

Columbia College Bulletin
Evening College
2015-2016

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The purpose of this Bulletin is to provide a general description of Columbia College and its various academic units and to provide detailed information regarding the undergraduate curricula offered. Inasmuch as the educational process necessitates change, the information and educational requirements in this Bulletin represent a flexible program that may be altered where such alterations are thought to be in the mutual interests of the College and its students. The provisions of the Bulletin do not constitute any offer of a contract that may be accepted by students through registration and enrollment in the College. The College reserves the right to change without notice any fee, provision, offering or requirement in this Bulletin and to determine whether a student has satisfactorily met its requirements for admission or graduation.

All academic units establish certain academic requirements that must be met before a degree is granted. Advisors, program coordinators, and the provost are available to help the student understand and meet these requirements, but the student is responsible for fulfilling them. If, at the end of a student's course of study, the requirements for graduation have not been met, the degree will not be granted. For this reason, it is important for each student to acquaint herself with all academic requirements throughout her college career and to be responsible for completing all such requirements within prescribed deadlines and time limits.

Academic Calendar

Unless otherwise noted, the ending time for registration activities is 5:00 pm on the indicated date. The ending time for classes is the end of the last scheduled class meeting on or before the indicated date.

The online programs in Criminal Justice and Emergency Management have a different academic calendar; check the online program bulletin for more details.

Fall Break, Spring Break, and Summer Sessions may be on different dates for A2B sites outside of Columbia; contact the appropriate site coordinator for more details.

FALL SEMESTER

Monday	August 17	Division Heads Workshop
Tuesday	August 18	Division Meetings
Wednesday	August 19	Fall Faculty Workshop
Thursday	August 20	State of the College Address
Friday to Monday	August 21 August 24	New Student Orientation
Sunday	August 23	Residence Halls Open at 1:00 PM for Returning Students
Monday	August 24	Check-in for All Students and Transfer Student Orientation
Tuesday	August 25	Sophomore Rally
Wednesday	August 26	First Day of Classes for Fall Semester
Friday	August 28	Late Registration Ends
Tuesday	September 1	Drop/Add Ends at 11:59 PM (Course changes needing assistance or permission need to be completed by 5:00 PM.)
Monday	September 7	Labor Day Classes which meet only on Mondays will be held as scheduled. No other classes will meet.
Wednesday	September 9	Ten-Day Enrollment Report Available
Wednesday	October 14	Midterm Grades for Full-Term Classes Due
Thursday to Sunday	October 15 October 18	Fall Break Weekend classes will be held as scheduled. No other classes will meet. Residence halls remain open.
Monday	October 19	Classes Resume
Monday	October 26	Course Withdrawal Without Academic Penalty Ends
Tuesday	November 3	Advisement and Registration of all Evening College students and Women's College Seniors for Spring Classes Begins
Friday	November 6	Advisement and Registration of Women's College Juniors for Spring Classes Begins

Wednesday	November 11	Advisement and Registration of Women's College Sophomores for Spring Classes Begins
Monday	November 16	Advisement and Registration of Women's College First-Years for Spring Classes Begins
Monday	November 23	Advisement and Registration of Readmits, New Students, Non-Degree Students, and Co-enrollments for Spring Classes Begins
Wednesday	November 25	Residence Halls Close at 10:00 A.M.
Wednesday to Sunday	November 25 November 29	Thanksgiving Break (Classes Do Not Meet) Offices closed November 26 - 29
Sunday	November 29	Residence Halls Re-open at 1:00 PM
Monday	November 30	Classes Resume and Offices Re-open
Friday	December 4	Last Day of Regular Class Meetings Withdrawal From Entire Semester Ends
Saturday to Friday	December 5 December 11	Exam Week Classes that meet on weekdays before 8:00 AM or after 5:00 PM and classes that meet on weekends meet at their regular times. All other classes follow the schedule below.
Wednesday	December 9	Final Grades for Graduating Students Due
Friday	December 11	Residence Halls Close at 5:00 PM except for graduating students
Saturday	December 12	Commencement Residence Hall Close at 6:00 PM for graduating students
Tuesday	December 16	Final Grades for Fall Classes Due
<u>SPRING SEMESTER</u>		
Friday	January 8	Division Heads Workshop
Sunday	January 10	Residence Halls Open at 1:00 PM
Monday	January 11	Check In for All Students Transfer Orientation Sophomore Rally
Tuesday	January 12	First Day of Classes for Spring Semester
Friday	January 15	Late Registration Ends Faculty Workshop
Monday	January 18	MLK, Jr. Day - Special events will be held. Students are expected to attend these events, so most classes will not meet. However, classes that meet in the evening or only on Mondays will be held as scheduled.

Tuesday	January 19	Drop/Add Ends at 11:59 PM (Course changes needing assistance or permission need to be completed by 5:00 PM.)
Tuesday	January 26	Ten-Day Enrollment Report Available
Friday	March 4	Midterm Grades Due Residence Halls Close at 5:00 PM
Monday to Friday	March 7 March 11	Spring Break Weekend classes will be held as scheduled. No other classes will meet.
Sunday	March 13	Residence Halls Re-open at 1:00 PM
Monday	March 14	Classes Resume
Monday	March 21	Course Withdrawal Without Academic Penalty Ends
Friday to Sunday	March 25 March 27	Easter Break No classes meet. Residence halls remain open.
Monday	March 28	Classes Resume Advisement and Registration of all Evening Students and Women's College Seniors and Juniors for Summer and Fall Classes Begins
Monday	April 4	Advisement and Registration of Women's College Sophomores for Summer and Fall Classes Begins
Thursday	April 7	Advisement and Registration of Women's College First-Years for Summer and Fall Classes Begins
Tuesday	April 12	SpearsFest - Special events will be held. Students are expected to attend these events. Evening classes are not affected.
Thursday	April 14	Advisement and Registration of Readmits, New Students, Non-Degree Students, and Co-enrollments for Summer and Fall Classes Begins
Friday	April 22	Last Day of Regular Class Meetings Withdrawal From Entire Semester Ends
Saturday to Friday	April 23 April 29	Exam Week Classes that meet on weekdays before 8:00 AM or after 5:00 PM and classes that meet on weekends meet at their regular times. All other classes follow the schedule below.
Wednesday	April 27	Grades for Graduating Students Due
Friday Saturday	April 29 April 30	Residence Halls Close at 5:00 PM except for graduating students Commencement Residence Halls Close at 6:00 PM for Graduating Seniors
Tuesday	May 3	Final Grades for Spring Semester Due

SUMMER SESSIONS

Sunday	May 8	Residence Halls Open at 1:00 PM
Monday	May 9	First Day of Classes for May Session
Tuesday	May 10	Late Registration and Drop/Add for May Session Ends
Friday	May 20	Withdrawal Without Academic Penalty for May Session Ends
Friday	May 27	Last Day of Classes for May Session
Saturday to Sunday	May 28 June 5	Summer Break I Weekend classes meet as scheduled No other classes meet
Monday	June 6	First Day of Classes for Summer Session I First Day of Classes for Extended Session
Tuesday	June 7	Late Registration and Drop/Add for Summer Session I Ends Late Registration and Drop/Add for Extended Session Ends Final Grades for May Session Classes Due
Thursday	June 16	Withdrawal Without Academic Penalty for Summer Session I Ends
Thursday	June 30	Last Day of Classes for Summer Session I Withdrawal Without Academic Penalty for Extended Session Ends
Friday to Sunday	July 1 July 10	Summer Break II Weekend classes meet as scheduled. No other classes meet.
Tuesday	July 5	Final Grades for Summer Session I Classes Due
Monday	July 11	Extended Session Classes Resume First Day of Classes for Summer Session II
Tuesday	July 12	Late Registration and Drop/Add for Summer Session II Ends
Thursday	July 21	Withdrawal Without Academic Penalty for Summer Session II Ends
Wednesday	August 3	Grades for graduating students due
Thursday	August 4	Last Day of Classes for Extended Session Last Day of Classes for Summer Session II
Friday	August 5	Residence Halls close at 3:00 PM except for graduating students
Saturday	August 6	Commencement Residence Halls close at 6:00 PM for graduating students.
Tuesday	August 9	Final Grades for Extended Session Classes Due Final Grades for Summer Session II Classes Due

General Information

Institutional Mission Statement

Columbia College, a women's college related to The United Methodist Church, educates students in the liberal arts tradition. The College provides educational opportunities that develop students' capacity for critical thought and expression, life-long learning, acceptance of personal responsibility, and commitment to service and social justice. In furtherance of its mission, the College is responsive to the needs of students, the communities to which it belongs, and the greater global community.

Columbia College encompasses the Women's College established in 1854 and the Evening Program and Graduate School serving women and men. Columbia College is noted for faculty who foster academic excellence through collaborative teaching and learning; a vital learning community in which character, ethics, and values are cultivated; the study of leadership enhanced by opportunities for practical application; programs that capitalize on advances in technology; and learning environments that extend beyond the classroom.

Evening College Mission Statement

The Evening College provides a high quality, rigorous and accessible liberal arts and professional education to women and men. Through flexible scheduling the Evening College offers a variety of majors adapted to the needs of professional adults. Evening College programs capitalize on the experiences the adult learner brings to the classroom. Faculty understand and are responsive to the needs of the adult learner. Evening College students join an engaged learning community characterized by a commitment to academic excellence and social responsibility. Graduates of the Evening College are leaders in their professions, communities, homes, and places of worship.

Location

Columbia College is located in Columbia, South Carolina, a metropolitan area with a population of 650,000. The 50-acre campus is on the north side of the city, with Highway 21 bordering the College's west side. Columbia is the capital city of South Carolina, and as such it offers students advantages which many colleges do not. Cultural and historical attractions are plentiful, and the accessibility of both mountains and beaches makes it possible for students to enjoy a pleasant weekend off campus whenever they desire.

Accreditation and Memberships

Columbia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Columbia College. The Commission is to be contacted only if there is evidence that appears to support Columbia College's significant non-compliance with a requirement or standard.

The following provide independent accreditation to individual academic programs:

- Council on Social Work Education
- National Association of Schools of Art and Design
- National Association of Schools of Dance
- National Association of Schools of Music
- National Council for Accreditation of Teacher Education

Upon request, accreditation documents may be viewed in the Office of the Provost or the J. Drake Edens Library during normal business hours.

In addition to membership in the accrediting associations, Columbia College has membership in the following:

- American Association of Colleges for Teacher Education
- American Association of University Women
- American Council on Education

Consortium for International Students
Council of Graduate Schools
Independent Colleges and Universities of South Carolina
National Association of Schools and Colleges of the United Methodist Church
National Council of Church Related Colleges
Southern Association of Colleges for Women
Southern Conference of Church Related Colleges
Southern Regional Honors Council
The University Senate of the United Methodist Church
Women's College Coalition

Affiliation and Governance

Columbia College, a private college for women affiliated with the South Carolina Conference of The United Methodist Church, is a not-for-profit corporation chartered under the laws of the State of South Carolina. The purposes of the College are set forth in both the Charter and the By-laws that govern the College.

Columbia College is related to the South Carolina Conference of The United Methodist Church, which, through its local churches, provides a measure of financial assistance for the programs of the College on a voluntary basis. Income is also derived from endowment, tuition and fees, as well as gifts from individuals and foundations.

Columbia College is governed by a volunteer Board of Trustees. The Board is solely responsible for the policies governing the operation of the College and for its legal and financial activities. Although the membership of the Board is elected by the South Carolina Annual Conference of The United Methodist Church, the Board holds title to the College and exercises its own independent judgment with respect to its own affairs.

J. Drake Edens Library

As the academic heart of the Columbia College Campus, the J. Drake Edens Library provides professional guidance and houses materials to help patrons explore all aspects of the liberal arts. To support that research, the library maintains a collection of books, periodicals, and media and has access to tens of thousands of full-text articles through database subscriptions. Access to the electronic databases is available anywhere in the world by using your e-mail user name and password. Interlibrary cooperation among the academic colleges in South Carolina enables patrons to have access to titles in other libraries. The library maintains materials important to the history of the college in the College Archives.

The Research and Instruction Librarians are eager to assist students, faculty and staff with their research. The Vandiver Reference Desk is located on the main floor and the librarians are available to help on an individual bases, including nights and weekends. The course-integrated information literacy program reaches students in both general education courses as well as, upper division courses. Individual and group study rooms are available on the main and top floors, and a bank of computers is located near the Reference Desk.

The Overton Media Center provides training and support for instructional media needs.

AV Equipment Available for Use in the Media Center:

- 4 iMacs
- 12 Multi Media Dell PC's
- Scanner, fax, color photo printer combo
- Laser Printer
- Scanner
- Laminating Machine

AV Equipment Available for Loan/Checkout:

- Digital Camcorders w/ tripods
- Flip Video Recorders w/ tripods
- iRiver voice recorder
- DVD Camcorder
- LCD Projectors
- Projector Screens
- Televisions
- Audiotape cassette recorders

- Overhead Projectors
- Carousel Slide Projectors

It houses a collection of videos, DVDs, kits, and SC approved textbooks in teacher certification areas along with a state-of-the art fifteen-seat

International Student Information

It is the policy of Columbia College to encourage and support the development of the many aspects of international/intercultural education. Therefore, the College has adopted the guidelines of the National Association of Foreign Student Affairs (NAFSA) and "is authorized under Federal law to enroll nonimmigrant alien students."

Alumnae Association

The aim of the Columbia College Alumnae Association is to establish a mutually beneficial relationship between the College and the members of the Association, to promote universal and systematic gifts for College purposes, and to advance the interests of the College. Established in 1882, the Association is the fifth oldest women's college alumnae association in the United States.

Nondiscrimination

Columbia College does not discriminate on the basis of sex in its evening-weekend adult programs or graduate programs, nor on the basis of race, color, religion, national origin, age, or disability in any of its educational programs, admissions procedures, or employment practices.

Facilities and Services for Students with Disabilities

Columbia College recognizes its responsibility to assist academically qualified students with disabilities in achieving their academic goals. The College makes every effort to ensure that its physical facilities are accessible to students with disabilities. Reserved parking spaces, properly equipped restrooms and ramps are available throughout the campus.

Columbia College is committed to ensuring access to academic programs and to non-academic programs where possible. Although the College will not lower its academic standards nor alter degree requirements, certain accommodations are available at no cost to students with disabilities, depending on their specific disability. Possible accommodations students may request include:

- Extension of the time allowed to earn a degree or substitution of one elective course for another.
- Adaptation of the manner in which specific courses, assignments, tests and examinations are conducted.
- Assistance with registration. Counseling, campus ministry and career and placement services are also available.
- The College will seek volunteers to assist as note takers, readers, typists and attendants but cannot guarantee provision of personal services at no cost to the students involved.

After admission to Columbia College, students with disabilities may be required to document their disability to receive the special considerations cited above.

Title IX Compliance Statement

The Columbia College Board of Trustees confirmed at a meeting held at the College on October 23, 1975, that the College will continue to take such action and do such things as may be necessary to comply with Title IX of the Education Amendments Act of 1972 as amended and regulations issued pursuant thereto. The College has designated the Executive Committee of the College Board of Trustees as Compliance Officers to ensure that Columbia College remains an equal opportunity institution in all respects.

Complaint Process

Concerns about Columbia College policies, procedures, or practices should be discussed with the appropriate faculty or staff member in person prior to a formal written complaint. Concerns about academic issues should be reviewed with the faculty member involved, the division head or area director, then the Provost, in that order. Concerns about administrative issues should be reviewed with the area director, then the Vice President for Finance. Concerns about student life should be

reviewed with the area director, then the Dean of Students. Concerns about admissions or financial aid issues should be raised with the appropriate director and then with the Vice President for Enrollment Management.

If the problem cannot be resolved in person, written complaints should be sent to the Provost, the Vice President for Enrollment Management, or the Vice President for Finance as appropriate. The Provost will address both academic and student life complaints. The resolution of written complaints will be communicated to the complainant in a timely fashion. If the complaint is impossible to address quickly, the Provost or Vice President will keep the complainant informed as to the progress of the resolution.

Student Identification Cards

All Columbia College students are issued a student identification card (ID). The ID is used to check out library materials, obtain reduced student rates at College events and theatre productions, allow students access to certain academic buildings on nights and weekends, and serve as the meal card for students on a meal plan. The ID is non-transferable and must be carried at all times. When requested by a College official, a student must present her/his ID. Upon withdrawal from the College, the student must return her/his ID to the Office of Student Affairs. Further information about the ID can be found in the Student Conduct Code, Honor Code, and Policies section of this Bulletin.

Identification cards are issued by the Columbia College Police Department (CCPD) during normal business hours (9 a.m.-5 p.m., Monday through Friday). CCPD is located next to The Godbold Center. They can be reached at 786.3343.

Lost or Stolen Identification Cards

Lost or stolen identification cards must be reported immediately to the Columbia College Police Department. If the card is not found by the end of the day, the student needs to have another identification card made. The cost for the replacement card is \$15.

Student Employment Office

The Office of Student Employment helps students participate in the most beneficial work experience possible while at Columbia College.

The following describes two programs coordinated through the Office of Student Employment:

Federal Work Study (FWS)

Federal Work Study, as its name implies, is a federally subsidized program awarded to students based on financial need. Students are approved to receive Work Study awards as part of their financial aid package.

Workshop (WS)

Workshop is institutionally funded aid awarded to students based on their skills and the campus student work needs. This program also assists students who do not qualify for FWS funds but express a desire to work on campus.

Post Office

Columbia College maintains a post office in the Harrelson Student Center to handle United States mail and intra-campus communications. Postage may be purchased from the Campus Post Office during normal business hours (10:30 a.m. – 4:30 p.m. weekdays). United Parcel Service (UPS) delivers and picks up daily at the Campus Post Office. Federal Express also makes deliveries and picks up from this location.

Campus Shop and Bookstore

The C-Square Bookstore, located in the Harrelson Student Center, provides new and used textbooks, rental as well as digital books. The Bookstore also sells insignia clothing and gift items, school supplies, computer software, food and sundries, and greeting cards. Book buy-back occurs every day of the year. Normal business hours are Monday - Thursday, 9 a.m. - 6 p.m. and Friday, 9 a.m. - 3 p.m.

Columbia College Police Department

The Columbia College Police Department is located at 4825 Burke Street. Regular office hours are 8:30 a.m.- 5 p.m., Monday-Friday during regular school sessions and 8:30 a.m.- 3 p.m. during the summer months. After hours and on weekends and holidays, officers patrol the campus and are available by radio.

Administration: 3343
Emergency: 3333
Fire & EMS: 9-911

The Columbia College Police Department works closely with the Office of Student Affairs to ensure that programs and services are systematically coordinated to promote campus safety. The Department consists of 12 police officers trained through the South Carolina Criminal Justice Academy and held to the same standards as any other police officers in the state.

Patrols

The Columbia College Police Department patrols the campus and answers calls on a 24-hour, 365-day-a-year basis, both in vehicles and on foot. At least two officers are on duty at all times during the regular academic year. Special duty safety personnel are employed at various times to assist with major campus events. Direct communication is maintained between the Columbia College Police Department and other law enforcement agencies.

Radios are permanently located in call boxes in parking lots A, D, and E, as well as at the Police Contact Point adjacent to Hudson Hall. Students may use these radios for immediate contact with police in case of an emergency. Instructions are posted at the call boxes. Box placement allows students to drive up to the radios without exiting their vehicle. After making the call, park your car and lock your doors. When an officer or patrol vehicle arrives, flash your lights to identify your car.

Access to Buildings

All campus buildings, except residence halls, have open access during regular business hours. Access to residence halls, the Bush Science Center, and the Breed Leadership Center after regular business hours is by a computer coded student identification card. During times when the College is officially closed, buildings are generally locked and may be accessed only by faculty and staff.

Parking

Any student may bring an automobile to campus; however, all vehicles must be registered with the Columbia College Police Department and must display a permit in accordance with regulations. A registration fee is charged.

Parking is located throughout the campus and is designated for students, staff, visitors, and the handicapped. Fines will be imposed for parking violations.

Certain clearly posted fire lanes must be kept clear at all times, and vehicular traffic in these lanes is prohibited except in emergencies. For additional guidelines, refer to "Automobile Regulations."

Reporting a Crime

If you are a witness to or victim of a crime, it is critical that it be reported immediately to the Columbia College Police Department. Report crimes in person to any patrolling campus police officer or to the Columbia College Police Department, or report them by telephone using the numbers provided. If the emergency is life-threatening, dial 3333 and report your exact location.

Admissions

Admission

Credentials necessary for admission to the Evening College are the following: (1) a completed online application and (2) official transcripts from all colleges previously attended (high school transcripts if the applicant has not already earned an Associate's or Bachelor's degree, or upon request of the Admissions Committee).

Additionally, students must either (1) be at least 22 years of age (or a veteran) and have at least 13 hours of transferable college-level work with an appropriate overall GPA as established by the College or (2) have earned an Associate's degree from a regionally accredited college.

The Evening College reserves the right to deny admission to any student whose record indicates that she/he may not be a successful participant in the educational program or whose conduct as a whole is viewed by the College to be inconsistent with its goals, standards and/or ideals.

Columbia College reserves the right to determine which transfer courses meet the requirements and standards of the College.

Admission to Associate's to Bachelor's Degree Program

Students applying for the Associate's to Bachelor's Degree program on the main campus must have earned an Associate's Degree from a regionally accredited college. Details regarding the program at remote sites is located in a different book.

