative courses in the MBA program. The courses in Managerial Economics, Finance, and Accounting (MGMT 5243, MBAM 5323, MBAM 5223) are twelve week classes – the first six weeks are conducted online, and the second six weeks are conducted online or face-to-face, depending upon the student's cohort's format. Participants also form learning teams made up of three to five students who work on individual assignments and participate in team activities. Students spend approximately 16-20 hours per week on homework and learning team activities. All courses in the MBA program are designed to recognize the global impact on business and industry.

The Master of Science in Management program is designed to develop or enhance the management skills necessary for more effective functioning within private business and public agencies. The program concentrates on managing human and physical resources within the structure, culture, and mission of organizations. The curriculum addresses executive management, human relations, human resource management, and project management. Concepts covered include strategic planning, information management, decision making and its relationship to organizational values, and the manager's role. The program focuses on the skillful management of people, plans and projects—the cornerstones of a successful managerial career. Each student completes a research course that enables the student to understand current business research and to develop research projects to address relevant business problems. The curriculum is structured sequentially with participants taking one course at a time. Most of the courses are comprised of six 4-hour class meetings. Participants also form learning teams made up of three to five students who work on individual assignments and participate in team activities. Students spend approximately 16-20 hours a week on homework and learning team activities. Some MSM courses or portions of courses may be conducted online.

The Master of Education in Classroom Leadership program is designed to encourage the development of the professional educator in accordance with the dispositional theme of the

School of Education, “Educators who demonstrate scholarship within a Christian ethic of care.” In accordance with this disposition, a Christian ethic of care is emphasized in relation to self, learners, colleagues, and community. The program concentrates on an educational framework which will support the advancement, application, and integration of relevant theory and practice. Focus will be placed on, but not limited to, philosophical and psychological learning theory, appropriate instructional strategies, critical thinking, contemporary issues, and assessment. The curriculum is structured sequentially with participants taking one course at a time. The M.Ed. program requires the completion of a 30-credit hour core curriculum and 6 credit hours in electives for a total of 36 credit hours. Each course in the core curriculum consists of seven 4-hour class meetings. Participants also form learning teams made up of three to five students who work on individual assignments and participate in team activities. Students spend approximately 16-20 hours a week on homework and learning team activities.

The Master of Education in Administration and Supervision program is designed for educators who plan to become principals at the building level and supervisors at the building and district levels. The degree program leads to advanced certification in the state of South Carolina. The curriculum includes topics such as educational leadership, ethics, curriculum, instruction, and institutional effectiveness. Other key topics include school operations and management, cultivating a positive school climate, public and community relations, politics, law, and the school and professional development for the administrator. The curriculum is structured sequentially with participants taking one course at a time. The M.Ed. AS program requires the completion of a 39-credit hour core curriculum which includes practicums and an internship. The curriculum consists of 10 7-workshop courses and a 12-week internship. Participants also form learning teams made up of three to five students who work on individual assignments and participate in team activities. Students spend approximately 16-20 hours a week on homework and learning team activities.

Specific degree information and course descriptions for graduate programs can be found in the current graduate bulletin.

III. PROGRAM POLICIES AND PROCEDURES

Students apply to the Southern Wesleyan University Adult and Graduate Studies Program online. Criteria for admission and admissions policy exceptions are outlined in the Undergraduate and Graduate Bulletins located on the SWU website.

3.0 REGISTRATION PROCEDURES

Prior to initial enrollment in an undergraduate program, students are required to meet with their Student Services Coordinator (academic advisor) to develop an individualized schedule for initial general education courses.

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

However, a student who must make up or repeat an individual course or enroll in a general education or elective course with another core group must register as a drop-in student. Individual drop-in forms (available from Student Services or on the web) must be submitted to the Academic Records department at least four weeks prior to the start date to reserve space in the course, and then to Student Accounts and/or Financial Aid for financial clearance. After clearance, the form is sent to Academic Records for final academic approval and registration. The student will then receive books (if applicable) from the educational resource manager and be able to download the syllabus from Canvas approximately two weeks prior to the course start date.

Upon receipt of the books / course access via Canvas, students are then asked to contact the Student Services Coordinator to obtain the name and phone number of the class representative for the class into which they are dropping (if applicable) and the room number of the class (if applicable). The class representative will assist the student with joining a learning team, if required by the curriculum for the course. The student must contact his or her learning team prior to the first workshop.

Students must register for each Online Elective course in the same manner. Students are not advised to register for more than two Southern Wesleyan courses simultaneously. Procedures and forms are available on-site, via the Southern Wesleyan website, and from the Academic Records Office or the Student Services Coordinator.

Registrations should be submitted at least four weeks prior to the course start date. Late registrations may be approved at the discretion of Southern Wesleyan University administration. However, students are responsible for all course assignments according to the course syllabus.

3.1 BOOKS AND MATERIALS

Books are delivered to students at no additional charge by UPS or to the local learning center if course payments have been completed in accordance with the payment policies of Southern Wesleyan University. If a student is absent from any workshop during which a materials delivery is made, it is the responsibility of the student to contact the Site Assistant or Student Services Coordinator and make arrangements to pick up the materials.

Some courses utilize E-books which must be downloaded. Instructions for E-book downloads are posted on Canvas (within the course site) two weeks prior to the start date of the course. Supplemental E-book software may also need to be downloaded to properly view the materials. Students should own or have unrestricted access to a computer meeting the minimum standards outlined by Southern Wesleyan University.

3.2 LEARNING TEAMS

Learning in groups is a valued strategy used in some courses. As such, learning team assignments form a regular part of the curriculum for some courses. The faculty member reserves the right to organize teams as needed to facilitate cooperative learning based on the assigned activities. The composition of learning teams may vary from course to course. Each learning team member is responsible for following guidelines for operation and management of the team as outlined by the faculty member. This will help to ensure fairness and equality.

To complete learning team assignments, students may use various approaches and means of communication including on-line as well as face-to-face time when deemed necessary or determined appropriate by the course faculty member. For the face-to-face meetings required by a faculty member, faculty pre-approval of the meeting location may be required. The faculty member may review the locations to determine that they are conducive for the learning experiences of that individual course.

Approved locations are as follows:

- Institutional classrooms
- Corporate meeting rooms
- State and local libraries
- Institution or college libraries

Locations that are conducive must have the following characteristics:

- Individual seating area for each member of the team.
- A desk or flat surface writing area for each student.
- Adequate lighting.
- A quiet area with no ambient noise, such as loud music.
- Adequately controlled temperature to allow for the comfort of each student.

- Internet and phone service to allow students to access the university's library services.
- Adequate restroom facilities.
- Adequate parking.
- Accessibility for all students.
- Consistent with facilitating learning objectives of the specific course.

The amount of time required for any given learning team assignment may vary from course to course depending on the goals of the particular curriculum. In addition to participating in required team activities, students are encouraged to support their fellow team members and to help ensure their success. Each student is expected to contribute to the completion of all learning team assignments and activities.

Southern Wesleyan University reserves the right to administratively reorganize learning teams or request that learning teams be restructured to comply with university regulations. Faculty members *may* require records related to learning team activities which can be used as part of course grades.

If students decide they are not satisfied with their learning team, it is the responsibility of the student to discuss and initiate a request for change with the course faculty member. Group sizes of three to five members should be maintained.

Working together as an effective unit is one of the goals of the program design. Any learning team issue(s) should first be addressed amongst the team members then referred to the course faculty member. Finally, if further assistance or mediation is required, students may contact the Student Services Coordinator at their location.

3.3 CLASS REPRESENTATIVE

Class Representatives for Bachelor's and Master's cohorts may either volunteer or be appointed. Class Representatives who are appointed must be willing to serve in this capacity. A Class Representative should be selected for each cohort during the first course of the program along with an Alternate who will assume the duties if the Class Representative is out of class for a period of time. It is the responsibility of the faculty member of the first course to assist the cohort in selecting the Class Representative and an Alternate.

The major function of the Class Representative is to serve as a liaison between the class and the Southern Wesleyan University staff, faculty, and administration. The Class Representative may act as a spokesperson for the class when addressing the faculty, staff, or administration. This linking role should also be carried out in distributing information, both verbal and written, from faculty, staff, and/or administration to the class.