In order to graduate from the program, students must have earned at least 127 total hours including any transfer credit awarded and all course work required for general education and the major. Students must have transfer credit for the equivalent of English 101, a Columbia College mathematics course numbered 100 or higher, and a laboratory science course.

Admission of International Students

Applicants should be aware the curriculum is presented entirely in English. Credentials necessary for international admission are the following: (1) a completed application form, (2) English translated transcripts, records or certificates from each high school, college, or university previously attended (students attempting to transfer college or university credits must provide English translated course catalog descriptions for each class being considered for U. S. equivalency), (3) TOEFL scores (information about this test is available from various sources in other countries and in the USA, Columbia College requires a minimum TOEFL score of 550-paper, 213-computer, or 79-web-based). International students who fail to meet the minimum TOEFL scores may enroll in an ESL Center. An ESL level 109 is accepted for admission to Columbia College. The centers are located throughout the United States and in over 50 countries throughout the world. There is a center located in Columbia, South Carolina. Further information on these Centers may be obtained from ESL Language Centers, 5671 Buckingham Parkway, Culver City, California 90230.

Once a student has been accepted into the Evening program, they must provide the following supporting international documentation:

1. Financial Statement
2. Passport Signature Page
3. VISA
4. I-94 card
5. Previous I-20 forms

Readmission of Former Degree Students

Students who elect to stay out a semester or more (summer semesters do not apply) must seek readmission and are subject to the requirements listed in the *Bulletin* of the year of readmission, unless they have been granted a leave of absence. Students must submit the online application and pay a \$50 non-refundable application fee by cash, check, credit card or money order.

These students will need to submit a formal application for readmission updating their educational and biographical data. If a student whose cumulative grade point average is below 2.00 is readmitted to the Evening College, she/he will remain on academic probation until her/his cumulative grade point average is 2.00. After an absence of at least three calendar years from the Evening College, the student may apply for academic renewal. Under academic renewal, a student will receive credit toward graduation for grades of "C" or above on courses previously taken at Columbia College but will not receive any quality points. Additional information is available in the Office of Admissions and the Office of the Provost.

Second Bachelor's Degree

Columbia College may confer a second bachelor's degree upon Columbia College students wishing to pursue two different degrees concurrently; upon Columbia College alumnae wishing to pursue a second degree of the same type or of a different type; and upon students who have a bachelor's degree from a regionally accredited four-year college who wish to pursue a second degree of the same type or of a different type. Credentials necessary for admission are the following: (1) online application form with a \$50 non-refundable application fee, (2) official transcripts from all colleges previously attended and (3) completed Second Degree form.

Non-Degree Program

Students applying for admission as a non-degree seeking student are not required to pay an application fee. Tuition for class(es) must be paid in full before registration occurs. If a student enrolled in a non-degree program decides to seek admission to a degree program, all requirements for admission at that time must be met. No more than 24 semester hours earned as a non-degree student at Columbia College may be applied toward an undergraduate degree from Columbia College. Apply online.

Admission as a Transient Student

A student wishing to enroll primarily for credit to be transferred to another college is required to submit a non-degree application for admission and a statement of good standing and permission to enroll from the institution where she/he is currently enrolled. Apply online.

Auditors

Students who wish to audit courses must apply to the Office of Professional Studies. Application forms may be obtained by calling 803.786.3766 or by mailing your request to the Office of Professional Studies, Columbia College, Fleming House, 1301 Columbia College Drive, Columbia, SC 29203.

Financial Information

Financial Services Office
3rd Floor, Allison Administration Building
803.786.3244

Application Fee

Applicants seeking admission to Columbia College as transfer students from other colleges may apply online at www.columbiasc.edu at no charge. Applicants seeking to re-admit or seeking a second degree pay a \$50.00 application fee.

Tuition

Full-time (12-18 s.h.)	\$5,770 per semester
Part-time (11s.h.or less)	\$385 per s.h.
Technology Fee:	\$150 per semester if enrolled for 6 or more undergraduate hours.

Full settlement of the comprehensive fee is required before a student may begin classes.

Special Charges

Extra Hours* (over 18 per semester).....	\$385 per s.h.
Part-time Students (limit 11 hours per semester. Full-time fees apply when registration exceeds 11 hours per semester)	\$385 per s.h.
Auditing (except to fill out course load; no applied courses).....	\$225 per course
Parking Permit.....	\$15 per year
Consortium fee.....	\$50

* Charges for extra hours will be assessed unless official withdrawal occurs during the Drop/Add period.

Credit cards: Columbia College accepts American Express, VISA, and MasterCard for payment of fees. Students may pay online at www.columbiasc.edu/admissions/payment.asp.

Payment Plans: Students may enroll in the interest-free monthly payment plan offered through Tuition Management Systems, Inc. This four-month plan starts in August and allows students and families to spread all or part of their semester education expenses over the school term in equal monthly payments. Tuition Management Systems, Inc. charges a \$45 per semester enrollment fee, which also includes life insurance coverage for the unpaid balance. Call Tuition Management Systems (TMS) at 1.800.722.4867 or visit the web site, www.afford.com for more information or to enroll.

Columbia College may restrict enrollment in this plan based on the student's payment history. **No other installment payment plan is available.**

Special Alumnae Discounts

(1) Columbia College Degree Alumnae: Students who have graduated from Columbia College are eligible to receive tuition discounts of \$25 per undergraduate semester hour for courses taken in the fall and spring semesters. Discounts do not apply to summer sessions. (2) Columbia College Degree Alumnae: Students who have graduated from Columbia College and meet the program requirements are eligible to receive a \$750 tuition credit toward a Columbia College graduate degree. (3) No scholarship aid or tuition discount applies to audited courses or graduate study, other than mentioned above. For more information on tuition discounts and to apply for financial aid, contact the Office of Financial Aid located in the Allison Administration Building, Room 311 or call 803.786.3612.

Refund Policy

Refund of any portion of tuition will be made only in the case of **official withdrawal** from the College through the Office of the Provost.

When the Student Has Been Enrolled	Percentage of Tuition Refunded
Through the end of add/drop:	100%
Through the next 2 calendar days:	75%
Through the next 7 calendar days:	50%
Through the next 7 calendar days:	25%

Scholarship and grant aid from state or institutional sources are subject to the same withdrawal calculations. Note that in accordance with federal regulations, students receiving federal financial aid funds are subject to Return of Title IV Policy depending on the date of their official withdrawal petition. Please contact the Office of Tuition Accounts for more information.

Fees are nonrefundable.

Personal Property Insurance

Columbia College is not responsible for damage or loss of personal property brought on campus. Students are advised to obtain adequate insurance coverage for their property.

Miscellaneous

1. Students will be charged for the repair or replacement of grounds, buildings or equipment which may be damaged or lost through negligence, carelessness or willful intent on the part of the student or guests of students. A charge will also be made for vacated rooms left in an untidy condition.
2. Columbia College is not responsible for damages, losses, repairs, etc. to automobiles, personal belongings or other items brought to the campus by students, guests, employees or visitors. Students are advised to obtain adequate insurance coverage for their property.
3. Columbia College is not responsible for, and does not provide insurance coverage for, illnesses or accidents of students, guests or visitors.
4. Situations not specifically provided for in these regulations will be provided for in accordance with accepted practices and in keeping with principles which ensure fairness to all concerned. Charges in such instances will be agreed upon by all parties involved prior to registration or immediately upon a change in the student's status. Otherwise, charges which the College may levy will prevail.

Special Course Offerings

Information and charges on summer school, graduate programs, the women's college, and other offerings will be announced in separate publications.

Financial Aid

Office of Financial Aid

Third Floor, Allison Administration Building
Room 309 – 803.786.3612

The Office of Financial Aid is dedicated to helping students and their families make attendance at Columbia College an academic and financial reality through financial aid planning. There are many different sources of financial aid available to qualified students. It is best to submit all required forms as soon as possible, since most aid is awarded on a first-come, first-served basis for qualified applicants. The Office of Financial Aid awards aid to qualified applicants regardless of race, religious creed, place of national origin, ethnic group or physical disability.

Financial Aid Application

Applicants are required to complete the Free Application for Federal Student Aid (FAFSA). This form will determine how much the family or student is expected to contribute to the educational costs for the academic year. It is a fair and equitable system of establishing how much aid each student needs. By completing the FAFSA, a student applies for federal, state, and institutional aid. **The FAFSA or the Renewal FAFSA has to be filed each year to apply or reapply for assistance for the upcoming academic year. The FAFSA is available at www.FAFSA.ed.gov.**

The **priority** deadline for completion of the FAFSA is April 15, but students are encouraged to apply for financial aid as early as possible. Applications received after this date will be considered for aid as long as funds are available.

All students are strongly urged to check with the Office of Financial Aid concerning questions related to the financial aid process. In addition, students are advised to check with local service clubs, churches and employers about scholarships that might be offered. These scholarships often go unused.

Procedure for Making Application

5. The student applies for admission to Columbia College and is accepted.
1. The student files the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. (All South Carolina residents must apply by June 30 for the South Carolina Tuition Grant by completing the FAFSA.)
2. In the event additional documentation is required, or errors were made on the FAFSA, student's will receive notification of additional requirements.
3. The student applying for assistance will receive an official award notification from the Office of Financial Aid.
4. Students are not required to return a copy of the award letter. All aid will be processed as offered unless the student returns a signed copy of the award with notations indicating a desire to decline or reduce a specific award.
5. VA students should notify the Columbia College certifying official or Michelle Poindexter in the Office of Tuition Accounts.

Satisfactory Academic Progress

Pursuant to Federal Regulations, the Columbia College Financial Aid Office is required to monitor the academic progress of all students who apply for federal financial aid. Financial aid funds can only be awarded to students who are completing a minimum percentage of hours attempted, maintain a specific GPA, and who meet the college's standards for continued enrollment as defined in the "Academic Standing" section of the Columbia College Bulletin. If a student fails to meet any particular standard or combination of standards, he/she will become ineligible for federal financial aid. A student is considered making Satisfactory Academic Progress and eligible for financial aid if he/she:

- A. Is admitted and enrolled as a degree-seeking student.
- B. Meets Columbia College's standards for continued enrollment (See the "Academic Standing" section of Columbia College's Bulletin.)
- C. Maintains a 2.0 Cumulative GPA for all undergraduate work.
- D. Passes 67% of all attempted hours (includes all transferred credits).

E. Undergraduate students have not exceeded 190 attempted semester hours.

Special Note: Certain scholarships and grants require a higher grade-point average or earned credit hours (i.e., SC Tuition Grant; Presidential, Trustees, and Founders Scholarships.)

Full-time/Part-time

For the purposes of Satisfactory Academic Progress, Columbia College does not distinguish between full-time and part-time enrollment. Students' progress is assessed on both a qualitative (GPA) and quantitative scale (percentage of hours completed). Basing the qualitative measure on percentage of hours completed negates any differences in enrollment status.

No undergraduate student exceeding 190 attempted hours is eligible for Title IV Federal or state aid.

Re-admit and Entering Transfer Students

Credit transferred from other institutions will count as both attempted and earned hours, but do not count towards the GPA requirement, for the purposes of the satisfactory academic progress and maximum timeframe policies. Re-admitting students will be assessed for eligibility upon re-application to Columbia College and will be considered eligible for Title IV Assistance if they have completed at least 67% of all the credits attempted and have a 2.0 cumulative GPA. New transfer students will be assessed for eligibility upon acceptance. All students receiving South Carolina Tuition Grant or LIFE Scholarship funds must meet the credit hour requirement for those program (full-time students must earn 24 semester credit hours per year for SCTG and average 30 credits per year for LIFE.) Courses taken at other institutions do count as required towards the credit hour and GPA requirements for the SCTG and LIFE scholarship.

Repeats, Withdrawals, and Remedial Coursework

Any academic course work including incompletes, withdrawals, repetitions and non-credit remedial courses that the student begins (registers) and is charged for by Columbia College will be counted as attempted credit hours. Non-credit remedial courses and repeated course work that the student successfully completes will be counted toward the minimum number of credits needed to maintain Satisfactory Academic Progress. Any incomplete grade changed to a passing grade will be counted toward the minimum hours needed if the change occurs prior to the first day of class.

Maximum Timeframe

Students are no longer eligible for aid if the number of attempted credit hours exceeds 150% of the published program length. The maximum number of attempted hours eligible to be covered by aid is 190 semester hours for a 127 credit hour bachelor's degree. Students that change majors or are starting a second bachelor's degree and have credits that do not count toward the new major or degree may be eligible for an "hours reset", depending on major program and reason for program change. Students will have the option to request a reset during the appeal process. An "hours reset" is not guaranteed.

Frequency of SAP Assessment

The Financial Aid Office will review the Satisfactory Academic Progress of undergraduate students after the Spring semester of each academic year for any student that attended any term of the academic year. Students who have not met Satisfactory Academic Progress after the designated checkpoint are placed in a Financial Aid Probationary status. Students on Probation are classified as ineligible for aid and are not eligible for Title IV federal aid programs or state funding. There is no warning period in which a student can receive aid for an additional semester if SAP requirements are not met.

All students, regardless of enrollment status, will also be reviewed at the end of the second academic year for compliance with the GPA requirement only. Failure to have a 2.0 at the two year checkpoint will result in a full SAP review and financial aid probation.

Students who are determined to be ineligible for federal financial aid under the Satisfactory Academic Progress policy may appeal this determination if the student feels extenuating circumstances are major factors in his/her inability to meet the Satisfactory Academic Progress standards. Extenuating circumstances are documented conditions beyond the student's control (i.e., injury, illness, or family crisis). Appeals governing that circumstance will only be granted once. All appeals must be in writing and mailed to the Financial Aid Office.

Financial Aid Appeals

Students who do not meet these guidelines will be sent a letter and/or e-mail explaining that they are on financial aid probation. Students who feel there are extenuating circumstances which may affect the denial of financial aid have the right to appeal in accordance with the Financial Aid Appeal Process. In order to appeal, the student will need to submit a letter of explanation detailing the extenuating circumstance and what steps will be taken to ensure SAP requirements will be met by the end of the next term. All appeals must be submitted prior the first day of classes for the semester in which the student is seeking financial assistance. Appeal documentation will be reviewed by the Office of Financial Aid.

Appeals can only be granted if it is mathematically possible for the student to achieve both the quantitative and qualitative SAP standard by the end of the next academic semester. Any appeal that requires more than one semester to achieve SAP standards will be denied or re-evaluated under the Academic Plan process.

After a reinstatement is made, the Financial Aid Office will review the student's grades at the end of the reinstated period. The student will be required to successfully complete each semester with a "C" or better in each course attempted. If the student fails to meet this requirement, they will be denied financial aid for the upcoming semester and appeals will not be accepted a second time. Repeated appeals are considered a violation of the intent of the satisfactory academic progress guidelines. If a student's appeal is denied then the student will be required to successfully attain minimum SAP requirements using their own financial resources to continue enrollment. Once minimum SAP requirements have been met aid eligibility is reinstated.

Appeals for the upcoming Fall semester will be reviewed after Spring grades are available (if necessary) and prior to the last day of the add/drop period for the Fall semester. Appeals for the upcoming Spring semester will be reviewed after Fall grades are available (if necessary) and prior to the last day of the add/drop period for the Spring semester. Appeals for the upcoming Summer sessions will be reviewed during the Spring semester and prior to the last day of the add/drop period for the Summer session.

Academic Plan

Students appealing their ineligibility for aid that cannot achieve minimum SAP requirements within one semester may be considered for an Academic Plan. If a student can achieve SAP minimum requirements in a reasonable amount of time, one academic year or less (3 semesters: Fall, Spring, and Summer), exhibits character consistent with the mission of Columbia College, has a balance less than \$1000 owed to the college, and can satisfactorily demonstrate a willingness to do the work necessary to attain minimum SAP requirements, then an Academic Plan will be offered.

An Academic Plan will detail the specific expectations and requirements that must be met for each semester the student receives aid until SAP requirements are met. The Academic Plan will be created by the Provost's Office and forwarded to the Office of Financial Aid. Requirements may include, but are not limited to: regular meetings with faculty, advisors, and the Academic Skills Center, presentation of progress reports to the Director of Financial Aid or other representatives, and optional sessions with the campus Counselor. A specific GPA and percentage of hours completed will be assigned for each semester to ensure that SAP requirements are met within the required time-frame. Failure to comply with any part of the Academic Plan requirements or to achieve the expected GPA and percentage will terminate the Academic Plan provision and the student will become ineligible for aid. No additional appeals will be considered.

Columbia College reserves the right to terminate an Academic Plan at any time. Any decision to terminate a plan early will be approved by the Financial Aid Committee. Academic Plans are an optional part of the appeals process and may not be offered to every student that can mathematically meet SAP requirements within 3 semesters.

Students that have exceeded the 190 attempted hour cap may appeal. Appeals for the extension of aid beyond the 150% maximum timeframe are available only to those students for whom one additional semester of aid will result in graduation. No appeal will be granted for students that require more than one term beyond the maximum timeframe to attain a degree. Students that will not graduate within one term can request consideration for an "hours reset". Under this provision only the hours that count toward the current major would be used to determine SAP compliance. Not all students will qualify for a reset. Eligibility for a reset will be determined in conjunction with the Office of the Registrar.

General Academic Information

The academic procedures at Columbia College are designed to aid the student in fulfilling the requirements for graduation. Each student must meet these requirements in order to complete the degree program. It should be emphasized that the procedures are established to help the student secure the best education possible. The Academic Standards Committee hears student petitions for exception to the general academic policies listed in this *Bulletin*. The petition forms are available in the Office of the Registrar. Policies and requirements for the Evening Program and Graduate School are contained in separate publications. They can also be accessed through the College Web site at <http://www.columbiasc.edu>.

Definition of Semester Hour

Basic Definition: The *semester hour*, or *credit hour*, is the basis for all credit at Columbia College. One semester hour of credit is the equivalent of a traditional course with face-to-face meeting time of at least one academic hour (fifty minutes) per week for a full semester (15 weeks) with the expectation of an average of at least two academic hours of homework or out-of-class work per week for the full semester.

Classes with a traditional mode of delivery: Thus, a traditional three-semester-hour course meets 2.5 clock hours per week with an expectation of an average of 5 clock hours per week of out-of-class work. The face-to-face meetings for the last week of a semester in the Women's College are replaced by a single extended class meeting time usually reserved for final examinations or projects.

Classes with a traditional mode of delivery meeting outside of the standard semesters: Classes during, for example, split-terms or summer sessions have the same amount of time devoted to face-to-face meetings as a full-semester class and meet the same objectives and outcomes as the comparable full-semester class.

Classes in the sciences and the arts: Science courses with laboratory components and arts courses with studio or applied components often have more face-to-face meeting time than would normally be the case for a course with the same number of semester hours. This increase in the instructional time may or may not result in a corresponding reduction in the expected out-of-class time, but in no case will the total expected time for the course be less than three academic hours per week for each semester hour of credit.

Service Learning classes: Since work on the service project in designated Service Learning courses is instructional in nature, those classes may replace up to one and one half academic hours of traditional face-to-face meeting time per week with at least two academic hours of on-site work at the service project per week. Additional time spent working or reflecting on the service project may be counted as part of the out-of-class work time for the class.

Hybrid and online classes: If a hybrid or online class is also taught as a traditional class, then the non-traditional version of the class will be deemed to have the same number of semester hours as the traditional version of the class provided both versions require roughly the same work from the student and achieve the same objectives and outcomes regardless of the amount of face-to-face meeting time scheduled for the non-traditional version of the course.

However, if there is no comparable traditional version of the class, the non-traditional course must include instructional time (which can be face-to-face meetings or online work) averaging at least one academic hour per week for a full semester (12.5 clock hours) for each semester hour of credit. There must also be the expectation for "homework" averaging two academic hours per week for a whole semester (25 clock hours) for each semester hour of credit. The syllabus for the course must specifically identify any work being counted towards the instructional time limit.

Internships: All of the work in an internship is both instructional and out-of-class in nature. Accordingly, internship students are expected to complete a minimum of 37.5 clock hours of work (three academic hours per week for a full semester) for each semester hour of credit. All internships must require a minimum of 30 on-site clock hours for each semester hour of credit. The remaining 7.5 clock hours per credit hour may consist of additional on-site time or off-site work consisting of one or more of the following: face-to-face meetings between student and instructor, preparation for on-site work, written assignments, or oral presentations. The internship form submitted for registration must include the total on-site hours required of the student and what time, if any, will be devoted to off-site work.

Independent studies and research or creative projects: As with internships, all of the work in these classes is both instructional and out-of-class in nature. Students in these classes are expected to complete 37.5 clock hours of work (three academic hours per week for a full semester) for each semester hour of credit. Face-to-face meeting time with the instructor may be counted towards the total work for the class. The independent study form submitted for registration must indicate the expected amount of work for each component of the class.

Registration

Classification of Degree-Seeking Students

Degree-seeking students are classified on entrance and at the beginning of each semester according to the number of earned semester hours as indicated below. However, to advance in classification, a student must have a cumulative GPA of 2.00 or higher for courses attempted at Columbia College.

<i>Classification</i>	<i>Minimum Semester Hours</i>
First-Year	0
Sophomore	24
Junior	56
Senior	90

Priority for registration, certain course prerequisites and major requirements, and some Student Affairs and academic policies are based on a student's classification. Students seeking a second bachelor's degree are given a separate classification equivalent to a classification of "Senior" for the purposes listed above.

Student Credit Load

The semester hour is the basis for all credits. Full-time attendance is 12 semester hours. Students should plan their semester schedules so that heavy course loads are unnecessary.

Maximum Credit Load: The maximum credit loads for each semester and summer session are given in the table below.

Semester or Session	Maximum Credit Load (semester hours)
Fall Semester (full-term and split-term courses combined)	17
Spring Semester (full-term and split-term courses combined)	17
Summer Term (all sessions)	17

Additional Restrictions on Credit Load:

- The maximum credit load for any term (fall, spring, or summer) for a student on Academic Probation is 13 semester hours.
- When determining a student's credit load for maximum load or overload purposes, the load is computed by adding together the hours taken at Columbia College and the hours taken as transient study during that term or session. When determining part-time or full-time status, only the hours taken at Columbia College are used.

Overloads: Student who have completed one full-time semester at Columbia College are permitted to take more than the maximum credit load during the fall or spring semesters under certain conditions as detailed below. All summer overloads, all students on Academic Probation, and all students and overloads not covered below must petition the Academic Standards Committee for permission to register for the overload.

Without Additional Permission: Students who fall into the categories in the table below will be able to register for the indicated overloads without additional permission.

Criterion	Maximum Overload	Total Hours
GPA of 2.50 or higher	1 hour	18

Senior, GPA or 2.00 or higher **1 hour** **18**

Requiring Assistance from Registrar’s Office: Students who fall into the categories in the table below will need to contact the Registrar’s Office before registering for the indicated overload. The Registrar’s Office will register the for courses up to these loads. Students wanting to take heavier loads need to petition the Academic Standards Committee for permission to take the overload.

Criterion	Maximum Overload	Total Hours
GPA of 3.00 or higher	4 hours	21
Senior, GPA or 2.00 or higher	2 hours	19

Requiring an Overload Form: Students who do not have the required minimum GPA for their proposed overload at the time of registration, but who realistically anticipate reaching the requirement when the current semester’s grades are included, must complete an Overload Form before being granted permission to register for the overload.

Additional Fee for Overloads: All students registering for more than 18 semester hours will be charged an additional per-credit-hour fee for each semester hour beyond 18 (excluding music ensembles).

Registering for Too Many Hours: Students enrolled, for whatever reason, in more semester hours than permitted will be asked to go through Check-in at the beginning of a semester. When the add/drop period of the term or session ends, students still enrolled, for whatever reason, in more semester hours than permitted will have appropriate courses dropped from their schedules.

Academic Advisement

Each student is assigned an academic advisor who can meet with the student each semester prior to student pre-registration for the following semester. The advisor reviews student progress, gives general academic advice and serves as a resource to the student when academic issues arise. **It is the responsibility of each student to monitor her/his academic progress and make sure that the requirements for graduation are fulfilled.**

To that end, the students should:

- (1) Arrange a meeting with her/his advisor during advisement each semester according to the advisor's availability,
- (2) Inform her/his advisor of schedule changes, course withdrawals, and other unexpected events in her/his progress during a semester,
- (3) Have no outstanding charges in the Office of Financial Services which inhibit pre-registration or registration,
- (4) Complete registration for each semester during the allotted time for Evening students,
- (5) Meet all requirements for the anticipated degree as stated in the *Bulletin*, and
- (6) Coordinate requirements of various programs when seeking a minor or a double major.

The advisor will:

- (1) Be available to meet with each student each semester to review her/his academic progress,
- (2) Be able to help each student evaluate her/his academic progress realistically and suggest appropriate courses for the coming semester(s),
- (3) Suggest appropriate channels for dealing with unexpected academic difficulties, and
- (4) Be informed on academic requirements and pre-requisites as well as course rotations that are specific to the program in which the student is majoring.

The College will:

- (1) Assign each student an academic advisor,
- (2) Provide an accurate listing of course requirements in a printed *Bulletin* (available for purchase in the bookstore),
- (3) Provide an accurate listing of course requirements for each major on the web site,
- (4) Maintain an electronic program evaluation system for students and advisors to use as they monitor the student's progress toward graduation listing specific requirements that still must be completed.

Online Registration

The first step in registering for classes is a meeting with the academic advisor. Each student should set up an advisement conference according to the schedule published by Office of the Registrar. At this conference, a suggested list of courses will be discussed in addition to any recommendations for improved performance.

Registration is normally accomplished through an online connection to the College registration system. Students can make changes to their schedule until the last day of add/drop, typically two days after the first day of classes.

A printout of the schedule of classes will confirm that the registration is complete.

Clearance to Register

To be cleared to register for classes for any semester, a student must have no outstanding charges in the Office of Financial Services. Occasionally students will find that their ability to register has been blocked due to a problem with academic standing or health services issues. In these cases, the student should check with her/his advisor, the Office of the Registrar, or the Provost to determine the nature of the block and how to get it removed.

Course Withdrawals

Following the add/drop period, students may withdraw from courses by completing a Withdrawal Petition, which is available in the Office of the Registrar. A grade of "WP" will be given for courses that are officially dropped before mid-semester as well as for courses dropped after mid-semester because of medical reasons and family emergencies or by the judgment of the Provost. If a student withdraws after mid-semester for reasons other than those stated, a grade of "W" or "WD" will be recorded. Failure to withdraw officially from a course may result in a final grade of "F" or "U."

Refunds are not applicable for course withdrawals at any time during the semester following the add/drop period.

Withdrawal from College

Students who find it necessary to discontinue their college work during a session must complete a Withdrawal Petition, available in the Office of the Registrar, before the beginning of final exams. After obtaining the designated signatures, the student must return the form to the Provost. Failure to follow this procedure may result in the final grade of "F" or "U" for all courses taken that session and may delay the processing of any future application for readmission to the College.

The College reserves the right to require the withdrawal of students whose scholarship is not satisfactory and those who, for any other reason, are regarded as not in accord with the ideals and standards that the College seeks to maintain.

For information regarding refunds related to withdrawals, refer to the Financial Information section.

Leave of Absence Policy

The purpose of a leave of absence is to allow a student a break in her/his studies for a limited time without having to withdraw from the College and apply for readmission. Any degree-seeking student in good academic standing may apply for a leave of absence. A leave of absence may be granted for one semester or two consecutive semesters. However, a student who is called to active military service is eligible for a leave of absence for the length of their military service plus up to one year after their return from active duty. Students in off-campus Associate's-to-Bachelor's degree programs may need to change locations after returning from a leave of absence.

In the semester prior to the student's return to Columbia College, the student should contact her/his advisor in order to register for the next semester and to notify the Office of the Provost of her/his intent to return as a student. A student who does not return at the end of the stated period will be considered to have withdrawn from the College. She/he must apply for readmission before she/he can return and will be subject to the *Bulletin* and College requirements in effect at the time of readmission.

Students studying abroad through Columbia College's exchange and affiliate programs are not considered to be on a leave of absence. Students enrolled in study abroad sponsored by other institutions and organizations need to apply for a Leave of Absence.

If academic credit is attempted during a leave of absence, a student must complete a Transient Student Form and submit an official transcript to the College prior to her/his return. The credit will be subject to College's Transient Study Policy.

Any student wishing to apply for a leave of absence should

- (1) secure and complete a Leave of Absence Request from the Office of the Provost,

- (2) make an appointment with her/his academic advisor to discuss her/his plans and secure the advisor's signature,
- (3) make an appointment with her/his financial aid counselor to discuss the financial aid implications and secure the counselor's signature, and
- (4) send the completed and signed form to the Office of the Provost, where it will be approved or denied.

This process should be completed by the end of the semester prior to the semester or semesters for which the leave is requested. Except under the most unusual circumstances, no requests for a leave of absence during a semester will be considered after classes for that semester have begun. An approved one-semester leave of absence may be extended to a two- semester leave of absence. A written request for the extension must be submitted before the beginning of the second semester.

General Education Courses

General Education courses usually take precedence over elective courses in the schedule of work for a semester. General Education courses may satisfy simultaneously both General Education and minor requirements. General Education courses may not satisfy simultaneously both General Education and major requirements, except those specifically noted for a Bachelor of Music and Bachelor of Fine Arts degrees. No course may be used to satisfy two or more general education requirements. Each division head is empowered to make decisions regarding exceptions to general education requirements within the division head's curricular jurisdiction.

Co-Enrollment in the Women's College

Any student in the Evening's College may apply to co-enroll in one course per semester in the Women's College. Enrollment in additional Women's College courses is possible if the Evening College student meets the Women's College admissions standards.

Applications to co-enroll during a semester may be submitted to the Registrar's Office at any time after the student is allowed to register for that semester. Applications are processed in the order in which they are received. However, they will be processed beginning on the first day that new students are allowed to register for that semester. Students will only be co-enrolled in courses in which there are seats available and for which they satisfy all prerequisites.

Specialized Credit Issues

Advanced Placement Options

Columbia College recognizes the concept of "course equivalency." This concept permits the College to certify the educational value of private study and other out-of-class experiences and, following appropriate evaluation by the College, enables the student to receive academic credit towards a degree. Grades and quality points are not assigned to credits awarded by examination

The College Board's Advanced Placement Program (AP)

Columbia College awards credit to students who have passed certain AP examinations at an acceptable level. These tests must be taken prior to enrollment. Divisions reserve the right to verify test results. The following table outlines credit acceptance. Credit may be awarded for other examinations not listed below.

AP Examination	Score	CC Course Equivalent	Semester Hours Awarded
Art History	3-5	Art 205	3
Biology	3	Biology 110	4
	4-5	Biology 110 and 225	8
Calculus AB	3	Mathematics 107	3
	4-5	Mathematics 160	3
Calculus BC	3	Mathematics 160	3
	4-5	Mathematics 160 and 165	6
Chemistry	3	Chemistry 121	4
	4-5	Chemistry 121 and 122	8

Chinese Language and Culture	4-5	General Education Culture and Language Requirement	6
Computer Science A	3-5	Computer and Information Science 211	3
Computer Science B	3-5	Computer and Information Science 211 and 212	6
English Language and Composition	3-5	English 101	3
English Literature and Composition	3-5	English 102	3
Environmental Science	3-5	Physical Science Credit	4
European History	3-5	History 103 and History Credit	6
French Language and Culture	3	French 121	3
	4	French 121 and 122	6
	5	French 221 and 222	6
German Language and Culture	4-5	General Education Culture and Language Requirement	6
Human Geography	3-5	Geography 164	3
Italian Language and Culture	4-5	General Education Culture and Language Requirement	6
Japanese Language and Culture	4-5	General Education Culture and Language Requirement	6
Macroeconomics	3-5	Economics 201	3
Microeconomics	3-5	Economics 202	3
Music Theory	3-5	Music 101 and 102	6
Physics B	3	Physics 221	4
	4-5	Physics 221 and 222	8
Physics C: Electricity and Magnetism	3-5	Physics 222	4
Physics C: Mechanics	3-5	Physics 221	4
Psychology	3-5	Psychology 102	3
Spanish Language	3	Spanish 121	3
	4	Spanish 122 and 221	6
	5	Spanish 222 and 250	6
Spanish Literature	3	Spanish 122	3
	4	Spanish 221 and 222	6
	5	Spanish 250 and a 300-level class	6
Statistics	3-5	Mathematics 140	3
Studio Art: 2D Design	3	Art Credit	3
	4-5	Art 151	3
Studio Art: 3D Design	3	Art Credit	3
	4-5	Art 152	3
Studio Art: Drawing	3	Art Credit	3
	4-5	Art 109	3
United States Government and Politics	3-5	Political Science 101	3
United States History	3-5	History 207 and 208	6
World History	3-5	History 102 and 103	6

The College Board's College Level Examination Program (CLEP)

Columbia College awards credit to students who have passed certain CLEP Examinations at an acceptable level. These tests may be taken prior to enrollment or after a student has actually begun studies at the College. In most cases, the optional essay is also required. Divisions reserve the right to verify test results. The following table outlines credit acceptance. Credit may be awarded for examinations not listed below.

CLEP Examination	Required Score	CC Course Equivalent	Semester Hours Awarded
American Government	50	Political Science 101	3
American Literature	50	English 240	3
Analyzing and Interpreting Literature	50	English 102	3
Biology	50	Biology 100	4
Calculus	50	Mathematics 107	3
	65	Mathematics 160	3
Chemistry	50	Chemistry 121	4

College Algebra	50	Mathematics 104	3
College Mathematics	50	Mathematics 120	3
English Composition with Essay	50	English 101	3
English Composition without Essay	50	English 101	3
English Literature	50	English 210	3
Financial Accounting	50	Business 261	3
French Level I	50	French 121 and 122	6
French Level II	59	French 221 and 222	6
German Level I	50	General Education Culture and Language Requirement	6
German Level II	63	General Education Culture and Language Requirement	6
History of the United States I	50	History 207	3
History of the United States II	50	History 208	3
Human Growth and Development	50	Education 203 or Psychology 301	3
Humanities	50	Elective Credit	3
Information Systems and Computer Applications	50	Computer and Information Science 100	3
Intro Business Law	50	Business 301	3
Intro Educational Psychology	50	Education 253	3
Intro Psychology	50	Psychology 102	3
Intro Sociology	50	Sociology 151	3
Natural Sciences	50	Physical Science Credit	4
Precalculus	50	Mathematics 104	3
	65	Mathematics 104 and 106	5
Principles of Macroeconomics	50	Economics 201	3
Principles of Microeconomics	50	Economics 202	3
Principles of Management	50	Business 302	3
Principles of Marketing	50	Business 303	3
Social Sciences and History	50	Elective Credit	3
Spanish Level I	50	Spanish 121 and 122	6
Spanish Level II	63	Spanish 221 and 222	6
Western Civilization I	50	History Credit	3
Western Civilization II	50	History 103	3

The International Baccalaureate Program (IB)

Columbia College awards credit to students who have taken college-level courses in secondary school through the International Baccalaureate Program. Students who have achieved an acceptable score on higher-level IB examinations and some standard-level examinations will be awarded credit. These examinations must be taken prior to enrollments. Divisions reserved the right to verify examination results. The following table outlines credit acceptance. Credit may be awarded for examinations not listed below.

IB Course	IB Score	CC Course Equivalent	Semester Hours Awarded
Language A: Literature (HL)	4-7	English 102	3
Language A: Language and Literature (HL)	4-7	English 101 and 102	6
Language B: French (HL)	4-5	French 122 and 221	6
	6-7	French 221 and 222	6
Language B: Spanish (HL)	4-5	Spanish 122 and 221	6
	6-7	Spanish 122, 221, and 222	9
Language B: Other (HL)	4-7	General Education Culture and Language Requirement	6

Business and Management (HL)	4-7	Business 302 and 303	6
Economics(HL)	4-7	Economics 201 and 202	6
Geography (HL)	4-7	Geography 164	3
Global Politics (HL)	4-7	Political Science 200	3
History or World History (HL)	4-7	History 103 and History Credit*	6
Philosophy (HL)	4-7	Philosophy 154 or 211	3
Psychology (HL)	4-7	Psychology 102	3
Social and Cultural Anthropology (HL)	4-7	Anthropology 131	3
Biology (HL)	4-5	Biology 110	4
	6-7	Biology 110 and 225	8
Chemistry (HL)	4-5	Chemistry 121	4
	6-7	Chemistry 121 and 122	8
Physics (HL)	4-5	Physics 221	4
	6-7	Physics 221 and 222	8
Mathematics (HL)	4	Mathematics 104 and 106	5
	5-6	Mathematics 160	3
	7	Mathematics 160 and 165	6
Computer Science (HL)	4-7	Computer and Information Science 110 and 111	6
Dance (HL)	4-7	Dance 105	3
Music (HL)	4-7	Music 101 and 102	6
Theatre (HL)	4-7	Theatre 105	3
Visual Arts A (HL)	4-7	Art Credit **	4
Visual Arts B (HL)	4-7	Art Credit **	4
Language and Performance (SL)	4-7	Theatre 105	3
World Cultures (SL)	4-7	Anthropology Credit	3
World Religions (SL)	4-7	Religion 127	3
Visual Arts A (SL)	4-7	Art Credit **	3
Visual Arts B (SL)	4-7	Art Credit **	3

* Credit for specific courses may be awarded based on which history examination options the student chose.

** Credit for specific courses may be awarded based on a review of the student's portfolio.

Other Credit Options

Credit may also be awarded by individual divisions through other standardized nationally-administered tests, such as the SAT Subject Tests, or by divisional examination. Credit earned in these ways must have a Columbia College course equivalent. The maximum credit a student may earn through divisional examinations is 15 semester hours. Contact specific divisions for more information.

Placement in Mathematics

The College requires students to follow the placement procedures described below. A student's placement in a subject will determine the courses she or he will be eligible to register for in that subject. Required additional coursework may be prescribed.

Test scores will be used to place students without any college math credit.

1. Students planning to major in business or computer and information science must take the calculus readiness test for appropriate placement.
2. Students who do not fall under category 1 with an SAT math score of 450 or lower, or an ACT math score of 18 or lower will be placed in Math 100.
3. Students who do not fall under category 1 and who do not have Math SAT or ACT scores must take the Math placement test for appropriate placement.
4. Students who do not fall under category 1, 2, or 3 may take a math class that is appropriate to their major provided the prerequisites are satisfied.

Specialized Credit/Courses/Programs

Audited Courses

Students cannot receive credit for a course that has been audited unless the course is repeated for credit at a later time. The number of audit hours is not counted in the student's regular course load. Students must satisfy the instructor's attendance policy for an audit.

Pass/Fail Credits

Students may elect a limited number of courses on a pass/fail basis. A grade of pass will count toward graduation but will carry no grade points and will not be counted in the grade point average (GPA). It may be elected subject to the following criteria:

1. No courses may be elected on a pass/fail basis which are required as part of the General Education requirements, for certification, or as part of the major or minor. A grade of pass/fail will be mandatory for comprehensive examinations and all courses with course numbers ending in "70," and in all one-semester-hour Physical Education Activity (PEA) courses.
5. No more than 18 credit hours may be elected on a pass/fail basis. No more than one course may be taken on a pass/fail option in any one semester. These restrictions do not apply to courses that are mandatory pass/fail.
6. A student electing the pass/fail option must be enrolled full-time at the College for the semester the option is taken and must not be on academic probation.
7. A course taken on a pass/fail basis may not be taken again for a grade (nor may the pass grade be changed to a letter grade), and no course previously failed may be taken again on a pass/fail basis. (An exception may be made to this requirement only if a student decides to change her/his major or minor to the field in which the pass/fail option was used, and then only with the approval of the instructor of that course and the Provost.)
8. A student who elects a pass/fail option must do so at registration by completing a Pass/fail Petition, and no change may be made after the add/drop period.
9. A pass grade shall reflect a level of achievement equal to the work of other students in the same class who receive a grade of "C" or better.

Independent Study

In order to fulfill their intellectual potential, Columbia College believes students should have substantial opportunity to work independently on projects initiated and designed by them.

These projects consist of individual work under faculty supervision or guidance as specified.

1. The Application for Independent Study must be approved by the advisor, instructor, division head and Provost prior to the close of registration. Forms are available from the Office of the Registrar.
2. Credit for independent study is available to qualified students of all classifications.
3. Credit restrictions: No more than 15 semester hours may be earned through independent study.
4. Regular course offerings should not be taken independently.
5. A student will not be permitted to pursue more than two independent study projects during a semester and may earn a maximum of six semester hours credit by independent study during one semester.
6. Independent study courses count as a part of the student's credit load.
7. Students for whom an Independent Study form has not been received by the close of late registration will be dropped from the appropriate course.

Internships

At Columbia College, the internship is a structured, supervised, credit-bearing educational experience which involves, at some level, practical application component outside the Columbia College classroom. Many academic programs offer this internship opportunity to connect the often theoretical, traditional classroom and the workplace. These internship experiences take many forms; therefore, the student should consult her/his advisor (1) to determine specific internship requirements for her/his major, (2) to acquire program guidelines and expectations, and (3) to register appropriately for academic credit for the internship.

Transient Study

In order for a student to receive credit for work done at another institution, the Provost must approve in advance the institution selected and the courses to be taken. Applications for permission to take work at another institution should be presented to the Provost prior to enrolling in the course(s). The necessary forms are available in the Office of the Registrar.

When determining a student's credit load for maximum load or overload purposes, the load is computed by adding together the hours taken at Columbia College and the hours taken as transient study during that term or session. When determining part-time or full-time status, only the hours taken at Columbia College are used. For more details on maximum credit load and overloads, please see Student Course Load on pages 22 and 23.

Work done at approved schools other than Columbia College will be accepted at Columbia College not to exceed a total of 15 semester hours except for those students participating in the Study Abroad Programs, the National Collegiate Honors Council (NCHC) program approved by Columbia College, or the Paralegal Certification program at Midlands Technical College. Upon completion of this work, the student is responsible for having transcripts sent to the Office of the Registrar. If a student takes transient work during her/his last semester before graduation, she/he must ensure that she/he will finish transient course(s) and that the formal transcript of transient credit will be sent to Columbia College prior to Columbia College's deadline for submission of senior grades.

No credit from another institution will be granted for a transient course unless a grade of "C" or above has been attained. Although credit hours earned elsewhere count toward graduation, these credits are not used in the calculation of the GPA. No courses taken at other institutions may apply toward the major or minor without prior approval by the division head.

If credit is earned at another institution for a course previously graded as "Incomplete," "Failed," or "Withdrawn" at Columbia College, the appropriate Division may require that the student pass an examination at Columbia College, regardless of the grade attained in the other school's course. No adjustment of the failing grade in the Columbia College course will be made.