Typical responsibilities of the Class Representative include the following:

1. Coordinate the use of telephone and email for informing class members of important information (e.g., inclement weather, faculty member illness, etc.).
2. Serve as a spokesperson for the class in order to maintain a constructive dialogue with Southern Wesleyan University.
3. Assist in the distribution and collection of various surveys, announcements, and materials. When appropriate, these materials should be returned to the Site Assistant in the envelope provided.
4. Assist faculty members when beginning a new course (e.g., contact the faculty member prior to the first class meeting with questions or clarification about the first assignment and relay the information to the class).
5. Help coordinate the distribution of program course materials (books, etc.) by contacting the Site Assistant regarding problems with delivery of materials. Ensure that students who are absent are contacted regarding the materials delivered so the students can arrange to pick up their books.
6. Attend and participate in periodic Class Representative meetings conducted by AGS Student Services.
7. Help ensure that the classroom and break area are left in satisfactory condition at the end of each class.
8. Facilitate the organizing of social events as appropriate.

3.4 CLASS ATTENDANCE

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

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

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

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

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

3.5 TARDY POLICY

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

3.6 LEAVE OF ABSENCE/WITHDRAWAL POLICY & PROCEDURE

If students will miss more than 25% of a given course, they should contact their Student Services Coordinator immediately. There are two ways to be out of a course:

- 1.) Leave of Absence (LOA) – A Leave of Absence should be filed before a course begins or after a course begins with medical documentation only. This is the best way for a student to be out of an entire course because it addresses both financial and academic implications of a schedule change.
- 2.) Temporary Withdrawal – A Temporary Withdrawal should be used if a student requests withdrawal from a course that is in progress, whether or not the student attended. A temporary withdrawal can be filed before the half-way point of a given course to avoid a course grade of *F*. If the student fails to contact the Student Services Coordinator, or if the student makes contact after the half-way point, the student will be awarded a grade of *F*. A student's financial aid award will likely be affected by a temporary withdrawal, so the student should contact his or her Financial Aid Counselor to discuss the financial implications of withdrawal.

Leave of Absence

As per federal regulations, if students need to request a temporary withdrawal from their core curriculum for any *unforeseen* or *unusual* circumstances, this is referred to as a Leave of Absence (LOA).

Students may request and be approved for more than one LOA in a 12-month period. However, the total number of cumulative days allowed for a leave of absence in a 12-month period shall not exceed 180 days within the 365-day period. Students must apply for an LOA prior to the last day of attendance. During an approved LOA, students are not considered withdrawn, and no return calculation is required.

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

The following reasons support the application for an LOA: Family and Medical Leave Act (FMLA), military deployment, jury duty, and unavoidable breaks in class attendance. Note: Waivers of courses authorized by Academic Records and due to a student having received previous credit for a course are considered leaves of absence and fall under this policy.

Process:

Students must request an LOA in writing using the approved SWU LOA Request form from the Student Services Coordinator at their learning center. Students must submit the LOA Request form to the Student Services Coordinator at their learning center prior to the last day of attendance. The Student Services Coordinator will forward the request form to Financial Aid for approval/denial.

The effective start date of an LOA will be the last day of the currently enrolled course, and no additional charges will be incurred during an approved LOA. SWU will not grant approval for an LOA to start in the middle of an enrolled course.

Upon approval by Financial Aid, a student's account will be frozen, and any unearned additional funds will not be disbursed and posted. If a student cannot return on the re-entry date indicated on the LOA Request form, the student must contact the Student Services Coordinator. If a student does not return on the re-entry date indicated on the LOA Request form and does not contact the Student Services Coordinator to submit a new LOA request, the student will be administratively withdrawn from the program. Any unearned financial funds will be subject to return to the originating federal or state aid source. At that point the student is responsible for any monies owed to the school.

Being approved for an LOA for two or more courses or being approved for a withdrawal for two or more courses may dictate that class membership (core group) be changed. If the LOA or withdrawal is for one course only, the student may maintain class membership (core group) with the current cohort.

If a student, who has appropriately applied for an LOA, is assessed by Financial Aid and is denied or found to be ineligible for a LOA, Financial Aid will forward the request to Academic Records where a temporary withdrawal/schedule change will be processed. Please see the withdrawal policy below for financial and academic implications of a schedule change.

The University reserves the right to make changes to institutional policies without prior notice.

Withdrawal

A *Permanent Withdrawal* is appropriate when a student wishes to discontinue courses in the SWU AGS program. A *Temporary Withdrawal* is appropriate when a student cannot continue in a currently enrolled course and a Leave of Absence cannot be submitted (i.e. if the course has already begun). In either circumstance, the Student Services Coordinator must be contacted to initiate the withdrawal process, and appropriate paperwork must be filed.

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

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

Students must return to their next scheduled course after a *temporary* withdrawal. If the student does not return, he or she may be issued additional grades of “F” and additional course charges. If the student cannot return, he or she should contact the local Student Services Coordinator.

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

If a student withdraws, he or she should return any unused / unmarred textbooks to a student services representative and complete a Book Return Form.

A student should contact Financial Aid before initiating any schedule changes or withdrawals, as any schedule changes can affect the student’s Financial Aid award and may result in a balance due.

Please see Section 4.1 for financial implications of withdrawal and Southern Wesleyan University refund policies.

For information regarding re-enrolling in the AGS program after administrative or permanent withdrawal, see “Re-entry Process” below. The University reserves the right to make changes to institutional policies without prior notice.

3.7 RE-ENTRY PROCESS

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

If a Re-Entry Request is approved, the student will be instructed to contact his or her Student Services Coordinator to schedule an academic advisement appointment. At this appointment, the student’s schedule for re-enrollment in classes will be developed.

Students re-enrolling after withdrawal will be subject to the current catalog policies and degree completion requirements at the time of their re-entry. If students have questions about the re-entry process, they should contact their local Student Services Coordinator.

3.8 ACE-EVALUATED MILITARY AND PROFESSIONAL COURSES

To receive credit for military experience and course work, students must submit either their military form DD 214, DD 295, or DD 2586 or an AARTS (Army Ace Registry Transcript-Army, Army Reserve, and National Guard personnel who are on active duty) or a SMART transcript (Sailor/Marine Ace Registry Transcript-Navy or Marine personnel). Air Force veterans should submit a CCAF transcript. Upon the student's admission to the program, credit may be awarded based on the listed military occupational specialty ratings and any specified courses which have been evaluated by the American Council on Education (ACE). The university uses *Guide to the Evaluation of Educational Experiences in the Armed Forces* to determine credit awards. Credit can be awarded only for courses and training in subject areas which fall within the regular curricular offerings of Southern Wesleyan.

3.9 GRADE REPORTS AND TRANSCRIPTS

Faculty members submit grades for each student at the end of each course. Grades are recorded and posted by the Academic Records Office.

The student's Official Transcript is prepared by the Academic Records Office and will show the course, grades, credits, and semester dates.

Requests for transcripts of academic work at Southern Wesleyan University must conform to the Privacy Act of 1974. This requires that all transcript requests be submitted in writing and be signed by the student. Twenty-four hours' notice must be given to the Records office in requesting a transcript. There is an \$8.00 fee for each transcript. Payment must accompany the request. A student's financial obligations to the University must be up-to-date in order for a student's transcript to be released.

Additional information regarding transcript requests can be found at:
http://www.swu.edu/academics/academic_records/transcripts.htm.

3.10 GRADING PROCEDURE

Formal grade reports are available on mySWU within 14 days of the completion of each course. Grade reports indicate courses taken, credit received, and grades assigned. Grades will not be issued to a student who has failed to make payment of tuition for a course.

Final grades generally are posted to each student's mySWU account by the Academic Records Office within 24-48 hours of receipt of grades from the faculty member.

Students who earn grades below C- in AGS undergraduate core courses and grades below C in master's core courses must repeat the courses.