Credit Restriction Policies

Courses in the Major and Minor

A student is expected to take her/his major and minor courses at Columbia College. After entering Columbia College, any major and minor courses taken at other institutions (whether prior to or after the declaration of major or minor) will not be accepted without written approval of the program coordinator for the major or minor. A student must take at least 12 semester hours in her/his major at Columbia College. These 12 hours cannot include courses graded on a pass/fail basis. A student must take at least one-half of the hours in her/his minor at Columbia College. When a student is pursuing more than one major, there must be at least 15 hours counting toward each major that are not also counted towards the other major(s). No more than one-half of the credit hours for a minor may also be counted toward a major. General Education courses may satisfy simultaneously both General Education and minor requirements, but may not simultaneously satisfy both General Education and major program requirements.

Required semester-hour ranges for various Evening College programs are specified below:

<i>Program</i>	<i>Maximum</i>	<i>Minimum</i>
Major (B.A. degree, not certifying to teach)	45	33
Major (B.A. degree, certifying to teach) [combined specialization and professional hours]	73	63+
Major (B.S. degree)	36	36
Minor	18	15

Other Course Restrictions

Dance

No more than four semester hours credit from Diversity in Dance courses may count towards graduation requirements.

Physical Education Activities

A limit of six semester hours in Physical Education Activity (PEA) courses with a limit of one course per semester may count towards graduation requirements. Additional courses may be taken and will appear on transcripts but will not be counted towards the 127 hours needed for graduation.

Final Work for a Degree

If a student takes transient work during her/his last semester before graduation, she/he must ensure that she/he will finish transient course(s) and that the formal transcript of transient credit will be sent to Columbia College prior to the College's deadline for submission of senior grades.

Transfer Credit

Columbia College's transfer credit policies are intended to facilitate the transfer of credit from other institutions while also ensuring the quality of courses being transferred as well as their comparability with Columbia College courses and their relevance to the mission and programs of Columbia College.

To further ease the transfer process, Columbia College has established a bridge program with Midlands Technical College.

Eligible Credit

In order to ensure the quality of the transfer credit, only courses taken at a regionally accredited post-secondary institution in which the student earned a grade of "C" or better will be evaluated for transfer credit. Courses taken on a pass/fail basis will be evaluated for credit if the student earned a passing grade and the passing grade is equivalent to earning a grade of "C" or better. Audited courses and courses taken for no credit will not be evaluated. All courses meeting the criteria above, regardless of their mode of delivery (on-line, blended, or traditional), will be evaluated for transfer credit. In addition, the mode of delivery of a course does not affect the results of its evaluation. However, only courses taken at or as part of a study abroad program through the institution issuing a transcript will be evaluated for credit.

Transcripts from the Army/American Council on Education Registry Transcripts System (AARTS) will be evaluated for potential transfer credit. Credit may also be awarded on the bases of scores from AP, CLEP, IB, and other standardized examinations as well as departmental examinations (see pages 25-28).

Evaluation of Credit

Potential transfer credit is evaluated on the basis of level, content, comparability, and relevance. Transfer credit will not be awarded for developmental courses, courses below the lowest-level Columbia College course in a subject, or for courses not relevant to a liberal arts program. Most other transfer courses, subject to the limitations below, will be awarded credit. Transfer courses may be deemed equivalent to Columbia College courses. Depending on the level, content, and relevance of the course, non-equivalent transfer credit may satisfy requirements for a major or minor, may satisfy general education requirements, or may only count as an elective. Evaluation of transfer credit is done by the Registrar's Office although the decisions about the acceptability of transfer credit are made by the appropriate division heads.

Limitations of Credit

Columbia College has the following limitations on transfer credit.

- A student may transfer a total of at most 72 semester hours from junior colleges, technical colleges, or two-year institutions.
- General education or elective credit will be awarded for science courses more than 10 years old. However, those courses may not be used to satisfy a major or minor requirement in the sciences. A transferred science course without an associated laboratory component will only be eligible for elective credit unless the laboratory component is completed within five years of the completion of the original course.
- Credit is not awarded for computer courses more than 8 years old.
- Only non-equivalent elective credit is awarded for business or economics courses more than 10 years old.
- Only non-equivalent elective credit is awarded for education courses more than 10 years old.
- Business courses from junior colleges, technical colleges, or two-year institutions equivalent to a Columbia College business course numbered 300 or higher may not be used to satisfy any requirement for a major in business or a minor in management or marketing.

- A maximum total of 6 hours of physical education activity courses (either taken at Columbia College or transferred in) may count towards the 127 hours needed for graduation.
- At most 3 hours of non-equivalent elective credit will be awarded for one “Introduction to College” seminar; additional seminars will not be awarded credit.
- Non-equivalent elective credit may be awarded for internships or field experiences.
- Transfer credit is not awarded for courses taken the semester following a student’s academic exclusion from Columbia College.

Other Policies Relevant to Transfer Students

- Students must take 33 semester hours of Columbia College coursework before graduation.
- Students must take at least 12 semester hours of major coursework at Columbia College before graduation. Courses taken on a pass/fail basis do not count towards these 12 hours.
- Students must take at least half of the hours in a minor at Columbia College in order to graduate with the minor.
- Students must have 64 hours of letter-graded coursework at Columbia College and a sufficiently high cumulative GPA to be eligible for graduation honors.

Second Bachelor's Degree

Columbia College may confer a second bachelor's degree upon current students wishing to pursue two different degrees concurrently; Columbia College alumnae wishing to pursue a second degree of the same type or of a different type; and students who have a bachelor's degree from a regionally accredited four-year college who wish to pursue a second degree of the same type or of a different type. The two degrees must be in different majors. The following requirements pertain to students from the categories identified above:

Students wishing to pursue a second degree or two degrees concurrently must: (1) consult with an advisor in each major for which a degree is sought; (2) submit a Dual Degree Form to the Office of the Registrar; (3) adhere to the requirements of the *Columbia College Bulletin* under which the student is accepted for the second degree; (4) meet all Columbia College requirements for the major, including any specified general education courses; (5) contact the Columbia College Division of Education if the second degree involves teacher certification to determine additional courses which may be required; and (6) complete a minimum of 33 semester hours at Columbia College beyond those required for the first degree.

Requirements regarding grades, residence, proficiency, and application for degree as stated on page 37 and must also be met.

The student must earn at Columbia College a minimum of 25 percent of all courses required by the degree at Columbia College. This requirement means that at least 33 semester hours of coursework must be taken at Columbia College.

A student must take at least 12 semester hours in her/his major at Columbia College. These 12 hours cannot include courses graded on a pass/fail basis.

Concurrent Bachelor Degrees

Students may pursue two different degree types in different majors at Columbia College concurrently. All requirements for each major and degree must be met in order to graduate with both degrees. If the student graduates with both degrees at the same time, then she/he need only complete a total of 127 hours just as if she/he were a double major with a single degree. However, if she/he graduates with one degree prior to the other one, then she/he will be considered as pursuing a second degree and subject to the rules above with two exceptions: one, she/he may continue to use the degree requirements in the Bulletin she/he used for the first degree provided continuous enrollment is maintained and two, the additional 33 hours will be required (to make a total of 160) although they may include courses taken prior to the first graduation.

Grading Policies

Grading System

"A"	Excellent	The quality of a student's performance is significantly above the requirements of the course.	4 grade points per semester hour
"B+"	Very Good	The quality of a student's performance reflects a high degree of achievement on a consistent basis in meeting the requirements of the course.	3.5 grade points per semester hour
"B"	Good	The quality of a student's performance reflects a high degree of achievement in meeting the requirements of the course.	3 grade points per semester hour
"C+"	Above Average	The quality of a student's performance reflects an average level of achievement on a consistent basis in meeting the requirements of the course.	2.5 grade points per semester hour
"C"	Average	The quality of a student's performance reflects an average level of achievement in meeting the requirements of the course.	2 grade points per semester hour
"D"	Minimal	The quality of a student's performance reflects a minimal level of achievement in meeting the requirements of the course.	1 grade point per semester hour
"F"	Failure	The quality of a student's performance fails to meet the requirements of the course and reflects inferior work.	0 grade points per semester hour
"U"	Unsatisfactory	Unsuccessful work in a pass/fail course.	No grade points given; hours do not count in the GPA.
"FA"	Failure	Failed because of excessive absences.	
"UA"	Unsatisfactory	Unsatisfactory work due to absences in a pass/fail course.	No grade points given; hours do not count in the GPA.
"S"	Satisfactory	In a course taken pass/fail, the quality of a student's work meets or exceeds the level of work which would normally receive the grade of "C."	No grade points given; hours do not count in the GPA.
"I"	Incomplete	Grade determined in a contractual agreement between the student, professor, and the division head before the end of the semester. Approval by the division head must be indicated on the final grade sheet. Otherwise a grade of "F" will be recorded for the course. The hours and zero (0) grade points are counted in the computation of the GPA. A student has one regular semester to complete the coursework. An extension of one additional semester can be granted with approval in writing by the professor and the division head. The student must file this extension with the Registrar prior to the end of the original deadline for the removal of the incomplete. If the incomplete is not removed by the agreed upon deadline, the "I" will become an "F."	0 grade points per semester hour
"INC"	Incomplete	Grade determined in a contractual agreement between the student, professor, and the division head before the end of the semester. Approval by the division head must be indicated on the final grade sheet. Otherwise, a grade of "U" will be recorded. A student has one regular semester to complete the coursework. An extension of one additional semester can be granted with approval in writing by the professor and the division head. The student must file this extension with the Registrar prior to the end of the original deadline for the removal of the incomplete. If the incomplete is not removed by the agreed upon deadline, the "I" will become an "U."	No grade points given; hours do not count in the GPA.
"W"	Withdrawn	A student has withdrawn from the course after the mid-semester. Hours count in the GPA.	0 grade points per semester hour
"WD"	Withdrawn	A student has withdrawn from the course after the mid-semester in a pass/fail course. Hours do not count in the GPA.	No grade points given; hours do not count in the GPA.
"WP"	Withdrawn Without Academic Penalty	A student has withdrawn officially from a class at any time after the add/drop period and before mid-semester. If a student withdraws officially after mid-semester for medical reasons, for family emergency or by the judgment of the Provost, a grade of "WP" may be given.	No grade points given; hours do not count in the GPA.
"NC"	No credit	Assigned to audited courses.	No grade points given; hours do not count in the GPA.
"NG"	No grade	No grade reported by the instructor.	No grade points given; hours do not count in the GPA.

Grade Point Average (GPA)

In addition to individual course grades, the quality of a student's work is indicated by her/his grade point average (GPA). Numerical values called grade points are assigned to each letter grade as indicated in the grading system. The grade points earned in a course are computed by multiplying the appropriate grade point value by the number of semester hours credit assigned to the course. The GPA is obtained by dividing grade points earned by semester hours attempted. Credit earned at other institutions and courses taken on a pass/fail basis are not used in calculating the GPA.

Policy on Disclosure of Grades

Grades will not be disclosed or posted in any way that would allow another person to identify an individual student's grade.

Academic Standing

A student's record is reviewed after each term (fall, spring, and summer) in order to determine her or his academic standing. To be in good academic standing, a student must be academically eligible to enroll in the subsequent term.

Repeated Courses

Courses may be taken to improve academic standing. The highest grade earned on a repeated course will determine the number of grade points to be used in calculating the cumulative GPA. Repeated courses are included in the semester hour load and are subject to the usual fee assessment.

The course descriptions for some courses include a note that the course may be taken multiple times for credit. For those courses, and those courses only, a student may earn credit for taking the course multiple times. The hours and grades earned for all of the times the course is taken, subject to any limitations included in the course description, are used to determine the student's cumulative hours earned and cumulative GPA. However, if a student receives a grade of "D", "W," "WD," "F," "FA," "U," or "UA" in such a course, the student will be assumed to be repeating the course to improve academic standing as in the previous paragraph when she/he next takes the course. In the case of a grade of "D", the student may, in writing, inform the Registrar's Office that she/he is taking the course for additional credit and not repeating it for improvement.

If a student receives a failing grade ("W," "WD," "F," "FA," "U," or "UA") three times in the same course at Columbia College, the student may not repeat the course at Columbia College, and one grade of "F" will be used to compute the cumulative GPA.

If credit is earned at another institution for a course previously graded as "Incomplete," "Failed," or "Withdrawn" at Columbia College, the appropriate Division may require that the student pass an examination at Columbia College, regardless of the grade attained in the other school's course. No grade adjustment will be made.

Academic Probation

When the cumulative GPA falls below 2.00, the student is placed on academic probation and is permitted to register for a maximum course load of 13 semester hours.

Exclusion

A student will be excluded if she/he remains on academic probation for two consecutive semesters and her/his cumulative GPA is still less than 2.00. A student subject to exclusion at the end of spring semester will be allowed to attend the summer sessions immediately following to attempt to avoid exclusion by improving her/his GPA; in this case, if the cumulative GPA is less than 2.00 at the completion of the summer sessions, the student will be excluded.

Readmission of Excluded Students

A student who is excluded for academic difficulties is eligible to apply for readmission after one semester. Readmission is permitted at the discretion of the Admissions Committee. The excluded student, upon application for readmission, is in competition for space with other applicants at that time.

Once readmitted, the student will be placed on academic probation with a maximum course load of 13 semester hours. She/he will once again be excluded for academic reasons if her/his cumulative GPA remains less than 2.00 after two consecutive semesters, and will only be eligible for readmission through the Academic Renewal Policy.

If a student is excluded from Columbia College for academic reasons, and if another institution permits that student to earn credit during the semester following her/his exclusion, then Columbia College will not accept such credit by transfer should the student subsequently be readmitted to Columbia College.

Academic Renewal Policy (Effective January 1996)

A student whose cumulative grade point ratio is below 2.00 who applies for readmission to Columbia College after an absence of at least three calendar years from Columbia College may apply for academic renewal. Under academic renewal, a student will receive credit toward graduation for grades of "C" or above on courses previously taken at Columbia College but will not receive any quality points.

The following provisions apply to the academic renewal policy:

1. A student must accept or reject academic renewal upon readmission.
10. A student will be granted academic renewal one time only.
11. A student who has twice been excluded for academic reasons will be eligible for academic renewal.
12. A student admitted under academic renewal will be considered in good academic standing. In addition, failing grades received in a course taken at Columbia College before academic renewal will not be considered in determining whether the student may repeat a course.
13. Any academic credit earned at another regionally accredited institution will be evaluated according to current College transfer policy.
14. Following readmission under the academic renewal policy, a student must complete a minimum of 25 percent of all courses required by the degree at Columbia College, including 12 semester hours in her/his major. This requirement means that at least 33 semester hours must be taken at Columbia College for all programs.
15. A student who accepts academic renewal and who subsequently completes at least 64 hours of graded (not pass/fail) coursework will be eligible to graduate with honors from Columbia College in accordance with appropriate GPA honors requirements.
16. The student's permanent academic record will remain an unmodified record of all work attempted at Columbia College. The record will contain a statement that the student has been granted academic renewal by Columbia College.

Grade Reports

At the close of each semester, final reports of courses attempted and grades are released to students. Mid-semester grades are regarded as progress reports. They are not used as a basis for administrative actions such as academic probation or student activity disqualification, but they are the basis of extra advisory action. All grades are available to students on Koala Connection.

Grade Changes

The instructor, the division head, and the Provost must approve all grade changes. Grade changes made after the end of the regular semester following the original grading period must also be approved by the Academic Standards Committee. Additional coursework done after the conclusion of the semester cannot affect the final grade in a course.

Class Absence

The policy for class attendance for all students is to be established by each instructor in his or her own class. That policy should be consistent with the attainment of educational objectives and the development of the student's personal maturity. A written statement of this policy shall be given to students at the first class session and a copy shall be filed with the Provost.

Absences will be excused at the discretion of the individual professor. A student whose absences exceed the number allowed by the instructor's policy shall receive the grade of "FA" for that course.

Students who desire exceptions to a professor's attendance policy should appeal to the division head no later than mid-semester following the semester in which the class was taken. If the professor is the division head, the appeal should be made to the Provost. In case of extreme hardship, the Provost or the President of the College has the authority to make an immediate decision on an appeal.

Student Records

Confidentiality of Student Records

Policies regarding the confidentiality of student records are in compliance with the Family Educational Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment. A detailed statement of the policy appears in the *Columbia College Student Handbook*.

Transcripts

The transcript of a student's academic record will be released by the Office of the Registrar only upon receipt of the student's written request. No transcript will be issued to a student who is indebted to the College.

Academic Honors

President's List

Students who have earned a minimum of 12 semester hours in a semester, who have a GPA of 4.00 for that semester, and who have not received a course grade of "F," "FA," "U," "W," "WD," "I," or "INC" in that semester are placed on the President's List. The 12 semester hours may not include pass/fail courses, and only Columbia College work qualifies a student for the President's List.

Dean's List

Students who have earned a minimum of 12 semester hours in a semester, who have a GPA of 3.50 or better for that semester, and who have not received a course grade of "F," "FA," "U," "W," "WD," "I," or "INC" in that semester are placed on the Dean's List. The 12 semester hours must include nine semester hours taken on a graded basis and may not include elective pass/fail courses. Only Columbia College work qualifies a student for the Dean's List.

Annual President's List

Students who have earned a minimum of 12 semester hours in an academic year, who have earned no more than 11 semester hours in any one term (Fall semester, Spring semester, or Summer sessions) during that year, who have a GPA of 4.00 for classes taken during that year, and who have not received a course grade of "F", "FA", "U", "W", "WD", "I" or "INC" during that year are placed on the Annual President's List. The 12 semester hours may not include pass/fail courses and only Columbia College work qualifies a student for the Annual President's List.

Annual Dean's List

Students who have earned a minimum of 12 semester hours in an academic year, who have earned no more than 11 semester hours in any one term (Fall semester, Spring semester, or Summer sessions) during that year, who have a GPA of 3.50 or better for classes taken during that year, and who have not received a course grade of "F", "FA", "U", "W", "WD", "I" or "INC" during that year are placed on the Annual Dean's List. The 12 semester hours must include nine semester hours taken on a graded basis and may not include elective pass/fail courses. Only Columbia College work qualifies a student for the Annual Dean's List.

College Marshals

Five students with the highest scholastic average from the sophomore, junior, and senior classes serve as marshals. The senior with the highest average serves as Chief Marshal.

Honor Graduates

Honors in three levels of attainment are conferred at graduation. Candidates for baccalaureate degrees who have demonstrated unusual scholastic ability by the maintenance of a cumulative GPA between 3.950 and 4.000, inclusive, graduate **summa cum laude**; candidates with a cumulative GPA between 3.850 and 3.949, inclusive, graduate **magna cum laude**; and candidates with a cumulative GPA between 3.750 and 3.849, inclusive, graduate **cum laude**. Honor graduates must have earned 64 semester hours of graded coursework at Columbia College.

Degree Completion

Degree Requirements

A student is generally graduated according to degree requirements published for the semester of her/his initial Columbia College registration as a degree-seeking student unless attendance has not been continuous. In cases of readmission, degree requirements published for the semester of readmission must be met.

A student in an approved bridge program is generally graduated according to degree requirements in effect on the date she/he signs her/his letter of intent unless the letter of intent becomes invalid or attendance at Columbia College has not been continuous after initial enrollment. A student with an invalid letter of intent who does not sign a new letter of intent before enrolling at Columbia College is graduated according to degree requirements published for the semester immediately prior to her/his Columbia College registration as a degree-seeking student. In cases of readmission to Columbia College, degree requirements published for the semester immediately prior to readmission must be met.

Any student may choose by written request to be graduated according to degree requirements published after her/his current graduation requirements. A student making this choice must accept all changes made to the degree requirements between the two publication dates.

The College reserves the right to change requirements for graduation when it is decided that such changes are necessary. Graduation is permitted only after a student has completed all attempted courses and has satisfied all of the relevant academic requirements for her/his degree program. A graduate must satisfy all financial obligations to the College to be able to participate in Commencement, receive a diploma, or have her/his official transcripts released.

Semester Hours

Candidates for the Bachelor of Arts and Bachelor of Science degrees are required to complete 127 semester hours of college work. **This work must include the appropriate General Education requirements and a major field of study chosen from those listed on pages 39 and 40.** Students enrolled in the Second Bachelor's Degree program should refer to the special requirements outlined on page 32.

GPA Needed for Graduation

The College requires a final cumulative GPA of at least 2.00 and a GPA of at least 2.50 in the major and optional minor fields.

Residence Time

Degree applicants must complete a minimum of 25 percent of all courses required by the degree at Columbia College. This requirement means that at least 33 semester hours of coursework must be taken at Columbia College for all programs.

A student must take at least 12 semester hours in her/his major at Columbia College. These 12 hours cannot include courses graded on a pass/fail basis.

A student must take at least half of the hours in her/his minor at Columbia College.

Application for Degree

A student must file an Application for Degree with the Office of the Registrar no later than October 15 of the academic year in which she/he expects to graduate. Degrees will be conferred at spring commencement.

A degree will not be conferred *in absentia* except with special permission of the Provost. The student must file this request with the Provost not later than one month before she/he expects to graduate.

Academic Program

Columbia College confers the degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, and Bachelor of Science. The requirements for the degrees are based on the general principle of a broad distribution of studies among the representative fields of human culture and a concentration of studies within a special field. Columbia College also confers graduate degrees. For additional information, consult the *Columbia College Graduate Bulletin*.

General Education Goals and Objectives

At Columbia College, students who complete the Columbia College Evening College General Education Curriculum will:

1. Demonstrate critical thinking skills through reading, writing, speaking, and analytical problem solving.
17. Possess the knowledge and skills to live and work with people from different backgrounds and cultures.
18. Increase their capacity for social responsibility, civic engagement and leadership.
19. Understand the global interconnections of the human experience.
20. Have the knowledge, skills, and habits for personal fulfillment and healthy living.