Grades are reported in a letter format. Each letter grade carries a numeric value calculated for Grade Point Average (GPA) purposes:

Designation	Numeric value for GPA
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0
NC	No Credit
P	Pass
S	Satisfactory
I	Incomplete
W	Withdrew

3.11 INCOMPLETE (I) GRADES

Students who fail to complete all course requirements in a timely basis due to severe extenuating circumstances may petition the faculty member for a grade of Incomplete (*I*). Examples of possible circumstances are sickness, family emergencies, business requirements such as travel or non-routine meetings, and business emergencies. Faculty members are expected to exercise great caution in requesting permission to give a grade of Incomplete, reserving the request for exceptional circumstances beyond the student's control. The Dean of the appropriate college or school (College of Arts of Sciences, School of Business, or School of Education) must approve all grades of Incomplete.

If an Incomplete is approved, work must be completed within five (5) weeks from the final meeting date of the course, and the faculty member must submit the grade change within the following week. If the grade change has not been submitted after six weeks, the Academic Records Office will administratively change the grade of Incomplete (*I*) to *F*.

In cases of extreme hardship, students may petition in writing to the appropriate Dean for an additional five-week extension. Such a written request should be received prior to the expiration of the five-week period. If the work is not completed within the five-week extension, the grade of *I* will be changed to *F*.

3.12 GRADE APPEAL PROCEDURE

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

1. No later than four weeks after the grade is posted, the student will confer with the instructor. If a grade inaccuracy is determined, the instructor will process a grade-change request. Conferral with the instructor should be via e-mail so there is documentation of request and response.
2. If an agreement cannot be reached, the student may contact his or her local Student Services Coordinator, in writing, within ten working days after the decision from the instructor. The Student Services Coordinator will forward a Grade Appeal Form to the student. The student should complete the form and submit it via e-mail to the Student Services Coordinator, along with all communication between the instructor and the student (including the final decision from the instructor), as well as any other supporting documentation.
3. The Student Services Coordinator will forward the appeal to the proper administrator(s) for a decision to be rendered. If an agreement is reached, a grade-change request may be processed. (Except in cases of miscalculation or obvious bias, there are few occasions in which an awarded grade is overturned on appeal. Grading is the distinct purview of the faculty member.)
4. A decision by an academic dean cannot be appealed further.

The academic dean or the Provost has the option to assign the appeal to the Academic Council or its designated appeals committee to review all appropriate material, consult the parties involved, and determine the final grade. The Council may retain the original grade or assign a new grade (which may be the same as, higher than, or lower than the grade in question), and it will so inform the registrar. The decision of the Academic Council is final. A quorum of half of the council members is necessary for an appeal to be heard.

3.13 CONDITIONAL AND PROBATIONARY STATUS

Associate's and Bachelor's Programs

An undergraduate student admitted conditionally based on an incoming GPA of less than 2.0 must maintain at least a *C* in each of the first two courses in order to continue in the program. If conditions are not met, administrative withdrawal from the program will occur.

Academic probation occurs when a student's Southern Wesleyan cumulative GPA falls below 2.0. Academic probation will be removed when the student achieves a satisfactory Southern

Wesleyan cumulative GPA of 2.0 within a probationary period of two consecutive courses. If the GPA is not attained, academic suspension will occur.

Master's Programs

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

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

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

3.14 ACADEMIC SUSPENSION

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

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

Any graduate student who has received three course grades lower than *B-* (*B* for M.Ed. students) will generally not be permitted to continue in the program.

3.15 THE CONFERRAL OF DEGREES

Degrees are conferred two times per year: at the May and December commencement ceremonies. Final degree requirements (associate's, bachelor's, and master's) must be completed or in progress at SWU by the scheduled ceremony date to qualify for a given ceremony.

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

student wishes to be evaluated for eligibility for a particular graduation ceremony and did not receive a graduation e-mail, he or she should contact the local Student Service Coordinator.

3.16 ACADEMIC HONESTY

Honesty in all matters - including honesty in academic endeavors - is a valued principle at Southern Wesleyan University. Members of this community of learners (students, faculty, staff, and administrators) are expected to treat each other as honorable until this trust is betrayed. Any form of academic dishonesty (including cheating, plagiarism, and falsification of documents) constitutes a serious breach of trust. No form of academic dishonesty will be tolerated.

If a student has cheated, that student should voluntarily come forward and confess. If the student does so, the penalty is a failing grade of *F* on the work involved. If the student admits guilt only after being confronted, the penalty is both a grade of *F* on the work involved and a 10% grade reduction in the course. If a faculty member is convinced that a student has cheated and the student does not admit the offense, the faculty member may assess a grade of *NC* or *F* for the course. (See Grade Appeal Procedure for additional information.)

Plagiarism (the use of another's material, methods, or ideas without giving the originator proper credit) and fabrication (forging or inventing information) are special forms of cheating. It is the responsibility of each student and faculty member to follow the style of documentation outlined in the course curriculum. Any student found guilty of plagiarism or fabrication will receive a grade of *F* as outlined in the paragraph above.

Academic dishonesty outside the context of a course will be dealt with in a manner appropriate to the situation. The penalty may include expulsion from the university, and, in cases of fraud, appropriate legal action. Appeals in these cases will be heard by the Provost with final appeal to the Academic Council.

3.17 RIGHT TO PRIVACY

Southern Wesleyan University complies with the Family Education Rights and Privacy Act of 1974 (amended in January 1975 and appearing in its final form in June 1976). The Privacy Act defines requirements which are designed to protect the privacy of students concerning their records maintained by the university. The law requires that

1. Students are provided access to official records directly related to the student. This does not include private records maintained by instructional, supervisory, or administrative personnel. Students who wish to see their records must make an appointment through the Academic Records Office. Students may not remove any materials but are entitled, at their own expense, to one copy of any material contained in their file.
2. Students are given the opportunity for a hearing before the Academic Council to challenge such records on the grounds that they are inaccurate, misleading, or

otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by a faculty member.

3. The student's written consent must be received prior to the releasing of identifiable data from their records to anyone.
4. The university is authorized under the Act to release public directory information concerning students. Directory information may include the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student. Directory information is subject to release by the university at any time unless the program director has received prior written request from the student specifying that the information not be released.
5. Southern Wesleyan University is authorized to provide access to student records to Southern Wesleyan University officials and employees who have legitimate educational interests in such access. These are persons who have responsibilities in the academic, administrative, or service functions of the university.

A more complete description of procedures is available through the Academic Records Office.

3.18 ACADEMIC POLICY APPEALS

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

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

IV. FINANCIAL SERVICES and POLICIES

Southern Wesleyan University financial services offices are dedicated to assisting students with their financial aid and student accounts questions. Financial Aid Counselors assist students with requesting financial aid (loans and grants), and bringing those funds to the school. Student Accounts Representatives work with the application of funds received to the student's account. Essentially, questions or concerns *before* financial aid funds are disbursed to the school should be directed to the Financial Aid office, and questions or concerns *after* financial aid has been received by the school should be directed to the Student Accounts office.

4.0 PAYMENT OF ACCOUNTS

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

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

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

Delinquency Policy

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

Should a student default on their student account charges, they agree to pay any and all costs associated with the student account balance in full. The student authorizes the University to release financial information about his/her account to those concerned with collecting the balance. In the event the University has to incur any expenses in collecting the student's

account, the student agrees to pay all the University's cost of collection. This includes collection, attorney, and litigation costs incurred by the University in efforts to collect.

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

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

4.1 REFUND POLICY

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

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

4.2 FINANCIAL AID

Southern Wesleyan University participates in all federally-assisted programs for which its students establish eligibility by completing the Free Application for Federal Student Aid (FAFSA) form.

Any withdrawal from a course or the program can impact a student's financial aid. Any withdrawal or schedule change should be discussed with both your financial aid counselor and your student services coordinator.

Return of Title IV Program Fund

When a recipient of Title IV funds withdraws from the university during a payment period, the university will determine, according to federal regulations, the amount of Title IV funds the student earned as of their withdrawal date. If the total amount of funds earned as calculated is less than the amount disbursed to the student or on behalf of the student (in the case of a PLUS loan), as of the date the student withdrew, the difference between these amounts will be returned to the respective programs. If the total amount of Title IV funds earned as calculated is greater than the total amount of funds disbursed to the student as of the date the student withdrew, the difference between these amounts will be treated as a post-withdrawal disbursement.