General Education Student Learning Outcomes

College Writing

- Students will effectively engage in the writing process to construct well-organized, well-supported, and well-reasoned texts.

Quantitative Reasoning

- Students will apply quantitative methods for problem solving and reasoning and communicate findings verbally, graphically, or numerically.

Scientific Literacy

- Students will define, identify, and apply fundamental scientific concepts and principles, and gather, analyze, and interpret data through laboratory experiences.

-

Foundations of Communication

- Students will identify and analyze audience, purpose, and rhetorical appeals.
- Students will display confidence and competence in the writing and speaking processes.
- Students will construct well-organized, well-supported, and well-reasoned written and spoken discourse for informative and persuasive purposes.

Social Sciences

- Students will identify and use social and behavioral science principles relevant for the optimal functioning of individuals and/or groups.
- Students will explain the role of interests, goals, and power in interpersonal and/or group relationships.
- Students will apply social science principles for the betterment of family, work, and/or community contexts.

Culture and Language

- Students will identify and explain the significance of literary and cultural texts and traditions.
- Students will compare the products, practices, and perspectives of two or more cultures.
- Students will use communication skills in the context of another culture.

The Arts and Literature

- Students will describe, analyze, and evaluate creative works orally and in writing.
- Students will describe the significance or implications of the interconnectedness of disciplines in the humanities.
- Students will identify and explain in writing and speaking how creative works have been used as vehicles in influencing and reflecting culture and political opinion.

Humanities

- Students will demonstrate how human culture has been shaped and influenced by philosophy, religion, and/or history.
- Students will use evidence to form reasoned conclusions about the human experience.
- Students will analyze a variety of sources appropriate to the study of philosophy, religion, and/or history and communicate their understanding.

Problem Solving and Decision Making

- Students will correctly implement a variety of problem-solving and decision-making strategies and techniques.
- Students will analyze situations and apply appropriate decision-making strategies or techniques based on the analyses.
- Students will analyze problems and apply appropriate problem-solving strategies or techniques based on the analyses.

Learning and Application

- Students will use multidisciplinary perspectives to address relevant personal and professional issues.

- Students will acknowledge the values, interests, and opinions of others and will utilize their understanding of the similarities and differences to foster a healthy, productive work environment.
- Students will understand, practice, and support ethical actions in all settings.

General Education Requirements

College Writing: Transfer in a course equivalent to English 101

Quantitative Reasoning: Transfer in (or take at Columbia College) a mathematics course equivalent to a Columbia College mathematics course numbered 104 or higher. This general education requirement must be fulfilled prior to taking Psychology 300 for any major in which the student takes Psychology 300.

Scientific Literacy: Transfer in (or take at Columbia College) a laboratory science course

Foundations of Communication: Liberal Arts 2211 or both English 102 and Communication 100

Social Sciences: Liberal Arts 2212 or one of Anthropology 131, 220, 240; Geography 164; Political Science 101, 200, 211, 220, 250; Psychology 102, 186, 235, 282; Social Work 255, 268; Sociology 151, 163, 221, 235, 255, 268, 282

Culture and Language: Liberal Arts 2213, one of Communication 340; French 122 or higher; Spanish 115; Spanish 122 or higher

The Arts and Literature: Liberal Arts 2214 or one of Art 205; Dance 105; English 200, 203, 231, 375, 381; Music 206, 207

Humanities: Liberal Arts 2215 or one of History 102, 103, 104, 230, 290HH; Philosophy 153, 154, 210, 353; Religion 127, 128, 205, 210, 228, 237

Problem Solving and Decision Making: Liberal Arts 2216 or one of Business 271; Mathematics 119, 140

Learning and Application: Liberal Arts 4401

Transfer courses will be reviewed by the Registrar to determine if they are equivalent to one of the courses LA 2211 – 2216.

Additional requirements for students seeking a Bachelor of Science degree in Computer and Information Science: MATHEMATICS160 must be used to satisfy the Quantitative Reasoning requirement. Students must also take a two-course science sequence from the following list: BIO 110 and a laboratory course in Biology numbered 200 or higher, CHEM 121 and 122, CHEM 261 and 262, and PHYS 221 and 222. One of the courses in the science sequence may be counted for the Scientific Literacy requirement

Major Programs

Forms for declaring a major are available from the Office of the Registrar. When the declaration has been officially made, a major academic advisor is assigned to the student.

Students are required to have a major chosen from one of the programs listed below:

Undergraduate Studies [see pages 40-42 for program requirements]

Contractual Studies (B.A. degree)

Division of Arts and Communication Studies [see page 43 for program requirements]

Health Communication (B.A. degree)*

Leadership and Professional Communication (B.A. degree)

Division of Behavioral Studies and Human Inquiry [see pages 46-47 for program requirements]

Behavioral Sciences (B.A. degree)

Community and Organizational Leadership (B.A. degree)

Human Services: Community and Organizational Leadership (B.A. degree)

Human Services: Counseling (B.A. degree)

Political Science (B.A. degree)

Psychology (B.A. degree)

Public Affairs (B.A. degree)

Division of Business, Mathematics, and Sciences [see pages 49-51 for program requirements]

Applied Business (B.A. degree) *
Business: Accounting (B.A. degree)
Business: Business Administration (B.A. degree)
Business: Business Analytics (B.A. degree)
Computer and Information Science (B.A. degree)
Computer and Information Science (B.S. degree)
Computer Information Systems (B.A degree) *

Division of Education [see pages 55-56 for program requirements]

Early Childhood Education (B.A. degree, certifying to teach)
Elementary Education (B.A. degree, certifying to teach)
Intervening with At-Risk Learners (B.A. degree)
Special Education (B.A. degree, certifying to teach)

* Only available through the Associate's-to-Bachelor's degree program

Minor Programs

By the end of the junior year, each student wishing to select a minor program should do so in consultation with an advisor. Forms for declaring a minor are available from the Office of the Registrar. Since the College does not require a minor, the College is not responsible for ensuring that each student will be able to complete all of the minor requirements.

Students may elect to have a minor chosen from the programs listed below:

Undergraduate Studies [see pages 42-43 for program requirements]

Gender and Women's Studies
Leadership Studies

Division of Arts and Communication Studies [see page 45 for program requirements]

Communication

Division of Behavioral Studies and Human Inquiry [see pages 47-48 for program requirements]

American Studies
History
Organizational Leadership, Advocacy and Social Justice
Political Science
Psychology
Religion
Services to Children and Families

Division of Business, Mathematics, and Sciences [see pages 51-52 for program requirements]

Applied Computing
Computer and Information Science
Management

Division of Languages and Literature [see page 56 for program requirements]

Writing

Academic Divisions

Undergraduate Studies Center for Contractual Studies

For students who have a clear post-graduate career path which is not directly addressed by an established major within the Columbia College curriculum, we offer a Contractual Studies major in which two or more academic disciplines can be combined. This major is based on a student-developed proposal that identifies the curricular areas to be bridged and the professional competencies that they will address. This proposal should be the result of research and advising, and it should include a rationale for why the intended outcomes could not be addressed with an existing double major or major/minor combination. Students preparing a Contractual Studies proposal must work with at least two faculty members from different programs which are both represented in the proposed coursework. The role of these faculty advisors will be to help the student formulate an achievable plan which integrates courses from separate areas into a combined conceptual framework. Once the proposal is approved by both/all faculty advisors and by the Director of Contractual Studies, it will be submitted to the Contractual Studies Advisory Committee for final approval. This approval will represent a contract of intent which will guide the student in course enrollment; but as with other majors, adjustments necessitated by scheduling patterns may be made with approval of the appropriate program coordinator(s)

Purpose

The Center offers students an opportunity to take charge of their own academic development within a structure of professional support and guidance. While a student in the Center may be permitted some flexibility in developing her/his curriculum, a concerted effort will be made to ensure that students are liberally educated and competent in an area of specialized study. The Center encourages students to participate in independent studies and off-campus internships in their area(s) of specialization. Some contractual programs may require a limited number of courses to be taken at other institutions, with limited funding provided by the Center.

Admission

A student normally applies for admission to the Center toward the end of her/his freshman year in college. However, the Center considers applications from upper-class students and students transferring from other colleges and universities. A student must complete 45 hours of coursework following admission to the Center. The Contractual Studies Advisory Council may allow some or all of the coursework taken during the semester of admission to the Center to be counted towards the 45-hour requirement.

The student should follow these steps for admission:

- A. Student discusses her/his interest in the Center with her/his advisor(s) and the Director of Contractual Studies.
- B. Student completes an application for admission and a long-range contract.
- C. (A minimum GPA of 2.50 is normally required for admission to the Center.)
- D. Upon completion of application, the Advisory Council considers her/his admission to Contractual Studies.

Upon approval of a student's contract, a representative of the Center notifies the student of her/his admission and sends a copy of her/his contract to her/his advisor and the Registrar. The student then completes a Declaration of Major Form in the Office of the Registrar.

Long-Range Contract

The long-range contract represents the student's individualized curriculum, which should reflect the student's best estimate of each course for which she/he plans to receive credit. The Advisory Council evaluates the contract's attention to the student's educational goals, to her/his selected areas of specialization, and to a liberal arts core of General Education courses. Long-range contracts include General Education courses, major courses, areas of specialization, and electives.

Contractual Studies students adhere to the General Education core requirements outlined in the *Columbia College Bulletin*.

SPECIAL REQUIREMENTS

Requirements for Graduation

Candidates for the Bachelor of Arts degree who are enrolled in the Center for Contractual Studies are required to:

- complete 127 semester hours of college work,
- maintain a minimum grade point average of 2.50 on all contractual work taken from the point of admission to the Center, and
- successfully complete an approved senior project according to the guidelines for the senior project.

A student whose grade point average falls below 2.50 for two consecutive semesters may be excluded from the Center. The terms of the contract must be fulfilled in order to graduate.

Senior Project

The student's senior project represents a culmination of her/his academic concentration through the Center for Contractual Studies and should be a long-term, original work in her/his particular area of study. The senior project may follow any one of several formats, such as a research thesis or a musical composition. The Center requires successful completion of a senior project before a student may be recommended for graduation.

Withdrawal

In order to withdraw from Contractual Studies, a student must submit a letter of withdrawal to the Advisory Council and declare a new major with the Registrar. If a student is not fulfilling the terms of the contract, the Advisory Council can require the student to leave the program. After a student withdraws from the Center, any work will be evaluated by the Registrar to determine which courses in the contract will apply toward graduation and the requirements for the new major.

Additional requirements may be found in the *Guidelines for the Center for Contractual Studies*.

Gender and Women's Studies

Director: Corrine (Coco) Mann, Ph.D.

The interdisciplinary minor offered through the Gender and Women's Study Program at Columbia College encourages students to recognize how gender and women's studies in theory and in practice serve as powerful tools of social transformation on both a local and global scale. As its curriculum demonstrates, the program brings the question of gender formation to the forefront of critical interdisciplinary investigations through the combination of academic study and experiential learning. Gender as it intersects with other crucial components of identity construction – such as sexuality, ethnicity, class, nationality, religion, and age – is explored through such differing and yet complementary perspectives as literature, sociology, psychology, philosophy, history, political science, art, and dance, to name only a few.

Minor in Gender and Women's Studies

Requirements for a Minor in Gender Studies:

16 Semester hours numbered. Required courses are Gender Studies 300 and 399LS and 12 hours chosen from Art 364, Communication 360, English 340, English 355, French 451, History 215, History 340, History 435, History/Political Science 405, Liberal Arts 201, Liberal Arts 301, Philosophy 200, Political Science 201, Political Science 350, Psychology 210, Psychology/Sociology/Social Work 235, Religion 255, Spanish 451, or courses approved by the Director of the Gender and Women's Studies Program.

Leadership Studies

Director: Tamara Burk, Ph.D.

To encourage and support the recognition and development of leadership potential, Columbia College offers regular opportunities inside and outside of the classroom for students to examine their own education and growth from a perspective of positive social and institutional change.

- 1) *Courage* (Step up and accept risk). Orientation programs and first-year General Education courses emphasize personal and social responsibility, critical thinking, and strategic decision-making;
- 2) *Commitment* (Step in and embrace values). The Sophomore Seminar emphasizes the impacts of gender and diversity on Service-Learning and introduces the concept of vocation and the exploration of identity-development;
- 3) *Confidence* (Step out and seize opportunities). To further infuse Leadership Studies throughout the curriculum, faculty members in all programs are encouraged to identify relevant classes, and to design experiences and assignments that connect academic material to leadership in action across diverse contexts; and
- 4) *Competence* (Step back and develop insight). In addition to the above, the Leadership Institute and Student Affairs initiatives include on-going activities in which students examine their own behavioral expressions of power and influence both on and off campus, broadening their abilities to holistically reflect on and synthesize lessons learned which continually improve leadership competency.

For students who want to explore these issues even further, Columbia College offers a Minor in Leadership Studies. Areas of emphasis in the Minor include historic and contemporary models of leadership, issues of context and social justice, ethics, cultural and self-awareness, critical thinking, decision-making, strategic planning, group

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communication, and an understanding of the social importance of service.

In the study of leadership at Columbia College, the College seeks to:

- I. Develop knowledge about leaders and leadership through the following:
 - a. Understand the history, psychology, and interdisciplinary theories of leadership as an academic discipline;
 - b. Explore leaders and leadership practice across a variety of contexts;
 - c. Evaluate the relationships between leadership and ethics/values;
 - d. Inventorying and analyzing leadership skills, styles, values, and interests.

- II. Develop attitudes conducive to the leadership process, including:
 - a. An understanding of self and an awareness of each person's potential for leadership;
 - b. An acceptance of change and innovation;
 - c. An awareness of and sensitivity to a diverse global society; and
 - d. An understanding of the importance of Service-Learning.

- III. Develop increased competence in leadership skills, including:
 - a. Communication
 - b. Active Listening
 - c. Conflict Resolution & Planning
 - d. Critical Thinking & Adapting to Context

Minor in Leadership Studies

Requirements for a Minor in Leadership Studies:

The requirements for a Minor in Leadership Studies include 16 semester hours of coursework. Required courses are Leadership Studies 101, Liberal Arts 201, Liberal Arts 301, and Leadership Studies 401LS. Six additional elective hours must be taken, and must be approved by the Director of Leadership Studies prior to enrollment in the courses. Students will be advised to take a thematic approach to the study of leadership given their goals and interests. All students will be expected to successfully articulate how their choices create a conceptual framework for the study of leadership..

Division of Arts and Communication Studies

Division Head: Stephen Nevitt, M.A.

Division Faculty

Professor:

Martha Brim, M.F.A. [Dance]
 Tamara Burk, Ph.D. [Communication Studies]
 Mary Gilkerson, M.F.A. [Art]
 Randolph Love, D.M.A. [Music]

Jason Munsell, Ph.D. [Communication Studies]

Stephen Nevitt, M.A. [Art]

Ute Wachsmann-Linnan, Ph.D. [Art History]

Alan Weinberg, D.M.A. [Music]

Associate Professor:

Marcy Yonkey-Clayton, M.F.A. [Dance]

Assistant Professor:

Diana Amos, D.M.A. [Music]

Visiting Assistant Professor:

Jade Huell, Ph.D. [Communication Studies]

Senior Lecturer:

Kyle Love, M.A. [Communication Studies]

Lecturer:

Sandy Kimmel, M.A. [Communication Studies]

Visiting Lecturer:

Amanda Ling, M.F.A. [Dance]

Choir Director:

Paula Wilson, M.M.Ed

Gallery Coordinator:

Jacqueline Keane Adams, B.A

The Division of Arts and Communication Studies offers majors in Health Communication and Leadership & Professional Communication and a minor in Communication Studies. The Division also offers general education courses in Art, Dance, Music and Theatre.

Major Programs

Major in Health Communication

Program Coordinator: Tamara Burk, Ph.D.

The B.A. in Health Communication specifically targets students who have backgrounds in the health care industry and a desire to complete a B.A. degree. The program provides students with the necessary abilities to effectively communicate in the health field, including doctor-patient communication, health campaigns, health communication in risk and crisis, and health communication in context (e.g. families, relationships, organizations, etc.). An Associate's Degree with a major in a health sciences area from a regionally accredited two-year college is required to declare a major in Health Communication.

Requirements for a Major in Health Communication (B.A. degree):

An Associate's Degree with a major in a health sciences area from a regionally accredited two-year college is required to declare a major in Health Communication. 34 semester hours beyond the Associate's Degree and General Education are required. Required courses are Communication 210, 230, 240, 250, 355, 480, and 18 semester hours selected from Communication 200, 205, 220, 225, 235, 255, 300, 310, 320LS, 330, 335, 340, 350, 360, 365, or Leadership Studies 101, 401LS, Psychology 210, 240, or Public Health 202, 261, or 263.

Major in Leadership & Professional Communication

Program Coordinator: Tamara Burk, Ph.D.

The B.A. in Leadership and Professional Communication provides students with the ability to compare perspectives and theories of organizational communication in the context of leadership and professional development. Additionally, the degree provides students the education to demonstrate analytic and applied skills in professional communication contexts to work towards leadership positions, career advancement, and personal and professional growth.

Requirements for a Major in Leadership & Professional Communication (B.A. degree):

34 Semester hours are required. Required Courses are Communication 205, 210, 240, 250, 355, 480, and 18 semester hours selected from Communication 200, 220, 225, 230, 235, 255, 300, 310, 320LS, 330, 335, 340, 350, 360, 365, or Leadership Studies 101 or 401LS.

Minor Programs

Minor in Communication Studies

Program Coordinator: Tamara Burk, Ph.D.

The minor in Communication Studies develops practical skills in communication competency preparing students for active engagement in their major areas of study.

Requirements for a Minor in Communication Studies

15 Semester hours in addition to Communication 100 and Communication 340 (General Education Multicultural Requirement). Required courses are Communication 210, 240, and 250, and 6 semester hours from Communication 200, 205, 215, 220, 225, 230, 235, 255, 260, 300, 310, 320LS, 330, 335, 340, 350, 355, 360, 365, English 205, and Writing 260. No more than three semester hours of internships may count toward the minor.

Division of Behavioral Study and Human Inquiry

Division Head: Robin Rosenthal, Ph.D.

Division Faculty

Professor:

Joyce Fields, Ph.D. [Child and Family Studies]
Tandy McConnell, Ph.D. [History]
Catherine (Lisa) Unterseher, Ph.D. [Religion]

Associate Professor:

Heather Hahn, Ph.D. [Philosophy]
Shirley Huisman, Ph.D. [Social Work]
Sharon Jones, Ph.D. [Political Science]
Robin Rosenthal, Ph.D. [Psychology]
Hyman Rubin, III, Ph.D. [History]
Edward Sharkey, Ph.D. [Political Science]
Karen Thompson, Ph.D. [Psychology]

Assistant Professor:

Jeff Cho, Ph.D. [Psychology]

Senior Lecturer:

David Alewine, M.B.A.. [Organizational Change and Leadership]
M. Emily Bentley, J.D. [Emergency Management]
Harry T. Cooper, Jr., J.D. [Criminal Justice and Business]
D'Michelle DuPre, M.D. [Criminal Justice]
Debra Stayner, M.A. [Behavioral Science]

Lecturer:

Bethany Fisackerly, M.S. [Child and Family Studies]
Brooke Wymer, M.S.W. [Social Work]

The Division of Behavioral Studies and Human Inquiry offers major programs in Behavioral Science, Child and Family Studies, Child Life Specialist, History, Political Science, Psychology, Public Affairs, Religious, Ethical and Cultural Studies and Social Work. It also offers minor programs in African America Studies, American Studies, Child and Family Studies, Ethics, Organizational Leadership, Advocacy and Social Justice, History, Philosophy, Political Science, Psychology, Religion, and Social Work.

The study of history and political science helps students develop a meaningful perspective on human civilization and civic responsibility. The goals of the courses and programs in these fields are to develop critical and inquiring minds, to deepen the students' appreciation of their heritage, to increase their understanding of their rights and responsibilities in public affairs, and to facilitate the quest for meaning in an active life.

Studies in anthropology, geography, psychology, social work, and sociology provide students with opportunities to pursue their interests in understanding the individual person, human relationships, and social

institutions. The courses in these fields develop the student's knowledge and understanding of self, the role of the social environment in shaping human behavior and interactions, and the ability to use this knowledge to impact positive change.

The religion and philosophy curriculum introduces students to the nature of religion, its function in society, and the potential of religion and philosophy to shape ethical, moral and societal values. Religion and philosophy intersect with history, art, literature, psychology, sociology, music, science, and many other fields of study, so students in other disciplines may want to consider a double major in religion or a minor in religion or philosophy. Individual programs of study may be developed for students who wish to combine a concentration in religion or philosophy with a major in another discipline.

Major Programs

Major in Behavioral Science

Program Coordinator: Karen Thompson, Ph.D.

The program's major goals for its students include developing their competence in their major fields of study and preparing them (1) for a variety of careers and (2) for entering graduate school.

Requirements for a Major in Behavioral Science (B.A. degree):

Major courses (33 hours) are Anthropology 131; Psychology 102, Psychology 300, Psychology 349; Sociology 282; and 18 hours of electives selected from Anthropology, Psychology, and Sociology courses numbered above 200; no more than 9 hours may be selected from any one discipline..

Major in Community and Organizational Leadership (B.A. degree)

Requirements for a major in Community and Organizational Leadership (B.A. degree):

Required courses (34 semester hours) are Communication 350; Political Science 219, 250; Political Science/Psychology/Sociology/Social Work 498, Psychology 298, 300, Psychology/Sociology/Social Work 304, 349, Sociology 448, 477; Writing 305; and 3 semester hours selected from one of the following: Communication 250, 340; Leadership Studies 201; Philosophy 353; Political Science 350, 405, 420, 441; Psychology/Sociology 282; Psychology/Social Work 360; Social Work 480; Social Work/Sociology 255; Sociology 221, 268, 318.

Major in Human Services

Interim Program Coordinator: Shirley Huisman, Ph.D.

Requirements for a Major in Human Services (B.A. degree):

Associates Degree with a major in Human Services from a regionally accredited two year college and a cumulative GPA of 2.5 are required to declare a major in Human Services. The major requires 27 hours of Psychology, Sociology, and Social Work or other designated courses. Required courses are the basic requirements (6 hours) of Psychology 300, Psychology/Sociology/Social Work 349, and an emphasis area:

Counseling (21 semester hours with at least 15 semester hours numbered 300 or higher): Psychology 396 and 459 are required. The remaining 15 semester hours selected from Psychology, Sociology, or Social Work.

Community and Organizational Leadership (21 semester hours with at least 15 semester hours numbered 300 or higher): Psychology/Sociology/Social Work 304, Sociology 448 and 477 are required. The remaining 12 semester hours selected from Anthropology; Business 301, 302, 303, 340; Communication 220, 330, 340, 350; Political Science 219, 250, 350, 405, 420; Psychology; Sociology; or Social Work; or other courses approved by the division head.

Major in Political Science

Program Coordinator: Edward Sharkey, Ph.D.

The major program in Political Science is designed for students who have an interest in government, politics or the law. The program provides students with the basic foundation needed for graduate study in political science, public administration, or for law school.

Requirements for a Major in Political Science (B.A. degree):

Major courses (33 hours) are Political Science 101, 225, 240, 420, 493 and 18 hours of Political Science electives numbered above 200. A maximum of 6 semester hours in History may be counted toward the elective hours with the approval of the program.

Major in Psychology

Program Coordinator: Karen Thompson, Ph.D.

The program's major goals for its students include developing their competence in their major fields of study and preparing them (1) for a variety of careers and (2) for entering graduate school.

Requirements for a Major in Psychology (B.A. degree):

Major courses (33 hours) are Psychology 102, 300, 349 and 24 hours of Psychology electives numbered above 200. A maximum of 6 semester hours in Sociology selected from the following courses Sociology 221, 268, 318, 320, 448, 477 may be counted toward the elective hours.

Major in Public Affairs

Program Coordinator: Tandy McConnell, Ph.D.

The major program in Public Affairs is designed to prepare students for careers in government service or for study beyond the bachelor's degree in such areas as law and public administration. The program draws from several disciplines, allowing students considerable flexibility to gear their programs to their particular career goals.

Requirements for a Major in Public Affairs (B.A. degree):

Thirty-three semester hours beyond the General Education requirements. Required courses are American History (two courses selected from History 207, 208, 345); Political Science 101, 250, 420; 6 hours of additional history or political science coursework and at least 12 hours chosen from among the following: any History or Political Science course; Economics 201, Business 261, 262, 302; Communication 220, 240, 250; Psychology 300 or Mathematics 140; Sociology 268; Writing 305.

Minor Programs

Minor in American Studies

Program Coordinator: Tandy McConnell, Ph.D.

American Studies incorporates a broad range of disciplines, including cultural studies, art history, political science, religion, history and literature. The minor in American Studies helps prepare students for careers that demand facility in research, analysis, critical thinking, as well as written and oral communication. Students are prepared for careers in journalism, advertising, teaching, ministry, diplomacy, military service, business, and professional writing.

Requirements for a Minor in American Studies

18 semester hours in addition to General Education, to include History 345 and 15 hours from the following (at least two disciplines must be represented): Communication 300, English 240, 250, 251, 252, 340, 372, 375, History 207, 208, 215, 220, 225, 250, 340, 419, History or Political Science 260, Music 205, Political Science 101, 220, 360, 420, Religion 231, 237.

Minor in History

Program Coordinator: Hyman Rubin III, Ph.D.

Requirements for a Minor in History

15 semester hours in history beyond the General Education requirements.

Minor in Organizational Leadership, Advocacy and Social Justice

The purpose of the minor in Organizational Leadership, Advocacy, and Social Justice is to provide students the opportunity to acquire knowledge and skills that will better prepare them for careers in public and nonprofit agencies such as United Way Affiliated Agencies, charitable foundations such as the Sisters of Charity and the Susan Koman Foundation, private nonprofit organizations such as the SC School Improvement Councils and SC Fair Share, as well as other philanthropic organizations such as March of Dimes, the Heart Association etc.

Requirements for a minor in Organizational Leadership, Advocacy and Social Justice

18 semester hours to include Political Science 250 or Social Work 255, Psychology 360, Sociology 448, Sociology 477 and six hours chosen from the following: Anthropology courses numbered above 200; Communication 220, 310, 330, 350; Philosophy 253; Political Science 219, 350, 405; Psychology 201, 282; Sociology 268, Social Work 480, and Writing 305.

Minor in Political Science

Program Coordinator: Edward Sharkey, Ph.D.

Requirements for a Minor in Political Science:

15 semester hours in Political Science. Required course is 101 and 12 additional s.h. of Political Science electives.

Minor in Psychology

Program Coordinator: Karen Thompson, Ph.D.

Requirements for a Minor in Psychology:

18 semester hours in Psychology. Required courses are 102 and 15 additional s.h. of Psychology electives numbered 200 or higher (excluding independent study and internships hours).

Minor in Religion

Program Coordinator: Catherine (Lisa) Unterseher, Ph.D..

Courses in religion acquaint students with the critical, reflective study of religion in its many cultural, literary and historical manifestations. Contemporary leaders in our global world require sensitivity to religious and cultural diversity, awareness of ethical values, and an understanding of the spiritual dimension of human life. A religion major or minor helps to prepare students for leadership roles in a variety of professional fields.

Requirements for a Minor in Religion

15 hours in Religion including Religion 127. One course in philosophy may be counted toward a minor in Religion.

Minor in Services to Children and Families

Program Coordinator: Joyce Fields, Ph.D.

The purpose of this minor is to provide students from a variety of majors the opportunity to strengthen their understanding of the dynamics of families, the resources and services that support families as well as those programs and services that protect, nurture and intervene on behalf of children and youth. It will also include courses that focus on skill development for the provision of those services and programs.

Requirements for a Minor in Services to Children and Families

18 semester hours to include Sociology 221 and Sociology 270E, and 4 courses chosen from the following; History/Political Science 405, Psychology 459, Psychology/Social Work 312, Psychology/Social Work 314, Sociology 208, Sociology 316, Sociology 318, Sociology 320, and Sociology 430.

Division of Business, Mathematics, and Sciences

Division Head: Madeleine Schep, Ph.D.

Division Faculty

Professor:

Julia Baker, Ph.D. [Chemistry]
Mona El Shazly, Ph.D. [Business]
Laurie B. Hopkins, Ph.D. [Mathematics]
Richard Krejci, Ph.D. [Public Health]
Nieves McNulty, Ph.D. [Mathematics]
Madeleine Schep, Ph.D. [Mathematics]

Associate Professor:

Yuan Li, Ph.D. [Business]
Kirt Moody, Ph.D. [Biology]
Adrienne Oxley, Ph.D. [Chemistry]
Scott Smith, Ph.D. [Mathematics]

Assistant Professor:

Virginia Johnson, Ph.D [Mathematics]

George Kaufman, Ph.D. [Chemistry]

Marlee Marsh, Ph.D. [Biology]

Senior Lecturer:

Harry T. Cooper, Jr., J.D. [Business and Criminal Justice]

Lecturer:

Travis Dalton, M.B.A. [Business and Computer and Information Science]

Alice K.C. Lou, M.S. [Mathematics]

Vida Mingo, Ph.D. [Biology]

Susan Rolfe, M.A. [Business]

The Division of Business, Mathematics, and Sciences offers major programs in Business and Computer and Information Science. It also offers minor programs in Applied Computing, Computer and Information Science and Management. The division also offers courses in Biology, Chemistry, Mathematics, Physical Science, and Public Health.

The major program in business is committed to preparing students for careers in business, government and industry and to provide them with strong fundamentals that would allow them to pursue graduate studies. Students are encouraged to develop their confidence and competence through classroom instruction and internship placements. A Bachelor of Arts in Business is offered with a choice of one of three areas of concentration: Accounting, Business Administration, and Business Analytics.

The courses and programs in mathematics and computing endeavor (1) to contribute to the mathematical and computing competency of all students, (2) to help prepare students for graduate study in their chosen fields, (3) to provide sound preparation for those who intend to teach, (4) to prepare students for mathematics and computing related careers in business, industry, and government, and (5) to encourage students to explore and reflect on what leadership means to them, the discipline and the community.

It is the purpose of the courses and programs in the biological and physical sciences (1) to contribute to the cultural environment of the science and non-science student body, (2) to prepare students for graduate study in their chosen fields. The elementary courses stress general educational values and the advanced courses are devoted to technical training. The major programs in biology and chemistry support pre-professional programs in medicine, dentistry, and pharmacy.

The physical education activity (PEA) courses may be taken as electives. The goals of the PEA courses are to aid students in developing realistic concepts of obtaining and maintaining a healthy lifestyle and understanding the role of physical activity in their lives both as students and as college graduates; to guide students in acquiring the knowledge, attitude and behaviors necessary to maintain a healthy lifestyle; and to offer students who have professional interests in areas related to physical education or health, an opportunity to acquire the knowledge, skills, and certifications necessary to pursue their professional interests. The PEA courses are specifically designed to help students develop new motor skills and general cognitive abilities.

A limit of six semester hours in PEA courses may count toward graduation requirements with a limit of one course per semester. Additional courses may be taken and will appear on transcripts but will not be counted towards the 127 hours needed for graduation. All one semester hour PEA courses are offered on a pass-fail basis and those receiving one hour credit will meet the equivalent of two class periods each week.

Major Programs

Major in Applied Business

Program Coordinator: Yuan Li, Ph.D.

The B.A. degree in Applied Business emphasizes the experiential approach to the fundamental courses in a business curriculum. The focus of the core functional areas in business will rely primarily on business applications, case analysis, research, and engaged active learning. This methodology adheres to the conviction that by active learning, students are better able to understand and apply concepts that relate to business decisions and actions.

Students majoring in Applied Business must complete 30 hours of Applied Business courses and 4 hours of Business Portfolio development.

Requirements for a Major in Applied Business (B.A. degree):

An Associate's Degree with a major in a business field from a regionally accredited two-year college is required to declare a major in Applied Business. 34 hours in Business and Economics beyond the Associates Degree and general education requirements are required. The required courses are ECON 305; BUS 306, 307, 311, 312, 313, 405, 426, 472, 444, and 499.

Major in Business

Program Coordinator: Yuan Li, Ph.D.

Students majoring in Business must complete 15 hours of core business courses and 24 hours in the area of concentration of their choice. All students majoring in Business must take at least 9 hours of the core and 15 hours of the concentration at Columbia College.

Requirements for a Major in Business (B.A. degree):

Mathematics 140 must be taken to satisfy the quantitative reasoning requirement. Business 350 must be taken to satisfy the information technology and literacy requirement. Economics 201, 202, and Mathematics 107 must be taken as restricted electives. Major courses (39 hours) are the core courses (19 hours) Business 261, 262, 311, 371, and 401 and the courses (24 hours) in one of the concentration areas of Accounting and Business Administration.

Accounting concentration courses are: Business 363, 364, 367, 368, 465 and 466. Students also choose 6 hours from Business 202, 203, and 360.

Business Administration concentration courses are: Business 202, 203, 310, 444, and 455. Students also choose 9 hours from Business 325, 340, 380, 405, and 471.

Business Analytics concentration courses are: Business 353, 409, 410; Computer and Information Science 110, 111, 350; and 6 additional hours from Business courses 202, 203, 310, 325, 360, 380, 401, 444, 471 or Computer and information Science 211, 212, 230, 340 , or 440.

Major in Computer and Information Science

Program Coordinator: Madeleine Schep, Ph.D.

Requirements for a Major in Computer and Information Science (B.A. degree):

Major courses are 33 hours in Computer and Information Science (CIS) including Computer and Information Science 109 or 110, 111, 211, 212, 221, 230, 250, 340, 350, one of Computer and Information Science 430 or 440, and three semester hours in Computer and Information Science 470 or 498. In addition, the following courses must be taken: Mathematics 107, 140 and 150, Economics 201, Business 261, one of Business 401 or 405 and 6 semester hours chosen from courses in Business or Economics numbered 200 or higher. These additional courses may be used to satisfy general education requirements, or requirements for a minor or a second major.

Requirements for a Major in Computer and Information Science (B.S. degree):

Major courses are 36 hours in Computer and Information Science including Computer and Information Science 109 or 110, 111, 211, 212, 221, 230, 250, 313, 340, 350, one of Computer and Information Science 430 or 440, and three semester hours from Computer and Information Science 470 or 498. In addition, the following courses must be taken: Mathematics 140, 150, 160, and 165, Economics 201, Business 261, one of Business 401 or 405, and 6 semester hours chosen from courses in Business or Economics numbered 200 or higher. These additional courses may be used to satisfy general education requirements, or requirements for a minor or a second major. One sequence from Biology 110 and a 4 semester hour laboratory Biology course numbered 200 or higher, Chemistry 121 and 122, Chemistry 261 and 262, or Physics 221 and 222 must be completed to fulfill the Science requirement for the Bachelor of Science degree. The courses in the science sequence may satisfy a general education requirement.

* The B.S. degree is offered in the Evening for students who transfer the required calculus and science courses or complete them either in the Women's College or as a transient student at another institution.

Major in Computer Information Systems

Program Coordinator: Madeleine Schep, Ph.D.

The B.A. degree in Computer Information Systems provides students possessing a strong background in Computer Technology the understanding of organizational processes and information requirements, which will enable them to integrate and manage Information Systems in an organization. Students majoring in Computer Information Systems must complete courses (34 s.h.) in Computer and Information Science, Business, and Writing.

Requirements for a Major in Computer Information Systems (B.A. degree):

An Associate's Degree with a major in a Computer Technology field from a regionally accredited two-year college is required to declare a major in Computer Information Systems. 34 semester hours are required. Required courses are Business 306, 312, 340, Computer and Information Science 310, 320, 340, 351, 400, 440, 460, 499, and Writing 305.

Minor Programs

Minor in Applied Computing

Program Coordinator: Madeleine Schep, Ph.D.

18 semester hours including Computer and Information Science 109 or 110, and 230, and the completion of one of the following tracks.

Business Track: Business 303, 310, 320, and 350.

Business Analytics Track: Business 353, 409; Computer and Information Science 111, 350

Insurance Technology Track: Business 190G, 290E; Computer and Information Science 340; One of: Computer and Information Science 111 or 470.

Web Development Track: Computer and Information Science 111, 350, 430, and one of Business 310 or Communication 280.

Or, any track from the Applied Computing minor from the University of South Carolina or Benedict College. These tracks include:

- University of South Carolina: Media Arts, Information Science and Architecture, Information Security and Privacy, Geographic Information Systems, E-Commerce for Tourism, Web Development, Networking, Project Management, Database Technology
- Benedict College: Accounting, Business Administration, Management, Mass Communication, Fine Arts

Minor in Computer and Information Science

Program Coordinator: Madeleine Schep, Ph.D.

The minor in Computer and Information Science is not open to students majoring in Computer and Information Science.

Requirements for a Minor in Computer and Information Science:

18 s.h. including Computer and Information Science 109 or 110, Computer and Information Science 111, and 12 additional hours chosen from Computer and Information Science courses numbered 200 and higher. Mathematics 150 may count toward those 12 hours.

Suggested advising tracks

The following are suggested tracks that students may elect to pursue. However, students are not required to select a designated track. All tracks require Computer and Information Science 109 or 110, and Computer and Information Science 111. The suggested tracks are:

Web Design track

This track provides students with the knowledge and skills necessary to develop sophisticated interactive websites.

CIS 230 Introduction to Web Development

CIS 350 Database Management System

CIS 430 Advanced Web Development

One additional CIS course numbered 200 or higher, or Mathematics 150

Information System track

This track is appropriate for students interested in efficient integration of computer applications in business.

CIS 340 System Analysis and Design

CIS 350 Database Management System

CIS 440 Management Information System

One additional CIS course numbered 200 or higher, or Mathematics 150

Programming track

This track provides a solid programming background for students interested in computer programming. It can lead to programming in a wide variety of areas such as internet programming, programming in the sciences, bioinformatics, etc.

CIS 211 Programming I
CIS 212 Programming II
CIS 313 Programming III
Mathematics 150 or one additional CIS course numbered 200 or higher

Information System Technology track

Students completing this track will be able to provide technical computer support for hardware and software. It would be very beneficial, for example, to students planning to work in a small business environment.

CIS 221 Fundamentals of Hardware and Software
CIS 250 Networks
CIS 230 Introduction to Web Development or CIS 350 Database Management Systems
One additional CIS course numbered 200 or higher, or Mathematics 150

Minor in Management

Program Coordinator: Yuan Li, Ph.D.

Non-business majors may select a minor in Management. 15 hours must be completed. 9 of the 15 hours must be earned at Columbia College.

Requirements for a Minor in Management:

Fifteen semester hours in Business. Required courses are Business 202, 203, 311, 325, and 405. Minor in Management is not available to students majoring in Business.

Division of Education

Division Head: Chris Burkett, Ed.D.

Division Faculty

Professor:

James Lane, Ph.D. [Elementary Education]
Doris Layton, Ph.D. [Divergent Learning]
Lynne Noble, Ph.D. [Education]
Tracy West, Ph.D. [Special Education]

Associate Professor:

Sandra Ayers, Ph.D. [Early Childhood Education]
Chris Burkett, Ed.D. [Education]
Regina Lemmon, Ph.D. [Speech Language Pathology]

Assistant Professor:

Jessica Berry, Ph.D. [Speech Language Pathology]
Carol Hoyle, Ph.D. [Special Education]
Marla Sanders, Ph.D. [Education]

Lecturer:

Amy Ellisor, M.Ed. [Education]
Falicia Harvey, Ph.D. [Higher Education Administration]

Directors:

Kathy Coskrey, M.Ed., Director of Field Experience for Education
Falicia Harvey, Ph.D., Director of Teacher Education

The Division of Education offers undergraduate majors in the areas of Early Childhood Education, Elementary Education, and Special Education.

Education Program

In addition to meeting Columbia College requirements for graduation, most majors in the Division of Education also meet South Carolina Department of Education certification requirements. Columbia College's Teacher Education Program is accredited by the National Council for the Accreditation of Teacher Education (NCATE) and approved by the State Board of Education. The division also provides certain professional certification requirements for other approved basic programs in

teacher certification, including Dance, English, and Mathematics. Master of Education programs are offered in Divergent Learning and Higher Education Administration (see *Columbia College Graduate School Bulletin*).

Mission and Governance of the Teacher Education Program

The mission of the Professional Education Unit is to prepare confident learners who have the commitment to be reflective practitioners and life-long learners, who are competent in the content and practice of the discipline, who are able to work collaboratively, and who have the courage to be leaders in society and the field of education. Based on research in the field, a key characteristic of an effective teacher is the ability to make use of resources, human and other, to maximize the quality of instruction in classrooms. To this end, the essential elements of professionalism and collaboration have come together to form a unique approach that has served as the foundation of the Columbia College Teacher Education Program.

The governing body for the Teacher Education Program is the Columbia College Teacher Education Committee, made up of representatives from certifying programs and Education Division faculty and staff. The Alliance of Educators, a group representing Columbia College faculty from teacher education, liberal arts faculty, teachers and administrators from professional development schools and Columbia College student representatives, serves as an advisory board.

Teacher Education Program Requirements and Policies

The Columbia College Education Division has specified six Target Points for assessment of each teacher candidate's qualifications, performance and progress in a certifying degree program. At each Target Point multiple measures are used to determine that the candidate has the appropriate level of content and pedagogical knowledge and skills as well as the appropriate professional dispositions. The Target Points communicate the expectations of the Education Division for candidate progress in gaining the proficiencies set forth in the program, major, state and national standards. Results of the assessments are used to provide feedback in guiding the candidate's development as a professional educator. Reaching each Target Point at the appropriate time is a measure of the candidate's advancement toward becoming a Collaborative Professional in embodying the attitudes and skills of dedicated professionals and commitment to working with others to provide a quality education for all students. The expectation is that throughout the program the candidates will have both acquired and demonstrated the content knowledge, professional dispositions and teaching skills to effectively help all students learn. Additional program area assessments are used to inform the unit assessment system.

Further information on the Target Points can be found through information forums held in September and February of each year, through the Education Program Office (AP 106, 786.3558) and through the Teacher Education Handbook updated annually on the Web site www.columbiasc.edu.

Target Point One

The first Target Point indicates the intention to become a certified teacher and will be met by First Year students in the spring semester. At Target Point One the candidate will submit:

1. An Intent to Certify form which includes scores from all three Praxis I tests (required) and an overall GPA of 2.0 minimum.
2. Target Point One can be met by **taking** Praxis I. All three Praxis I tests must be passed before enrollment in education courses. The student must provide evidence to the division of a total score of 1650 on the combined SAT or 24 on the ACT in order to waive the Praxis I requirement.
3. Assessments are completed for oral and written Standard English usage.