Return Calculation - The amount of Title IV funds earned by the student will be calculated using Federal software to determine the percentage of Title IV assistance that has been earned and applying this percentage to the total amount of Title IV assistance that was disbursed or that could have been disbursed for the payment period.

Percentage Earned - The percentage of Title IV assistance that has been earned by the student is equal to the percentage of the payment period that the student completed as of the student's withdrawal date if this date occurs on or before completion of 60 percent of the payment period.

The total number of calendar days in a payment period will include all days within the period (as originally scheduled at the time of certification) except that scheduled breaks of at least five consecutive days are excluded from both numbers in the above equation. In addition, the total number of calendar days in a period will not include days during which the student was on an approved leave of absence.

Percentage Unearned – The total Title IV funds disbursed to the student, or that could have been disbursed to the student or on the student's behalf, minus the amount of Title IV funds earned by the student determines the amount of Title IV loan and grant aid that is unearned and must be returned.

Total Title IV disbursable aid – Title IV aid earned = Title IV loan and grant aid to be returned.

Return of Unearned Aid – The University will return the lesser of the following amounts to the appropriate Title IV Programs:

- The total amount of unearned aid.
- The amount that is equal to the total university charges incurred by the student for the payment period multiplied by the percentage of unearned aid.

The university charges incurred by the student will include tuition, fees and other educationally related charges assessed prior to withdrawal.

The university will return funds to the Title IV programs in the following order: unsubsidized Federal Stafford Loans, subsidized Federal Stafford Loans, and federal PLUS Loans. If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess will be credited to any amount awarded for the payment period for which a return of funds is required in the following order: Federal Pell Grants, other grant or loan assistance authorized by Title IV regulations.

After the university has allocated the unearned funds for which it is responsible, the student must return assistance for which they are responsible in the order specified below. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the university is required to return from the total amount of unearned Title IV assistance to be returned. The student (or parent in the case of funds due to a PLUS Loan) must return or repay, as appropriate, the amount determined to any Title IV loan program in accordance with the terms of the loan and any Title IV grant program as an overpayment of the grant. The student is obligated to return only one-half of the unearned grant amount over \$50.

Timelines for Return of Funds – The University will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 30 days after the date the university determines that the student withdrew.

Rationale

If a student withdraws before completing more than 60 percent of the payment period, the amount of a Title IV loan and grant aid the student received for the payment period must be recalculated to reflect the portion of the payment period that they completed prior to withdrawal. The unearned Title IV loan and grant aid for the percentage of the payment period not completed must be returned to the appropriate Title IV aid programs.

Citations

HEA 484B; Dear Colleague Letter GEN-98-28 RE: 1998 HEA; CFR 668.22(a), (e), (f), (g), (h), (i); and the 1999-00 Federal Student Financial Aid Handbook, Institutional Eligibility and Participation Section

Post-Withdrawal Disbursements

If the total amount of Title IV grant and/or loan assistance that the student earned as calculated under the Return of Program Funds calculation is greater than the total amount of Title IV grant and/or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, the student may be eligible to receive a post-withdrawal disbursement. Written notification of eligible post-withdrawal disbursement will be sent to the student.

Outstanding Charges - If outstanding charges exist on the student's account, the university will credit the student's account with all or a portion of the post-withdrawal disbursement up to the amount of outstanding charges. If Stafford Loan funds are to be used to credit the student's account, Financial Aid will notify the student and provide an opportunity for the borrower to accept all or a portion of the loan. The university must have written permission from the student and/or parent borrower to automatically apply a post-withdrawal disbursement to charges other than current. Permission obtained from the borrower while the student was enrolled is acceptable or the university may obtain permission with the post-withdrawal disbursement correspondence.

Written Notification - The University will offer any amount of a post-withdrawal disbursement that is not credited to the student's account to the student within 30 days of the date that the university determined that the student withdrew by providing a written notification to the student or parent. The written notification will include the following:

- The type and amount of Title IV funds that make up the post-withdrawal disbursement that is not credited to the student's account.
- The type and amount of Title IV funds that have been credited to the student's account.
- An explanation that the student may accept or decline some or all of the post-withdrawal disbursement that is not credited to the student's account.
- Information that informs the student that no post-withdrawal disbursement will be made to the student or parent if they do not respond within 14 days of the letter date. The university may, on an exception basis, choose to extend this timeline.
- Instructions to respond in writing directly to Financial Aid either by mail or fax.

Disbursement Process - If the student responds to the notice within 14 days and instructs the university to make all or a portion of the post-withdrawal disbursement, the funds will be disbursed in the manner specified by the student within 90 days of the date of the university's determination that the student withdrew.

If the student does not respond to the university's notice, no portion of the post-withdrawal disbursement will be made. If the response to the university is late, the university may make the post-withdrawal disbursement as instructed by the student or decline to do so. If the university does not choose to make the post-withdrawal disbursement based on a late response, the university will inform the student electronically or in writing concerning the outcome of the post-withdrawal request. The university will not request Title IV funds for a post-withdrawal disbursement unless and until it has determined:

- That a post-withdrawal disbursement is due
- The amount of the post-withdrawal disbursement
- That the post-withdrawal disbursement can be disbursed within three business days of receipt

The post-withdrawal disbursement must be made from available grant funds before available loan funds. Post-withdrawal disbursement of eligible Title IV grant funds may be made without student acceptance.

Rationale

A post-withdrawal disbursement must be offered to a student who has withdrawn from the university and earned more Title IV Funds than has been disbursed.

Citations

HEA 484B; Dear Colleague Letter GEN-98-28 RE: 1998 HEA; CFR 668.22(a); 668.164(d); 668.165(a); and the 1999-00 Federal Student Financial Aid Handbook, Institutional Eligibility and Participation Section

Southern Wesleyan University participates in all federally-assisted programs for which its students establish eligibility by completing the Free Application for Federal Student Aid (FAFSA) form. Forms are a part of the financial aid packet supplied by program representatives or are available through the Financial Aid Office or online. Federal programs are subject to change and are only for citizens or permanent residents of the United States.

Institutional Verification Policy and Procedures

Southern Wesleyan University requires verification of files selected by the central processing system when the FAFSA is submitted. Therefore, the student applicant should submit the FAFSA on-line as soon as possible after the previous year's taxes are filed. If the file requires federally mandated verification procedures, the student will be notified and will need to complete and submit the Verification Worksheet as well as submit a copy of the previous year's federal tax return transcript (not W2's and/or attached schedules.) The Financial Aid Office is required to verify that all information submitted is complete and consistent. In the event that questions may arise in the verification process, certain other documents may be required of the student to substantiate claims or to resolve conflicting information. Compliance with all such requests is necessary, and federal funds cannot be certified or released to a student until all such verification is complete.

In addition to the FAFSA, all students must complete or submit the following to the Financial Aid Office:

1. Southern Wesleyan Financial Aid Application
2. Master Promissory Note (if requesting loans)
3. Entrance Loan Counseling (if requesting loans)
4. Authorization to Retain Funds

Students will not be certified as “financial aid students” until all documents have been received, are deemed accurate (if not complete or inaccurate, documents may be returned to the student for completion), and verification completed (if required). Therefore, students requesting financial aid must have all documents in and all verifications complete BEFORE they begin coursework.

Financial Aid Counselors

The Financial Aid Office assigns a counselor to each student upon entering the program. Currently, the counselor assigned is determined by the first letter of the student’s last name. These counselors provide assistance in processing financial aid each year and answer questions related to the student’s specific award. They are available to assist students on a regular basis by phone or email.

What is Financial Need?

Most aid is awarded based on financial need. To determine financial need, all schools use a common formula: Cost of Attendance (tuition, fees and allowable expenses) minus the Expected Family Contribution (an amount determined by the Department of Education based on information provided on the FAFSA) and minus any other types of assistance that may be received (which would include Pell grants, South Carolina Tuition Grants, veterans’ benefits, and any tuition or scholarship assistance provided by a student’s workplace.) Financial aid is designed to help fill the gap between the cost of attendance and the expected family contribution and any other assistance. Financial need will affect the amount of subsidized monies and the amount of unsubsidized monies available through federal loan programs.