Target Point Two

The second Target Point is the Admission to the Teacher Education Program. This Point should be met when a student has completed 60 s.h. (at least 12 of which have been at Columbia College.) The process should begin as soon as the candidate has met Target Point One, and should be completed in the semester the candidate will complete 60 s.h. (usually the Sophomore Spring Semester).

The criteria or submission requirements for Target Point Two are:

- Application
- 60 s.h. (at least 12 of which have been taken at Columbia College)
- Cumulative GPA of 2.75 and GPA of 2.75 in major courses (some majors may specify higher GPAs)
- Recommendations from Major Division, Teacher Education Faculty and one from General Education Faculty
- Passing scores on all three parts of the Praxis I or SAT or ACT scores as noted above

- Complete any requirements designated by the major which indicate proficiency in content knowledge

Target Point Three

The third Target Point is at admission to the second field experience. This may be Education 360, 362, 363, or Speech Language Pathology 460. The following criteria must be met before enrolling in the second field experience:

- Target Point Two must be met.
- Evaluation forms submitted by the Field Experience One Cooperating Teacher and College Supervisor must indicate satisfactory performance on the learner outcomes for that level
- Evaluations of dispositions and professional behaviors from the Field Experience One Cooperating Teacher and College Supervisor must be satisfactory for that level
- Passing grade in Field Experience One
- In the event that work credit has been approved to waive Field Experience One, the requirements pertaining to the first field experience will also be waived.

Target Point Four

Target Point Four is at admission to the Directed Teaching semester. This should be the last semester. Criteria are:

- Grade of at least "1" on each element of the Professional Education Portfolio submitted at the end of the semester prior to Directed Teaching
- Cumulative GPA of 2.75 and GPA of 2.75 in major courses (some majors may specify higher GPAs)
- Evaluation forms submitted by the Field Experience Two Cooperating Teacher and College Supervisor must indicate satisfactory performance on the learner outcomes for that level
- Evaluations of dispositions and professional behaviors from the Field Experience Two Cooperating Teacher and College Supervisor must be satisfactory for that level
- Passing grade in Field Experience Two

Target Point Five

Target Point Five is the exit from the Columbia College Teacher Education Program. Criteria for meeting Target Point Five upon completing the Program include:

- Satisfactory performance on ADEPT, Unit Learner Proficiencies, and Professional Dispositions and Behaviors
- Demonstrated proficiency in professional technology usage
- Satisfactory completion of the Directed Teaching Dossier
- Satisfactory completion of Directed Teaching, which includes passing the Praxis II exams (includes Principles of Learning and Teaching Exam) required by South Carolina for certification

Target Point Six

A follow-up assessment of candidates is completed after they have graduated. At this point the assessments are based on:

- ADEPT results from the Induction Year
- Information from a follow-up survey conducted by the Teacher Education Program every five years which includes feedback from graduates as well as information from graduate schools and employers

Additional Program Requirements

All three parts of Praxis I must be passed before candidates begin education courses. The student must provide evidence to the division of a total score of 1650 on the combined SAT or 24 on the ACT in order to waive the Praxis I requirement.

All field experiences must be taken for credit. If a field experience is not successfully completed, it may be repeated only once. The decision to allow a candidate to repeat the course will be the decision of the college supervisor, Director of Field Experiences, Division Head, and/or Academic Program Coordinator.

All teacher education candidates must meet all state requirements in effect at the time of entrance to the program, entrance to Directed Teaching, and application for certification in South Carolina.

The teacher candidate has the responsibility of submitting the above data. Once the objective and subjective data are collected, they are studied carefully so that appropriate guidance can be given the candidate concerning his/her future in teacher education. Procedures are in place at each Target Point that include a formal review of the candidate and an opportunity for feedback and advisement. Further information on these procedures can be found in the Teacher Education Handbook which is published annually on the Columbia College Division of Education Web site. At the times of Admission to the Program and Admission to Directed Teaching the candidates' names are presented first to the Division of Education and then to the Teacher Education Committee for a formal vote on acceptance into the Program and into the Directed Teaching Semester.

Transfer, post baccalaureate and Evening Program students must meet the same requirements; however they may be unable to meet specified criteria at any Target Point at the designated time. Special attention will be given to requests by teacher candidates in these situations for approval to meet criteria at a slightly different time. Requests should be submitted in writing to the Division Head, who will present them to the Teacher Education Committee for review.

Certification Requirements

Candidates must meet all South Carolina requirements in order to be recommended for certification. Courses in professional education and the specialization should be completed prior to Directed Teaching. The Praxis II Specialty Area Exams and the Principles of Learning and Teaching Exam must be passed and official scores must be received by Columbia College **prior** to completion of Directed Teaching. The Columbia College Division of Education will submit the college verification portion of the application for certification to the South Carolina Department of Education after all requirements for certification have been met.

Major Programs

Major in Early Childhood Education

Program Coordinator: Sandra Ayers, Ph.D.

Requirements for a Major in Early Childhood Education (B.A. degree, certifying to teach):

In addition to the major requirements, Mathematics 117; Child and Family Studies 221; and U.S. History, History 345, or Political Science 101 for 3 hours must be taken as part of general education. Some selected courses may also be used to satisfy appropriate general education requirements. Major courses (73 hours) are 150, 160 (2 s.h.), 210, 260 (1 s.h.), 318, 322, 328, 329 (3 s.h.), 345, 346, 354, 358, 360 (2 s.h.), 361, 371, 372, 373, 431, 452, 459, 485LS (12 s.h.), 486LS (2 s.h.), and Special Education 332. Total of 73 s.h. of major courses required.

Major in Elementary Education

Program Coordinator: James Lane, Ph.D.

Requirements for a Major in Elementary Education (B.A. degree, certifying to teach):

Mathematics 117 must be taken to satisfy the general education quantitative reasoning requirement. Dance 105 or Theater 105 must be taken to satisfy the general education Arts and Literature requirement. The historical literacy requirement should be met by taking History 102. Additional requirements include Education 345; three hours of History 207, 208, 345 or Political Science 101; four hours of Biology; and four hours of Chemistry, Physics, or Physical Sciences. The courses in the sciences must include laboratory components. Some selected courses may also be used to satisfy appropriate general education requirements. Major course (63 hours) are Education 150, 160 (2 s.h.), 210, 260 (1 s.h.), 318, 328, 329, 354, 357 (2 s.h.), 360 (2 s.h.), 361, 371, 372, 373, 431, 452, 485LS, 486LS and Mathematics 119 and Special Education 332.

Major in Intervening with At-Risk Learners

Program Coordinator: Tracy West, Ph.D.

Requirements for a Major in Intervening with At-Risk Learners

The following courses in general education must be completed: Mathematics 117 to satisfy the quantitative reasoning requirement and EDU 345 to satisfy the Aesthetic Literacy requirement. Major courses (45 sh) are Education 150, 160 (2 s.h.), 210, 318, 329, 371, 372, 373, 431, 452 (3 s.h.); Special Education 165 (1sh), 332, 365 (3sh), and 9 sh from the following list: Special Education 335, 363; 450, Education 328, 354, 361, 358, or 459.

Major in Special Education

Program Coordinator: Tracy West, Ph.D.

Requirements for a Major in Special Education (B.A. degree, certifying to teach):

In addition to the major requirements, Mathematics 117; Child and Family Studies 221; History 102 or 103; and U.S. History, History 345, or Political Science 101 for 3 hours must be taken. Some selected courses may also be used to satisfy appropriate general education requirements. Major courses (69 hours) are 150, 160 (2 s.h.), 210, 212 (1 s.h.), 260 (1 s.h.), 318, 322, 328, 329, 345, 371, 372, 373, 431, 452, 485LS (12 s.h.), 486LS (2 s.h.), and Special Education 332, 335, 361, 363, and 450.

Division of Languages and Literatures

Division Head: Nancy L. Tuten, Ph.D.

Division Faculty

Professor:

Christine Hait, Ph.D. [English]
Melissa Heidari, Ph.D. [English]
Nancy Tuten, Ph.D. [English]
John Zubizarreta, Ph.D. [English]

Associate Professor:

Calley Hornbuckle, Ph.D. [English]
Corinne Mann, Ph.D. [French]
Allan Nail, Ph.D. [English]
Rocío Zalba, Ph.D. [Spanish]

Assistant Professor:

Paloma Fernández Sánchez, Ph.D. [Spanish]
Victoria Sanchez-Samblas, Ph.D. [Spanish]

Visiting Assistant Professor:

Amy Smith Reeves, Ph.D. [English]

Senior Lecturer:

Claudia Smith Brinson, M.A. [English]
Emily Ward, M.A. [English]

Lecturer:

Helen Rapoport, J.D. [English]

The Division of Languages and Literatures offers general education courses in English, French and Spanish.

Minor Programs

Minor in Writing:

Program Coordinator: Claudia Smith Brinson, M.A.

Requirements for a Minor in Writing:

15 Semester hours of Writing courses (WRIT) numbered 200 or above.

Course Descriptions

Anthropology

ANTH 131. **Introduction to Cultural Anthropology.** A survey course of basic concepts and practices associated with the discipline of Cultural Anthropology, including the concept of culture, some of the components/characteristics involved in the cultural variability of the world's diverse peoples, and the relevance of anthropological thought in today's world. 3 s.h.

ANTH 140. **The Anthropology of Tourism.** Incorporating anthropological and geographical approaches, this course aims to expand the geographic and cultural literacy of students by investigating a variety of roles and perspectives concerning travel and tourism as factors in global and cross-cultural interactions. Students will analyze larger issues of social justice and ethics concerning tourism, travel, and movement as they examine the spatial and human characteristics of various global locations. (Previously offered as Geography 190A.) 3 s.h.

ANTH 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ANTH 190. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ANTH 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ANTH 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ANTH 220. **Anthropology of the Paranormal: Science and Pseudoscience.** This course examines the boundaries between science and pseudoscience through an investigation into a variety of paranormal beliefs and their role in social identity and popular culture. Students will be introduced to some of the claims and beliefs that are classified as 'paranormal,' which have come into everyday consciousness from a wide variety of media, such as television, movies and books. Students will evaluate scientific evidence that confirms or disproves these phenomena and apply critical thinking and scientific reasoning to analyze the available information. Anthropological concepts and approaches will provide interpretive frameworks for discussing the power of myths, beliefs and science. (Previously offered as Anthropology 290A). 3 s.h.

ANTH 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ANTH 290. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ANTH 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ANTH 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ANTH 310. **Conflict, Culture and Identity.** This course provides an in-depth examination of the range of variation in cross-cultural behaviors and responses involved in disputes and their resolution, with particular emphasis on methods and issues surrounding conflicts and conflict resolutions in a variety of non-Western societies. While the focus is primarily on small-scale societies typically studied by anthropologists and the models/cultural perspectives these groups use to resolve disputes and negotiate settlements, students will compare and analyze conflict in societies of varying size and complexity, including our own. (Previously offered as Anthropology 390A). 3 s.h.

ANTH 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ANTH 390. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ANTH 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ANTH 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ANTH 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ANTH 490. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ANTH 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ANTH 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Art

ART 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ART 190. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ART 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ART 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ART 204. **Introduction to Art: Media and Techniques.** (Previously offered as Art 104.) An introductory course designed specifically for the non-art major. This course provides students with hands-on critical, aesthetic, and historical experiences in a wide variety of two- and three-dimensional media and techniques. 3 s.h.

ART 205. **Introduction to Art: Survey and Interpretation.** (Previously offered as Art 105.) A general survey of terminology, techniques and historical information involving the development of Western art and influences from other cultures. Attention will be given to the ability to analyze, interpret and evaluate works of art. 3 s.h.

ART 261. **History of Art: Ancient to Renaissance.** Historical survey of painting, sculpture, and architecture from the Paleolithic era to the Renaissance. 3 s.h.

ART 262. **History of Art: Renaissance to 20th Century.** Historical survey of painting, sculpture, and architecture from the beginning of the Renaissance to the 20th century. 3 s.h.

ART 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ART 290. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ART 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ART 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ART 342. **Teaching and Learning through Art** (Not open to students who have received credit for Art 341 or Ed 339.) This course will explore the application of theoretical and practical aspects of teaching children art in an elementary classroom setting. This course provides opportunities for teacher candidates to (1) develop basic knowledge and skills relating to a discipline-based approach to art education in areas of art production, art criticism, and aesthetics and (2) develop appropriate skills and a knowledge base necessary to teaching with and through the arts, including using art as a teaching tool in other subjects. 3 s.h.

ART 360. **Art History Through Travel.** (Previously offered as Art 390C and 390J.) Either domestic or international student tours that offer an intensive experience of major cultural centers in the US or worldwide. Each tour requires 6-7 preparatory sessions to provide a general art historical survey and a more specialized local overview. The tours focus on observations in the fine arts and architecture as well as on observations of diverse and common elements in various cultures and among people. Students have the option of taking this course and the travel as their Leadership Semester by con-enrolling in Art 399LS and guiding part of the travel including explanation and analysis of art work on site and a written reflective analysis after the travel. The planning, implementation, and evaluation required for these extra tasks will enhance the pillars of leadership identified by the College: Courage, Commitment, Confidence, and Competence. This course may be repeated for credit multiple times as long as the tour sites are different. Additional fees are charged for costs beyond tuition. A total of 3 semester hours must be taken to satisfy the general education requirements in the fine arts. 1-3 s.h.

ART 361. **Issues in Contemporary Art.** This course guides students in the study of critical issues in modern and post modern art and relevant methodologies and theories: formalism, aesthetics and beauty, identity (race, ethnicity, gender, sexual orientation), Marxism (cultural studies), semiotics (structuralism and deconstruction), Freudian and Jungian psychoanalysis, feminist art, public art, social commentary, etc. Elements of contemporary professional art practice are included, as well as the writings of artists' statements, biographies, and resués. (Previously offered as Art 390D.) 3 s.h.

ART 362. **History of Art: International Women Filmmakers.** The course is aimed at introducing students to the accomplishments of women filmmakers worldwide from its beginnings to today. The course provides the necessary tools to analyze and interpret individual films as art works, and it focuses on issues presented by women film directors. One major idea to be discussed throughout the semester is whether or not women approach themes and life events differently from men, and accordingly create different solutions to life and world problems as presented in their films. 3 s.h.

ART 363. **History of Art: Modern.** (Previously offered as Art 163 and Art 263; open only to sophomores, juniors and seniors.) Historical survey of painting, sculpture, and architecture of the 20th and 21st centuries. 3 s.h.

ART 364. **History of Art: Women Artists.** (Open only to sophomores, juniors and seniors.) Historical survey of visual art works created by women from the Middle Ages to the 21st century. The class examines the topic with the help of original art

works, as well as scholarly literature, selected historical fiction, and films. The discussions about women artists focus on issues of women's leadership, cultural diversity, globalization, and social justice. Students have the option of taking this course as their Leadership Semester by co-enrolling in Art 399LS and organizing and presenting a special class session (e.g., a woman artist as speaker for the class, a field trip to see art work by women, etc.) and a written reflective analysis of the entire course at the end of the semester. The planning, implementation, and evaluation required for these extra tasks will enhance the pillars of leadership identified by the College: Courage, Commitment, Confidence, and Competence. 3 s.h.

ART 366. History of Art: African American Artists. (Open only to sophomores, juniors and seniors.) Historical survey of visual art works including selected feature films by African American artists from the 17th century to the present. The class examines the topic with the help of original art work, as well as scholarly literature, selected historical fiction, and documentary films. The analysis and interpretation of the art works address historical, political, and social factors of race and justice in America. Students have the option of taking this course as their Leadership Semester by co-enrolling in Art 399LS and organizing and presenting a special class session (e.g., an African American artist as speaker for the class, a field trip to see art work by African American artists, etc.) and a written reflective analysis of the entire course at the end of the semester. The planning, implementation, and evaluation required for these extra tasks will enhance the pillars of leadership identified by the College: Courage, Commitment, Confidence, and Competence. 3 s.h.

ART 367 History of Art: Medieval World. (Open only to sophomores, juniors and seniors.) Survey of architecture, painting and sculpture in Europe during the Middle Ages (c. 300-1400). Focus on analysis and iconographical interpretation of art works. Discussions and student research should result in a thorough experience of the interdisciplinary approach during the Middle Ages, especially the connections between art, religion, philosophy and history. 3 s.h.

ART 368. History of Art: German Expressionism. (Open only to sophomores, juniors and seniors.) Survey of the German Expressionist movement (early 20th century), including painting, graphics, sculpture, film and literature. Discussions and student research should result in the profound understanding of the interconnectedness between the liberal arts disciplines, especially visual arts, architecture, literature, film, music, and history, as well as in clear insights into the political and sociological situation in Europe before WWI and between WWI and WWII. 3 s.h.

ART 370. Internship. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ART 390. Special Problems. A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ART 391. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ART 392. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ART 470. Internship. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ART 490. Special Problems. A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ART 491. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ART 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Biology

BIO 100. **Biological Science.** An introduction to the principles of the life sciences for non-science majors. Scientific methodology, fundamentals of molecular and cellular biology, genetics, animal and plant classification and diversity, evolution, and ecology will be emphasized. Three lecture hours and three laboratory hours scheduled weekly. (Not open to students with credit in Biology 110.) 4 s.h.

BIO 104. **Environmental Science with Lab.** Investigation of the interrelationships between the biotic and abiotic environments which form the natural world. Topics include structure and function of ecosystems, the causes and consequences of human population growth, environmental pollution, and the importance of balancing utilization and conservation of natural resources. 3 s.h.

BIO 105. **Human Biology.** An introduction to the principles of human biology for non-science majors, with emphasis on cells, tissues, organs, and organ systems. Human environmental and population issues will also be discussed. Three lecture hours and three laboratory hours scheduled weekly. (Not open to students with credit in Biology 230 or 330.) 4 s.h.

BIO 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

BIO 190. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

BIO 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BIO 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BIO 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

BIO 290. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

BIO 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BIO 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BIO 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

BIO 390. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

BIO 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BIO 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BIO 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

BIO 490. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

BIO 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BIO 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Business

BUS 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

BUS 190. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

BUS 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BUS 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BUS 202. **Principles of Management.** This course focuses on the primary functions of management, to include the planning, organizing, leading, and controlling of organizational resources for the purpose of achieving organizational goals. 3 s.h.

BUS 203. **Principles of Marketing.** Principles and methods involved in the promotion mix used to communicate with the consumer, middleman, and industrialist. Emphasis on psychological, cultural and sociological factors affecting consumer behavior. 3 s.h.

BUS 261. **Principles of Accounting I.** (Prerequisite: Grade of C or better in Mathematics 104, 107 or 160.) An elementary course in the principles and application of financial accounting. 3 s.h.

BUS 262. Principles of Accounting II. (Prerequisite: Business 261 and Grade of C or better in Mathematics 104, 107 or 160.) An elementary course in managerial accounting. The emphasis is on providing information for management's use in making production, marketing, and financial decisions. 3 s.h.

BUS 270. Internship. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

BUS 271. Personal Financial Management. (Prerequisites: English 101 and either satisfactory completion of Mathematics 100 or mathematics placement above 100.) Introduction to the field of personal financial management and planning, focusing on the tools individuals and families employ to manage their cash, credit cards, investments, taxes, housing and automobile needs, insurance, and other financial activities. 3 s.h.

BUS 290. Special Problems. A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

BUS 291. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BUS 292. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BUS 300. Ethics in the Workplace. This course focuses on ethical issues surrounding the workplace. Topics are introduced by way of case studies which students are invited to explore through a mix of interdisciplinary readings that inspire greater contextual understanding. (Previously offered as Business 390P, Philosophy 390P) 3 s.h.

BUS 301. Business Law. A course designed to give students an awareness of those aspects of the law needed in day-to-day dealings with business. Emphasis placed upon the law of contracts, negotiable instruments, wills, and current issues. 3 s.h.

BUS 307. Applied Accounting. An applied course in the principles and applications of financial and managerial accounting for organizations. The emphasis is on using accounting information for decisions making. 3 s.h.

BUS 310. e-Business. (Prerequisites: Business 303.) This fundamental course focuses on identifying the basic terms, concepts and rules that characterize e-business activities using internet-centric technologies. The course highlights the impact of e-commerce on the internal organization and its stake holders. 3 s.h.

BUS 311. Business Law and Ethics. A course designed to give students an awareness of aspects of laws and ethics needed in day-to-day dealings with business. Emphasis placed upon the law of contracts, negotiable instruments, wills, and current issues. It also focuses on ethical issues surrounding the workplace. Topics are introduced by way of case studies which students are invited to explore through a mix of interdisciplinary readings that inspire greater contextual understanding. 3 s.h.

BUS 312. Applied Management. This course focuses on the application of management theories and methodologies to deal with primary functions of management, including the planning, organizing, leading, and controlling of organizational resources for the purpose of achieving organizational goals. Experiential learning and service learning are emphasized in this course. 3 s.h.

BUS 313. Applied Marketing. The principles and methods involved with applying the components of the marketing strategy to current topics and situations are the focus of the course. Students will be actively involved in marketing decision through case studies, analysis of data and team building projects. The course integrates traditional classroom discussions with experiential learning and assignments. 3 s.h.

BUS 320. Marketing Analysis. (Prerequisites: Business 303.) Application of software supplement for use with a personal computer system. Students are involved with solving computer problems related to the marketing environment. The course integrates the fundamentals of marketing (product, promotion, price, and distribution) into a marketing-oriented simulation.