Tuition Assistance

For all need-based financial aid programs, any tuition assistance received by the student must be considered. The Southern Wesleyan Financial Aid Application asks whether assistance of this type is to be received by the student and if so, how much and under any specific conditions. It is imperative that the student report these types of assistance completely and accurately. Failure to do so may affect some state and/or federal funding.

South Carolina Tuition Grant

South Carolina residents who attend Southern Wesleyan may be eligible for the grant based upon the number of hours taken that run parallel to the traditional program’s fall and spring term. The average schedule includes 17 hours during this time giving an award of approximately \$875. The FAFSA for Southern Wesleyan students who are residents of South Carolina for at least one year and who apply for federal financial aid will be electronically transmitted to the state to determine eligibility. All FAFSAs must be completed and electronically transmitted by June 30 in order for a student to be eligible for a Tuition Grant for the coming academic year.

If students meet the June 30th deadline qualification, they will be notified by the South Carolina Tuition Grant Commission that they are tentatively eligible, pending verification of satisfactory academic progress by the Financial Aid Office at Southern Wesleyan. When Southern Wesleyan receives the list of those students who pass this first qualification, the university is required to verify that the student has completed at least 24 semester hours during the previous qualifying year and has made a satisfactory grade point average. Southern Wesleyan must certify the number of credit hours the student WILL COMPLETE (has registered for) between the period of time beginning NO EARLIER than 10 days prior to the first day of classes for the traditional Fall semester and ending NO LATER than 10 days after the end of the traditional Spring semester. SWU also provides the Commission with information about any Pell grant received and/or any tuition assistance received. The Commission then calculates need and eligibility based on these criteria and notifies Southern Wesleyan of the amount of tuition grant that a student will receive. Southern Wesleyan will then notify the student in writing of the amount of grant and when the disbursements may be expected. The original letter from the Commission DOES NOT GUARANTEE that you will receive the amount that it states that you might be eligible for (nor that you will receive a grant at all); it only gives the maximum grant, dependent on the other conditions listed above.

If a student has just begun the program when certification takes place and has earned less than 24 semester hours prior to the qualifying date, the Financial Aid Office must review transcripts of any previously attended colleges to determine eligibility. Students should direct questions to the Financial Aid Office for information about specific cases.

Students who change their schedules from the original considered when tuition grant certification initially takes place may face return of funds for hours not completed. When the roster for the second disbursement arrives, the Financial Aid Office will check hours completed against hours certified and make adjustments where necessary. If additional hours have been taken or are scheduled, the Financial Aid Office may request additional funding from the Commission. The Commission will determine whether such requests may be granted.

The South Carolina Tuition Grant Commission will consider appeals when students face unusual circumstances which have hindered achievement of satisfactory academic progress during a previous year. Such conditions might include catastrophic events, unforeseen and unavoidable to the student. Information about appeals is available from the assistant director of financial aid. Appeals are considered if received in the Commission's office by November 15th of the award year.

Pell Grants

Based on family need, the federal government provides individual grants of up to \$5,730 per year for educational expenses. The FAFSA provides the needed information about eligibility. When the electronic information is transmitted to the Financial Aid Office, Southern Wesleyan processes Pell grant awards according to individual eligibility. The student will be notified by an

award letter which will include estimated disbursement dates. Before the second disbursement is certified, the Financial Aid Office will check the student's schedule against coursework which was certified. This may result in a second disbursement being later than the original estimated disbursement date. Adjustments will be made where necessary, and the student may be responsible to repay any Pell monies which were received for coursework not taken.

Federal Stafford Loans

Independent students enrolled in the university may borrow up to \$9,500 for the first year (up to 29 semester hours), \$10,500 for the second year (up to 59 semester hours), and \$12,500 for the third (up to 89 semester hours) and fourth years. Eligibility is determined through the FAFSA, and certification is based on a student's expected schedule. Information about interest rates, deferments, and qualifications for subsidized or unsubsidized monies is available from the Financial Aid Office. Loans are certified after students begin class and the first disbursement will not be made until the student has actually begun the program. Loans are certified for an academic year which includes a minimum of 24 semester hours and 45 weeks of instruction. When the time for the second disbursement arrives, the student's schedule is compared to the schedule which was certified. If students schedule breaks (for whatever reason), disbursements may be delayed until at least half of the credits and weeks for which the loan has been certified have been earned.

No additional loans may be made at the end of the award period until a student has successfully completed the minimum of 24 semester hours and 45 instructional weeks. Students should budget carefully to allow necessary funding for the hours of the loan period.

Deferments: Repayment of federal loans will begin six months after termination of enrollment. Deferments are handled by the associate registrar who should be contacted with questions about individual situations.

Veterans' Benefits

Certain armed forces veterans and dependents who qualify under federal laws administered by the Veterans Administration (VA) are eligible to receive educational benefits. Information about these programs is available through state or county VA offices or from the Academic Records Office.

Vocational Rehabilitation Services

Individuals with a handicap which directly impedes employment may apply to the Vocational Rehabilitation Services to determine eligibility for assistance (including education) toward a goal of employment.

Additional Benefits

In addition to the above programs, many companies, corporations, and foundations offer aid to students based upon a variety of criteria. Students should investigate policies and programs of employers and foundations within their fields of study.

Satisfactory academic progress (generally measured by institutional standards) and continuous enrollment must be maintained for continued consideration for assistance.

Accounting

For questions about student accounts, contact Student Accounts directly at 1-800-282-8798, ext. 5520. The Student Accounts Office also will handle any requests for refunds.

The Financial Aid Office coordinates the application of funds from the above programs to the student's account but does not prepare statements or handle refunds.

Withdrawal/Change of Schedule

Financial aid for a student who withdraws from the program (over 29 days in duration), will be reviewed for impact and possible repayment to all federal and state programs. In addition, exit interview instructions will be mailed to the student. It is important to all federal programs that this form be completed and returned to the Financial Aid Office. Students should contact the Financial Aid Office with questions about schedule changes (individual course withdrawal) and the impact on financial aid.

V. EDUCATIONAL SERVICES

5.0 ACADEMIC COUNSELING

For questions related to academic issues, the Student Services Coordinator serves as the first point of contact for both undergraduate and graduate students. General counseling for students includes such topics as course registrations, re-entries, leaves of absence, or withdrawals. Specifically for undergraduate students, the Student Services Coordinator assists with establishing degree completion plans for graduation, updating degree audit status, and scheduling needed coursework.

For this reason, mandatory counseling sessions are also scheduled for undergraduate students, including a session prior to the start of the AGS program and throughout the duration of the student's program. Students may arrange additional counseling sessions at any time by contacting their Student Services Coordinator.

5.1 LIBRARY SERVICES

The Claude R. Rickman Library at Southern Wesleyan University offers the services and materials students need to support their academic needs. The library collection contains books, eBooks, reference materials, audiovisual (DVDs, CDs, etc.) and curriculum materials. The collection also contains subscriptions to both print journals and online databases that provide access to over 27,000 journals in full text. These resources have been selected to meet the research requirements of SWU students and faculty.

QUICK LINKS

Library Website	Starting point for accessing all library resources — including searching the library catalog and our databases
Contact Information	How to get in touch with your Rickman Library Librarians if you need assistance
SWUcat	The library catalog – search items in Rickman Library
PASCALcat	The statewide catalog – search items in academic libraries across the state
Library Services for AGS Students	A page just for AGS students that may answer specific questions about services relevant to particular degree programs
Introduction to Library Services	A video tutorial that gives a brief overview of the types of sources offered by the Rickman Library
Databases by Title	Access to all of the library databases to which Rickman Library subscribes.
Evaluating Sources	Guides students on how to decide whether or not a website is credible or not

Access to many services and resources provided through the Rickman Library are available through the homepage at <http://www.swu.edu/library>. Students may search the online

catalog, [SWUcat](#), for books and other materials that are housed in the library. They can request them using the [Interlibrary Loan Form](#) and we will mail the item to the student's house. AGS students may be particularly interested in exploring and requesting holdings from over 50 academic libraries across the state of South Carolina through <http://pascalcat.org/>. If students locate materials through PASCALcat, they can choose the closest academic library to them and the book or item will be delivered there. The student will then return the book to the same library at which they checked it out.

A robust selection of [online databases](#) is also available from the [library web page](#). Many of these databases provide full-text journal articles. We also offer AGS students a virtual reference section through the database [Credo Reference](#). When accessing databases from off-campus, students will use the same username and password that they use to access their SWU email accounts.

The above information is also detailed on the bright orange sheet provided to students at their orientation, and in mySWU when you click the "Library" link.

Please contact a librarian if you have any questions about accessing, using, or troubleshooting library resources. We are here to assist students with their information and research needs!

5.2 CAREER SERVICES CENTER

Southern Wesleyan's Career Services Center is an area within Student Life. The goal of our staff is to assist all SWU students in meeting their individual career planning needs.

Our mission is to enable students and alumni increase career awareness through assessment, research, experiential learning and the development of job search competencies resulting in informed decision making. We encourage preparation for lifelong career management through the use of an electronic portfolio - the ongoing documentation of acquired skills, experiences and accomplishments.

The center is located in the Campus Life Center in Room 215. The career center can also be accessed by going to: http://www.swu.edu/student_life/career_services/index.htm where you will be able to access a number of resources and programs including the Job Bank and Web-Based Recruiting System for Southern Wesleyan University Students, SWUCareerLink. By using this system you will be able to search for jobs posted for Southern Wesleyan University students, create and save your resume and send them to perspective employers.

Please contact the director for Career Services for more information about the center.

5.3 SMARTHINKING

SMARTHINKING is an online tutoring service offered by Southern Wesleyan University. The service is free to SWU students and most subject areas are available 24 hours a day, 7 days a

week. With SMARTHINKING Online Tutoring, students can connect with a tutor and interact live, submit writing for any class to the Online Writing Lab, or submit a question and receive a reply from a tutor. Connect with SMARTHINKING when you need help in any one of several subject areas including writing, math, science, or business.

If you need help using SMARTHINKING, click on the SMARTHINKING Student Handbook in the Customer Support & FAQ area of your homepage or contact Customer Support at support@smarthinking.com or (888) 430-7429 ext. 1 (Mon-Fri, 8am – 6pm ET).

For on campus help, call the Coordinator for Student Learning Services at 864.644.5036.

5.4 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

It is the practice of Southern Wesleyan University to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, as well as with state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability will be denied access to or participation in any services, programs or activities of Southern Wesleyan University.

Accessing Accommodations

Students with disabilities who require accommodations must make those needs known to the Student Services Coordinator of their respective learning center in a timely manner. It is the responsibility of the student to provide appropriate and current documentation. The information is then forwarded to the Coordinator of Student Learning Services who authorizes and helps coordinate appropriate accommodations. A student's accommodations request must be renewed through the Coordinator of Student Learning Services every six months.

Process for Obtaining Services

1. The student sends an accommodations request and appropriate documentation to the Student Services Coordinator of his or her learning center.
2. The Student Services Coordinator forwards the request and documentation to the Student Learning Services Coordinator.
3. The documentation is reviewed and a phone interview takes place between the student and the Student Learning Services Coordinator to determine the reasonable accommodations to be made.
4. The Student Learning Services Coordinator sends an email to the appropriate Student Services Coordinator notifying them of the student's approved accommodations along with the attached accommodations letter for distribution. A copy of this letter is also sent to the student.
5. The Student Services Coordinator at the site provides the accommodations letter to the appropriate instructors.
6. Instructors review the accommodations and confer with the student, Student Services Coordinator, and Student Learning Services Coordinator as needed.

7. After the accommodations have been approved, it is the student's responsibility to introduce himself/herself to the instructor on the first day of class and provide any further information they deem necessary.
8. The Student Learning Services Coordinator and instructors will address any issues that may arise with providing the requested accommodations.
9. The student must contact the Coordinator for Student Learning Services every six months to renew accommodations request for the next six month period.

Required Documentation

All documentation must be current in order to be acceptable. In order to be considered current, it must fall within the following time frames:

- Within 3 years for learning disabilities and all other disabilities (*This does not apply to physical or sensory disabilities of a permanent or unchanging nature.*)
- Within 1 year for psychiatric disabilities
- Students who request reentry to the AGS program must resubmit current documentation if it has been four or more years since they have been assessed by the Coordinator of Student Learning Services.

Documentation should be typed on official letterhead, dated, and signed by a credentialed professional. **Documentation provided on a prescription pad is not acceptable.** The documentation should include the following:

- A diagnostic statement identifying the disability
- A description of the diagnostic methods used along with copies of test results
- A description of the student's current functional limitations
- A description of the expected progression of the disability, if relevant
- A description of current and past accommodations, services and/or medications
- Recommendations for accommodations, strategies and/or service

Student disability and accommodations records are treated as confidential information under applicable federal and state laws as well as University policies. Information is provided only to support individuals on a need-to-know basis.

Students who find services unsatisfactory or who wish to file a grievance should contact the chairperson of the Committee for Students with Disabilities. (See the protocol for response to harassment of students with disabilities in the following section.)

Copies of this policy are available from the Student Services Coordinator at the local learning center.

5.5 HARASSMENT OF THE DISABLED

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

Any form of harassment is absolutely prohibited.

Disability harassment is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling as well as nonverbal behavior such as graphic and written statements or conduct that is physically threatening, harmful, or humiliating.

All complaints need to be registered in writing, signed and agreed to by the complainant. Complaints of disabilities harassment will be dealt with promptly.

A student having a complaint should inform the Student Services Coordinator. After securing from the student a written request for investigation, an employee will investigate the complaint and recommend appropriate action. The investigation will be concluded and any redress recommended within 10 working days of the receipt of the written request.

If the process is delayed beyond 10 working days or if the student disagrees with the response, the student may appeal to the chair of the Committee for Students with Disabilities. The appeal must be in writing and must be made within 10 working days of the student being notified of the initial determination. The chair of the Committee for Students with Disabilities will investigate the complaint and response and make a determination within 10 working days of the receipt of the written appeal.

Upon notification of the decision of the chair of the Committee for Students with Disabilities, the student may ask for consideration by the Provost of the university. Again, the request must be in writing and must be made within 10 days of receiving the decision from the chair of the Committee for Students with Disabilities. The decision of the Provost is final.

5.6 SEXUAL HARASSMENT POLICY

In keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected as creatures made in the image of God, it is the policy of Southern Wesleyan University that sexual harassment of students and employees at Southern Wesleyan University is unacceptable conduct and will not be tolerated. Any form of harassment, including sexual harassment, is absolutely prohibited.

Any complaint of possible harassment should be directed immediately to the President who will refer it to a committee who will thoroughly investigate the matter in confidence to the extent reasonable.

After reviewing all the facts, the committee will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred.

The university forbids any kind of retaliation against persons availing themselves of their rights under this policy. Disciplinary actions up to and including discharge or suspension will be taken against any employee or student who is found to have engaged in harassment or retaliation.

Sexual harassment includes:

1. unwanted sexual advances;
2. offering employment benefits in exchange for sexual favors;
3. making or threatening reprisals after a negative response to sexual advances;
4. visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters;
5. verbal conduct: making or using derogatory comments, epithets, slurs, and jokes;
6. verbal sexual advances or propositions;
7. verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and
8. physical conduct: touching, assault, impeding or blocking movement.

5.7 SMOKING POLICY

Since 1906, Southern Wesleyan University has been committed to guiding students to reach their highest potential academically, physically, socially, and spiritually. In keeping with this commitment in terms of physical well-being, Southern Wesleyan has taken the positive step of declaring itself to be a smoke-free campus. Off-campus facilities are also smoke-free areas. This is done in light of the overwhelming evidence that smoking is harmful to the individual who smokes and also to those individuals around the smoker.

University policy for the AGS program is that no smoking takes place inside the classrooms and related space. When the facility in which a specific class meets has another smoking policy, AGS enforces the no-smoking rule in AGS classrooms, hallways and common areas. The current policy has worked well, and the faculty and staff hope that all of our students put forth an effort not to smoke at all, especially during the hours of class. Students who do smoke at class breaks must find a place to smoke that is not bothersome to others. The local Student Services Coordinator or Site Assistant can provide current smoking policies for the facilities where classes are now meeting to help determine a suitable place to smoke.

Students involved in classes that meet on the Southern Wesleyan University campus and in other smoke-free facilities are expected to smoke off-campus during breaks or use their cars as a practical place to smoke. All cigarette remains should be disposed of off-campus.

The use of smokeless tobacco is also not appropriate in classrooms or other AGS facilities.

5.8 DRUG-FREE CAMPUS POLICY

While participating in the Southern Wesleyan community, students and employees of Southern Wesleyan University are expected to refrain from possession, use, or distribution of beverage alcohol or illegal drugs unless prescribed by a licensed physician. Also, students are not to engage with the community under the influence of alcohol or drugs. This standard is expected regardless of the age of the employee or student and pertains to classes, learning teams, and other activities involving Southern Wesleyan students, faculty, alumni or staff.

5.9 INCLEMENT WEATHER PROCEDURES

In the event of inclement weather Southern Wesleyan University will determine whether or not the offices and academic programs for AGS will operate on schedule, delay opening, or be closed.

This decision will be made by 3:00 p.m., after which, students and faculty may call the SWU Inclement Weather Information Hotline at 1-864-644-5998 or log on to the university's website at www.swu.edu.

The following procedure should be implemented if inclement weather or unsafe conditions exist on the day of a scheduled workshop:

1. The Class Representative will call to the Southern Wesleyan Inclement Weather Information Hotline after 3:00 p.m. in order to learn whether workshops will be in session or have been cancelled.
2. After dialing the number listed above, the class representative will press 2 for the AGS menu, then:
 - Students attending class in Central, press 1
 - Students attending class in Charleston, press 2
 - Students attending class in Columbia, press 3
 - Students attending class in Greenville, Press 4
 - Students attending class in North Augusta, press 5
 - All other AGS locations, press 6
3. The class representative will then convey the decision to fellow classmates via telephone and/or email.
4. Canceled workshops must be made up. The faculty member, Class Representative, and students should reach a consensus on an alternate meeting time.
5. The class representative and faculty member will contact site Student Services Coordinator to make arrangements for an alternate meeting time and location. The site

Student Services Coordinator will communicate the available time and location to both the Class Representative and faculty member. The Class Representative will notify fellow classmates via telephone and/or e-mail.

6. If classes are already in progress and weather conditions worsen, site administration will notify the faculty who will announce the information to the class. Students should use their best judgment as to whether or not they need to leave class.

5.10 ADDRESS CHANGES

Students who change their address, telephone number, or name are required to submit this information to the Academic Records Office. Failure to inform the office may result in delays in receiving information regarding student records or changes in student status, etc. The student's financial aid officer should also be notified of any changes.

5.11 POLICY ON STUDENT COMPLAINTS

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

When a student complaint is received in writing by an employee of the university, he or she will contact the appropriate supervisor responsible for the matter of concern. That supervisor will either investigate the matter or assign the complaint to another, more appropriate party, for investigation.

Normally, within ten (10) working days, a written response will be sent to the student by the assigned investigator addressing one of two things:

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

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

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

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

Provost's Office

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

Student Life Office

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

President's Office

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

Student Complaint Definitions

A student complaint is an expressed concern that meets the following criteria:

- Is from a student as defined below
- Is in writing either in electronic form or hard copy and is sent to an employee of the university. (Complaints not received in writing may be logged at the discretion of the employee.)
- Relates to a perception of injustice, threat, or failure to act in accordance with a real or implied commitment on the part of the institution or its agents.
- Is NOT part of a defined appeals process in matters related to grades, academic policy, or student discipline.
- Is related to an area or issue under SWU's control.

In relation to this policy, a student is an individual who is or has been enrolled in an SWU course or is applying for admission to the institution.

VI. COURSE DESCRIPTIONS

6.0 Undergraduate Program Course Descriptions

ACCT 2003. Principles of Financial Accounting

Use of the accounting process for decision-making through identifying, measuring, and communicating information. Basic concepts and principles for proprietorships, partnerships and corporations along with systems for service, merchandising and manufacturing enterprises.

ACCT 2013. Principles of Managerial Accounting

An extension of the study of accounting principles. Focus is placed on management use of accounting information in decision-making.

ASTH 2053. Music and Art Appreciation

An introduction to creativity through art and music. Listening to, viewing of, writing about, and interacting with creative experience introduces the student to art of the Western and non-Western world.

BIBL 1013. Old Testament Survey

The history, poetry, and prophecy of the Old Testament, studied with the purpose of helping the student obtain a chronological view of the importance of persons, places, and events and a greater appreciation for the unity of the old covenant.

BIBL 1023. New Testament Survey

An introduction to the background of the New Testament and to an overall perspective of the New Testament books so that the student will be better able to relate subsequent study of the individual books of the New Testament to the total tenor of Scripture.

BIOL 1104. Biology for Non-Majors

An introduction for non-majors emphasizing philosophy of science, cell biology, genetics, diversity of organisms, ecology, and evolution. Includes laboratory.

BUSI 2093. Communications for College and Career

An overview of practical communication for college and career. Includes English usage, punctuation, and mechanics; diction, syntax, and paragraphing; the writing process; memos, letters, reports, abstracts, and essays; and oral presentations.

BUSI 2164. Introduction to Management Information Systems

A review of the factors that influence the design and implementation of management information systems in service and manufacturing organizations. Includes lab sessions that cover the use of operating systems and utilities, word processor, spreadsheet, database, and communication software.

BUSI 2203. Quantitative Methods for Managers

Descriptive and inferential statistics with a business orientation focused on analysis and interpretation of data. Data analysis and hypothesis testing are included. Computer software applications are used.

BUSI 3003. Economics for Managers

An introduction to the economic concepts that are important in decision-making for managers of various enterprises. Both microeconomic and macroeconomic concepts are explored.

BUSI 3013. Accounting Concepts for Financial Decisions

Use of the accounting process for decision-making through identifying, measuring, and communicating financial information. Basic concepts and principles for proprietorships, partnerships, and corporations are included.

BUSI 3023. Accounting Concepts for Managerial Decisions

Applications of accounting principles to issues related to management decision-making. Focus is on the use of accounting information in evaluating costs and other information important to decision-making. Prerequisite: BUSI 3013

BUSI 3403. Management Information Systems

A study of the role of management information systems in a business organization. Software will be used in designing system solutions. Possible topics include expert systems, artificial intelligence, and database design and management.

CPSC 1103. Introduction to Computers and Information Processing

Introduction to the history, vocabulary, and use of computer information systems. Includes word processing, spreadsheet, and presentation applications using the integrated package Microsoft Office.

ECON 2053. Microeconomics

An introduction to economic analysis and its applications to business issues. Emphasis on consumer demand, theory of the firm and resource markets.

ECON 2063. Macroeconomics

An application of economic analysis to the national economy. Emphasis on national income, business cycles, price levels, unemployment, fiscal and monetary policy.

ENGL 1013. Freshman English II

Emphasis on refining and sharpening composition skills acquired in ENGL 1053. Introduction to literary analysis of short story, drama, film, and poetry. Oral presentations and research paper required.

ENGL 1053. Writing for Adults

Designed to provide the writing skills required for success in college and career. Research essay required.

ENGL 2103. Speech Communication

The fundamentals of speech, with emphasis on components of communication, critical thinking, and formal and informal presentations.

HIST 1063. Survey of World Civilization

An overview of the development of human civilizations from the ancient world to the present, with attention given to social and cultural, as well as political and military history.

MATH 1003. Fundamentals of Mathematics I

Introduction to number systems, sets, algebra, fundamentals of geometry and mathematics applications.

MATH 1053. Quantitative Reasoning

Quantitative Reasoning is a critical skill that is necessary not only in many different disciplines but also in daily life. This course is about using math in practical situations that come up every day. Examples include balancing a checkbook, calculating accrued interest, and understanding what a false positive for an MRI test implies. The mathematical concepts covered in the course include arithmetic, algebra, geometry, and statistics.

MGMT 3013. Management and Leadership

The techniques of management and leadership and their application to the development of improved managerial effectiveness.

MGMT 3203. Business Law

Emphasis upon the legal environment of business. Includes an overview of the court system, criminal law, governmental agencies and regulations, torts and contracts.

MGMT 3313. Principles of Management

Emphasis on the theories and principles of organization and the decision-making processes of management.

MGMT 3343. Human Resource Management

The development of policies and techniques to ensure effective management within complex organizations. Civil Service regulations, unions in the public and private sectors, and organizational training and development will be examined.

MGMT 3353. Organizational Behavior

Organizational theory and application. The managerial functions of planning, controlling, directing, and motivating are explored in the contexts of both individual and group behavior.

MGMT 3603. Financial Management

An overview of the fundamentals of financial management. Techniques used in the development of financial thought, financial decisions and risk-return relationships, legal forms to the organization, tax implications on the business, tools of financial analysis, working capital management, the determination of long-term sources of capital, the use of funds, a firm's financial structure, cost of capital, leverage, internal financing mechanisms, and long-term financing policies. (Prerequisite: BUSI 3013).

MGMT 3613 / 3623. Managerial Finance I, II

The impact that alternate decisions have on the price of a firm's common stock. The financial environment, working capital, financial statements, capital budgeting, financial planning, long-term financing and international financial management.

MGMT 4053. Management Policy and Strategy

The impact of relevant business issues on the practice of effective management in both the public and private sectors.

MGMT 4203. International Business

Survey of the complexity of international business operations. Developing an understanding of international business with its cross-cultural implications and ethical issues from a Christian perspective. Students will choose to take an in-depth look at a specific country.

MGMT 4253. Management Ethics

A study of representative ethical theories as they relate to contemporary issues in business or management. Emphasis on the relationship of values to various ethical perspectives, emphasizing a Christian world view. Central to the course are approaches to ethical analysis of issues related to business and management.

MGMT 4403. Management Policy

The functional areas of marketing, finance, production and human resource management in the formulation of effective organizational policy. The case study method is used.

MGMT 4893. Management Seminar

A capstone course taught using a seminar format that reinforces knowledge and skills needed for graduates to assume positions of leadership and responsibility. Topics include: effective communication, using technology for decision-making, business ethics, leadership and problem-solving.

PSYC 3753. Practical Counseling Skills

Counseling skills, techniques, and therapeutic factors involved in meeting client needs and goals. Includes brief overview of counseling theories and opportunities to build and practice skills and techniques.

RELG 2403. Basic Christian Beliefs

An introduction to the basics of the Christian faith, focusing on the biblical and doctrinal truths common to all denominations.

RSCH 3803. Research Method (RP I)

An introduction to foundational research techniques, critical thinking, and research analysis skills within the social sciences. Emphasis of understanding and mastering the skills to be both effective consumers of, and contributors to current research in the social sciences.

SEMR 2013. College and the Working Adult

Group interaction skills and the management of individual and professional priorities. Issues include behavioral and learning style analysis, communication processes within groups, versatility in dealing with other people, goal setting and prioritizing, and time and stress management.

SEMR 2153. Information Literacy

This course emphasizes the development of information management and writing skills for the Social Sciences. Information management skills include obtaining, organizing, analyzing, evaluating, and disseminating information.

SEMR 2403. Personal Wellness and the Good Life

Investigation of the total fitness aspects of individuals as they proceed through various areas of their lives. Specific emphases will be given to the physical, intellectual, social, emotional, spiritual, environmental, and occupational components encountered on daily basis and how these components, if unattended and uncared for, can affect daily activities and personal development. As a specific requirement, individuals will be required to develop and participate in a personal fitness program for the duration of the course.

SEMR 3003. Character and Personal Effectiveness

Exploration of the relationship between an individual's philosophy, goals, motivations, habits and character, and his or her personal effectiveness. Students will be encouraged to set an agenda for personal growth and document it through the Personal Wholeness Portfolio.

SOSC 3053. Professional and Ethical Issues in Human Services

This course focuses on standards and practices with which individuals in the human services sector are expected to be familiar. Topics include case management, interviewing, group facilitation, program planning, strategies of intervention, and diversity issues. Components of this course are designed to prepare students for an upcoming practicum in social science. Prerequisite: SOSC 2053.

SOSC 3073. Management Issues in the Helping Professions

This course examines management issues in human services organizations and other helping professions. The course includes discussions of fund raising, clinical supervision, client

confidentiality and volunteer management that are unique to the non-profit social service sector.

SOSC 3503. Advanced Social Problems

An analysis of the major social problems of contemporary society resulting from technological and social change, population pressure and resources, urbanization, poverty, and minority groups. Special reference is given to conflicts regarding social values and goals, and social disorganization as related to the family, economic, religious, and other institutional relationships.

SOSC 3603. Community Development

This course addresses fundamental issues in community development, including the nature of and need for community change, strategies and tactics for community change, and common areas of community change.

SOSC 4703. Capstone Course in Social Science (RP III)

A capstone course focusing on the evaluation of students in the social sciences, and the social science curriculum, the relationship between Christian faith and social science, and preparation for graduate school and/or employment.

STAT 3123. Statistics for Accounting and Business

Elementary descriptive and inferential statistics. The course will include an understanding of concepts and practices related to basic data analysis, probability and statistics, including parametric statistical tests. An accounting and business orientation is used to illustrate data analysis and interpretation of experimental results. Computer programs will be used in the course.

STAT 3253. Statistics in the Social Sciences

This course develops the fundamental concepts and skills necessary for organizing and analyzing, and interpreting data in the Social Sciences. The use of statistical packages is integral to the course.

6.1 GRADUATE COURSE DESCRIPTIONS

Graduate course descriptions can be found in the AGS Graduate Bulletin located on the SWU website.

VII. INDEX

Academic Counseling	46
Academic Honesty	34
Academic Policy Appeals.....	35
Academic Suspension	33
Accommodations for Students with Disabilities	48
ACE-Evaluated Military and Professional Courses	30
Address Changes	53
Adult Evening Programs.....	14
Associate of Arts (AA)	16
Attendance Policy	26
Bachelor of Science in Business Administration Core Sequence	19
Bachelor of Science in Business Administration Concentrations	19
Bachelor of Science in Human Services	20
Bachelor’s Degree Completion Programs	17
Books and Materials	24
Career Services Center	47
Class Representatives	25
Community Expectations	8
Complaints (Policy on Student Complaints)	53
Conditional and Probationary Status.....	32
Conferral of Degrees.....	33
Delinquent Accounts Policy	36
Disciplinary Outcomes	12
Doctrinal Statement.....	7
Drug-Free Campus Policy	52
Financial Aid.....	37
Financial Aid Counselors	42
Financial Services and Policies	36
Grade Appeal Procedure.....	32
Grade Reports and Transcripts	30
Grading Procedure	30
Grade Scale	31
Graduate Program Course Descriptions	60
Graduation Honors for B.S. Degrees.....	18
Harassment of the Disabled.....	50
Inclement Weather Procedures.....	52
Incomplete Grades (I)	31
Introduction to Southern Wesleyan University	6

Learning Outcomes	7
Learning Philosophy	15
Learning Teams	24
Leave of Absence / Withdrawal Policy and Procedure	27
Library Services	46
Master’s Degree Programs	21
Mission Statement	6
Payment of Accounts	36
Pell Grants	43
Policy Appeals Procedures	11
Probationary Status	32
Program Objectives.....	14
Program Policies and Procedures	23
Re-Entry Process	29
Refund Policy	37
Registration Procedures.....	23
Residency Requirement for B.S. Degrees	18
Right to Privacy	34
SC Tuition Grant	42
Sexual Harassment Policy	51
SmarThinking	47
Smoking Policy	50
Statement of Purpose	6
Student Accounts	36, 45
Tardy Policy	27
Transfer Policies – Associate’s Degree.....	17
Transfer Policies – Bachelor’s Degrees	18
Tuition and Fees.....	See Website for Current Rates, 36
Tuition Assistance	42
Undergraduate Program Course Descriptions.....	55
Veteran’s Benefits.....	44
Vocational Rehabilitation Services.....	44
Withdrawal	28, 45