The students are required to act independently as small business decision makers. (Previously offered as Business 390C.) 3 s.h.

BUS 325. Entrepreneurship. (Prerequisites: Business 303.) Considers the contributions of the functional areas of Accounting, Economics, Finance, Management, and Marketing to the entrepreneurial firm. Examines various forms of small business ownership, to include purchasing a franchise or existing business and starting a new business. 3 s.h.

BUS 333LS. Strategies for Effective Organizational Leadership. (Prerequisites: Business 302.) Examines characteristics of effective leaders in organizations. Issues included are: communication, motivation, group dynamics, conflict resolution, and gender differences in leadership styles. 3 s.h.

BUS 340. Organizational Behavior. (Prerequisites: Business 302.) This course examines the behavior of individuals and work groups within organizational settings. Primary emphasis is on the role of managers/leaders in their interactions with individual employees and the work group. 3 s.h.

BUS 341. Developing Interpersonal Skills. (Prerequisites: Business 302.) This is an applied course that focuses on developing selected interpersonal skills of the manager, leader, entrepreneur, and others in organizational settings in communicating with employees on a one-to-one basis. The course covers such topics as positive reinforcement, coaching, active listening, delegation, goal setting, problem solving, and discipline of employees. Focus is on helping the students gain a beginning competency in their ability to demonstrate these skills. 3 s.h.

BUS 350. Computer Applications of Business. (Prerequisite: College-level mathematics.) This course gives the student hands-on experience in using computer technology for business and accounting applications. Develops knowledge and skills to enhance decision-making, record keeping, and the overall quality of work life. The student will be able to analyze the business environment and enhance operational efficiency. 3 s.h.

BUS 353. Introduction to Business Analytics. (Prerequisites: Business 350 and Mathematics 140): This course introduces the basic skills of performing business analytics using contemporary software. 3 s.h.

BUS 360. Accounting Information Systems. (Prerequisite: Grade of C or better in Business 261 and 262, Mathematics 104.) This course provides an introduction to the concepts underlying information systems as they relate to managerial decision making and accounting. Students will apply concepts, techniques and procedures to the planning, analysis and design of computer-based information systems. (Previously offered as Business 390J.) 3 s.h.

BUS 363. Intermediate Accounting I. (Prerequisites: Grade of C or better in Business 261 and 262, Mathematics 104.) A study of financial accounting. The course covers detailed study of accounting principles. Main focus is on accounting theory and practice. Application as to determination of assets value and related problems of income measurement. 3 s.h.

BUS 364. Intermediate Accounting II. (Prerequisites: Grade of C or better in Business 261 and 262, Business 363, Mathematics 104.) A further study of financial accounting principles. Emphasis is placed on theory and concepts relating to the corporate capital structure. Additional topics covered are pension, lease and cash flow statement. 3 s.h.

BUS 367. Federal Income Tax Accounting. (Prerequisite: Grade of C or better in Business 261 and 262, Mathematics 104.) An introduction to the theory and practice of federal income taxation for individuals and corporations. A practice set will be used to give the student practical application. Special emphasis will be given to individual tax planning. 3 s.h.

BUS 368. Cost Accounting. (Prerequisites: Grade of C or better in Business 261 and 262, Mathematics 104.) A basic consideration of cost principles and procedures as applied to manufacturing concerns. Emphasis will be placed on the analysis of information for managerial decision making within a manufacturing concern. 3 s.h.

BUS 370. Internship. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

BUS 371. **Business Finance.** (Prerequisites: Business 261 and 262 or Business 264, Mathematics 104.) An investigation into the nature of organization finance and its relation to the economy and other aspects of business management. 3 s.h.

BUS 380. **Principles of Retailing.** (Prerequisite: Business 303.) A study of the fundamentals of retailing, retail advertising, management, organization, and controls. 3 s.h.

BUS 390. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

BUS 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BUS 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BUS 400LS. **Global Leadership Competencies.** This course outlines the global leadership qualities necessary to guide teams, build trust, manage projects, and communicate effectively in the business environment. Special attention is given to the business leadership impact of global networks, global thinking and global strategic planning. 3 s.h.

BUS 401. **Seminar in International Business.** (Prerequisite: Senior Standing.) This course provides an understanding of the international business environment facing the multinational firm, focusing on the challenges and opportunities it presents. (Previously offered as Business 390E and 390F.) 3 s.h.

BUS 405. **International Business Negotiation.** An experiential learning course that emphasizes cultural variances in international business negotiations. (Previously offered as Business 490B and Business 491J.) 3 s.h.

BUS 409. **Data Visualization.** (Prerequisites: Business 350 and Mathematics 140): This course introduces computer skills of visualizing data for business representation and reporting. 3 s.h.

BUS 410. **Advanced Topics in Business Analytics.** (Prerequisite: Business 353): This capstone course introduces a number of advanced topics in business analytics, including data warehouse, data and text mining, and business intelligence. 3 s.h.

BUS 426. **Entrepreneurship in Practice.** The contributions of the functional areas of accounting, economics, finance, management, and marketing to the entrepreneurial firm are considered in this course. Various forms of small business ownership will be reviewed. Students will engage in the development of an entrepreneurial plan. Students are expected to deliver the entrepreneurial plan by actively seeking input from the community resources for small business development. Group discussions, projects and case analysis will be integrated in the course. 3 s.h.

BUS 444. **Business Strategy.** (Prerequisites: Senior standing and Business 302, 303, and Economics 201.) This course synthesizes students' knowledge of the functional areas of business by focusing on the formulation and execution of business strategies so as to achieve sustained competitiveness of a company. (Previously offered as Business 490C.) 3 s.h.

BUS 455. **Research Methods.** (Prerequisites: Business 302, Business 303 and Mathematics 140.) A study of the scientific process and research methods and procedures used in decision-making. Emphasis is on the collection and interpretation of data and the relationship of research to the policies and functions of the firm. 3 s.h.

BUS 465. **Advanced Accounting.** (Prerequisites: Grade of C or better in Business 261 and 262, Business 363 and 364, Mathematics 104.) A study of theories applicable to specific business situations such as consolidated statements, governmental accounting, business combinations and liquidations. 3 s.h.

BUS 466. **Auditing.** (Prerequisites: Grade of C or better in Business 261 and 262, Business 363, Mathematics 104.) Fundamental principles and practices of internal and external auditing. Includes an in-depth discussion of internal control and audit procedures. 3 s.h.

BUS 470M. **Internship in Business Administration.** (Prerequisite: All major requirements completed, senior status and minimum of 2.5 GPA in Business Administration Major.) The student works in a business position. Mandatory Pass/Fail. 4 s.h.

BUS 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

BUS 471. **Human Resource Management.** (Prerequisite: Business 302.) An overview of the primary activities and functions performed by the Human Resource Department of an organization, to include the forecasting of human resource needs, the selection, training, evaluation, and compensation of employees, and labor relations. 3 s.h.

BUS 472. **Applied Finance.** (Prerequisites: Business 307) This course focuses on the use of financial concepts for personal and organizational financial needs. 3 s.h.

BUS 474. **Senior Seminar in Management.** (Prerequisites: Business 302.) Through the use of case studies and critical incidents, this course examines the policy implications of managerial decision-making related to contemporary issues in the workplace such as sexual harassment, abusive discharges, comparable worth, implementing change, drug testing, and AIDS. 3 s.h.

BUS 490. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

BUS 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BUS 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

BUS 499. **Business Portfolio Development.** Students will develop evaluation criteria to assess their work. The folder will contain the accumulated work emphasizing student growth, their strengths as well as their weaknesses. 4 s.h.

Chemistry

CHEM 100. **Extraordinary Chemistry.** (Previously offered as Chemistry 190B.) (Three hours lecture and one three-hour laboratory weekly.) General Education course. Designed for the non-science major, this course presents chemistry as an experimental science and draws on chemical principles to illustrate both the workings of science and the scientific method. Basic chemical principles are discussed and then applied to everyday situations. Topics vary, but usually include medicines, foods, pollution and environmental issues, forensic science, and common consumer products. (Not open to students with credit in Biology 290A or Chemistry 290A.) 4 s.h.

CHEM 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CHEM 190. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CHEM 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CHEM 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CHEM 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CHEM 290. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CHEM 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CHEM 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CHEM 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CHEM 390. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CHEM 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CHEM 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CHEM 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CHEM 490. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CHEM 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CHEM 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Child and Family Studies

CFS 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CFS 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CFS 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CFS 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CFS 221: **Family Development (SL):** A family systems theory analysis of the family as a social institution and its interactive dynamics. 3 s.h.

CFS 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CFS 280: **Selected Human Serviced Experiences.** (Prerequisite: Consent of Instructor). A selected experience in a human service agency under the supervision of the CFS program director. 3 s.h.

CFS 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CFS 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CFS 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CFS 301. **Human Development and the Social Environment I.** (Prerequisite: Psychology 102.) This course explores the processes of human development and change from birth through adolescence. The student will analyze this developmental period in terms of the human biological, social, psychological, and cultural systems that have an impact on individual development and change. (Cross-listed with Social Work 301.) 3 s.h.

CFS 302. **Human Development and the Social Environment II.** (Prerequisite: Psychology 102.) This course explores the processes of human development and change from adulthood to senescence. The student will analyze this developmental period in terms of the human biological, social, psychological, and cultural systems that have an impact on individual development and change. (Cross-listed with Social Work 302.) 3 s.h.

CFS 316. **Parent Education.** A sociological view of the family and resources available for educating parents across the developmental spectrum from infancy to adolescence with an emphasis on development and training of parenting materials and programs. 3 s.h.

CFS 318. **Aging.** The aging process and its consequences for the individual, family, and society. Particular focus upon the social, psychological, economic, and physical aspects of aging and the societal programs designed to enhance the well-being of the aged. 3 s.h.

CFS 320. **Intervention with Children and Families.** (Prerequisite: Child and Family Studies 221.) Theories for assessing behavior problems presented by children and families and procedures for designing, implementing and evaluating intervention strategies. Practical applications are made through the use of case studies, role-play, and demonstrations. (Also listed as Social Work 320.) 3 s.h.

CFS 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CFS 380: **Child Life Clinical Experience** (Prerequisite: Child Life students must have a 3.0 grade point average in their major courses prior to being admitted into the junior field experience and have completed Child and Family Studies 220 and 230.) A supervised clinical introduction to the field of Child Life Specialists and work with families in the medical setting. 3 s.h

CFS 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CFS 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CFS 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CFS 430: **Death and Dying.** This course examines death and dying from a family systems and human development perspective providing students with the ability to understand and incorporate grief work in professional practice. 3 s.h.

CFS 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CFS 470D. **Child Life Specialist Internship.** (Prerequisite: Consent of Instructor and completion of Child and Family Studies 380.) A supervised clinical experience serving children and families in the Children's Hospital setting. Students will receive instruction on treatment of the hospitalized child. Mandatory pass/fail. 15 s.h

CFS 480. **Field Experience in Child and Family Studies. (SL)** (Prerequisite: Consent of Instructor and completion of Child and Family Studies 380 if a Child Life major) A supervised experience providing services to children and/or families in the student's area of emphasis. 3 s.h

CFS 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CFS 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CFS 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Communication Studies

COMM 100. **Introduction to Oral Communication.** Introduction to the fundamentals of effective oral communication with emphasis on informative and persuasive speaking, and group communication and leadership. (Previously offered as Speech 104.) 3 s.h.

COMM 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

COMM 180. **Pearce Communication Lab Training and Development.** (Prerequisite: Consent of Instructor.) This course provides training and development for students working in the Pearce Communication Lab. This course involves research-based writing and speaking assignments, shadowing, and peer advising. This course may be taken up to 3 times for course credit. (Previously offered as Communication 190A.) 1 s.h.

COMM 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

COMM 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

COMM 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

COMM 200. **Survey of Communication Studies.** Introduction to the communication discipline cultivating engaged participation in a line of communication inquiry. This course explores the history of the field, basic theories and concepts in various communication contexts, and research methods/perspectives. (Previously offered as Speech 210.) 3 s.h.

COMM 205. **Introduction to Leadership & Professional Communication.** This course examines current theory and practice in the burgeoning fields of Leadership and Communication Studies. Students will develop a personal plan designed to target and enhance the communication and leadership knowledge and skills needed to best prepare for future professional opportunities. Topics include leadership styles, building and bridging networks of relationships, communicating expectations and goals, and negotiating and managing conflict. Students will revisit their tactical career plan during their required Senior Capstone Project course. 3 s.h.

COMM 210. **Interpersonal Communication.** (Prerequisite: Communication 100 or Liberal Arts 2211.) An introduction to basic theories and concepts of communication in the development and maintenance of relationships with an emphasis on developing communication competence. (Previously offered as Speech 330, Speech 280.) 3 s.h.

COMM 220. **Advanced Public Speaking.** (Prerequisite: Communication 100 or Liberal Arts 2211 and Computer and Information Science 137 or Computer and Information Science 140.) Theoretical and practical experience in the composition and delivery of informative, persuasive, and ceremonial speaking for rhetorical leadership in business and professional life. (Previously offered as Speech 220.) (Not open to students with credit in Speech 230 or 233.) 3 s.h.

COMM 225. **Presidential Rhetoric.** (Prerequisites: Communication 100 or Liberal Arts 2211.) This course is primarily a study of presidential rhetorical genres (like inaugural addresses), using the ideas(s) of genre to think through and evaluate presidential rhetoric and how rhetoric helps constitute our understanding of the presidency. The course also focuses on case-study discourse of specific American presidents and how those discourse showcased effective leadership during national crises. The course is particularly valuable for any student wishing to pursue a career in politics. 3 s.h.

COMM 230. **Health Communication.** (Prerequisites: Communication 100 or Liberal Arts 2211.) An introduction to communication within the context of the health care industry. Students learn effective communication practice for patient-provider communication, provider team communication, health care information and advocacy, and health care public relations. 3 s.h.

COMM 235. **Nonverbal Communication.** (Prerequisites: Communication 100 or Liberal Arts 2211.) The purpose of this course is to better understand unspoken, non-linguistic nonverbal influences on communication. In particular, this course will focus on characteristics like appearance, body, eye, and facial movement, touch and smell, time and space, and how these characteristics intersect. We will also examine nonverbal influences in online, virtual environments as well as consider ways in which culture and identity implicitly influence interaction. 3 s.h.

COMM 240. **Small Group Communication.** (Prerequisite: Communication 100 or Liberal Arts 2211.) The study of communication in the context of small group interaction including theoretical and practical experience in the dynamics of group interaction, discussion and decision making, and leadership. (Previously offered as Speech 240.) 3 s.h.

COMM 250. **Business and Professional Communication.** (Prerequisite: Communication 100 or Liberal Arts 2211.) An introduction to communication theory and practice within the business and professional context in order to cultivate business and professional leadership potential. The emphasis is on acquisition of skills for use in interviewing processes, networking, business meetings, professional presentations, and business leadership. (Previously offered as Speech 250.) 3 s.h.

COMM 255. **Computer Mediated Communication.** (Prerequisites: Communication 100 or Liberal Arts 2211.) This course focuses on new, computer generated communication mediums (like Facebook) to help students better understand the influence of technology on how relational partners communicate online and how such technology changes the nature of personal relationships. The class also covers problematic trends in the issue of social media (like cyberbullying). Further, the course is particularly invested in critical issues of gender, race, and sexuality within the social media context. 3 s.h.

COMM 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

COMM 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

COMM 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

COMM 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

COMM 300. **African American Rhetoric.** (Prerequisites: Communication 100 or Liberal Arts 2211.) Introduction to the rhetorical characteristics of African American discourses with an emphasis on significant African American voices advocating social change through a variety of rhetorical means. Students will learn the differences between Western/Eurocentric and Afrocentric approaches to rhetorical theory, practice, and criticism. (Previously offered as Communication 290A.) 3 s.h.

COMM 310. **Persuasion.** (Prerequisites: Communication 100 or Liberal Arts 2211.) Theoretical approaches to analyzing persuasive messages in the mass media, political campaigns, and social movements. Students will develop skills in critical analysis of public discourse. (Previously offered as Speech 310.) 3 s.h.

COMM 320LS. **Leadership and Communication.** (Prerequisites: Communication 100 or Liberal Arts 2211.) The study of leadership as a relational and transactional process of mutual influence between leaders and followers for the accomplishment of collective goals. Students will complete a course-related leadership project focused on the analysis of practical theoretical and critical experiences in leadership as applied to the Division's Philosophy of Leadership and the Four C's of Leadership at Columbia College. Students will present the results of their projects in a public forum and will write reflection papers assessing how their projects helped them develop as competent communicators and leaders. (Previously offered as Speech 320.) 3 s.h.

COMM 330. **The Rhetoric of Public Advocacy.** (Prerequisites: Communication 100 or Liberal Arts 2211.) Rhetorical theory and criticism with an emphasis on public advocacy discourses. Students learn critical perspectives for analyzing, interpreting, and evaluating public communication in American history. (Previously offered as Speech 315.) 3 s.h.

COMM 335 **Political Communication.** (Prerequisites: Communication 100 or Liberal Arts 2211.) This course will focus on many aspects of political communication including the nature of political communication, ideology, politics, and media, presidential rhetoric, political campaigns, and news coverage of politics. Rooted in contemporary, critical approaches to

studying communication and rhetoric, the course will be an in-depth look at the link between rhetoric, government, and citizenship. 3 s.h.

COMM 340. **Intercultural Communication.** (Prerequisites: Communication 100 or Liberal Arts 2211.) An introduction to the fundamental topics, principles, and theories of culturally diverse message systems. The course emphasizes an appreciation of multiple worldviews and the development of intercultural competence to prepare students for engagement in a global community. (Previously offered as Speech 340.) 3 s.h.

COMM 350. **Organizational Communication.** (Prerequisites: Communication 100 or Liberal Arts 2211.) The study of communication networks as the structuring principle of organizational life with emphasis on organizational culture, employee socialization, power, and leadership as a transactional process capable of cultivating beneficial change in an organizational context. (Previously offered as Speech/Business 290B, Speech 350.) 3 s.h.

COMM 355. **Leadership, Crisis & Communication.** This course examines the latest theory, practice, and innovative approaches for handling organizational crisis from a Communication Studies perspective. This course will highlight successes and failures in dealing with core issues of crisis leadership, managing uncertainty, communicating effectively, understanding risk, promoting communication ethics, enabling organizational learning, and producing renewing responses to crisis. (Previously offered as Comm 390D.) 3 s.h.

COMM 360. **Gender and Communication.** (Prerequisites: Communication 100 or Liberal Arts 2211.) An exploration of the cultural definitions of femininity and masculinity emphasizing how gender shapes individuals' communication and cultural views of women and men. (Previously offered as Speech 290C, Speech 360.) 3 s.h.

COMM 365. **Media and Popular Culture.** (Prerequisites: Communication 100 or Liberal Arts 2211.) This course will bring together the scholarly traditions of contemporary rhetorical criticism and critical/cultural studies (including Marxist and feminist critiques) in the investigation of popular culture discourse. Topics include the media of film, television, music, and the internet. 3 s.h.

COMM 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

COMM 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

COMM 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

COMM 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

COMM 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

COMM 480. **Senior Capstone Project.** This course is designed to be a culminating experience for the Leadership & Communication and Health Communication majors. The student is expected to produce a final project including oral and written components. 1 s.h.

COMM 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

COMM 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

COMM 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

COMM 499. **Senior Seminar in Communication.** (Prerequisite: Completion of or enrollment in courses for completion of the Communication Major requirements.) A capstone course in communication research methodologies culminating in an original research project. (Previously offered as Speech 495.) 3 s.h.

Computer and Information Science (CIS)

CIS 100. **Introduction to Computers and Information Technology.** Basics of computer systems. Emphasis is placed on specific software package such as electronic spreadsheet, database management, and desktop publishing software. (Previously offered as Comp 140.) 3 s.h.

CIS 109. **Computer Science for the Liberal Arts.** (Prerequisite: Mathematics100, or Mathematics placement above 100.) This course introduces students to the computer science discipline through exploration of a variety of topics. Applications and connections to contemporary society are emphasized. This course satisfies the mathematics general education requirement. (Previously offered as CIS 120.) 3 s.h.

CIS 110. **Fundamentals of Computer and Information Science.** (Prerequisite: Mathematics100 or placement in Mathematics104 or higher, or Consent of the Program Coordinator.) A broad introduction to computer and information science. Topics include hardware, software, applications, systems development, ethics, and an introduction to programming. (Previously offered as CIS 141.) 3 s.h.

CIS 111. **An Introduction to Programming using Visual Basic.** (Prerequisite: a Computer and Information Science course and a grade of C or better in Mathematics104, or Consent of the Program Coordinator.) An introduction to procedural programming techniques including variables, control structures, functions and procedures in an object-oriented event-driven environment. 3 s.h.

CIS 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CIS 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CIS 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CIS 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CIS 211. **Programming I.** (Prerequisite: A grade of C or better in Computer and Information Science 111 or Consent of the Program Coordinator.) An introduction to programming and problem-solving using a high level programming language. Topics include data types, variables, assignment, control structures, arrays, and an introduction to object-oriented programming. 3 s.h.

CIS 212. **Programming II.** (Prerequisite: A grade of C or better in Computer and Information Science 211.) A further study of programming and problem-solving using object-oriented programming techniques. Topics include: abstraction, inheritance, polymorphism, error-handling, and data structures. 3 s.h.

CIS 221. **Fundamentals of Hardware and Software.** (Prerequisite: Computer and Information Science 110.) An introduction to computer architecture and operating systems. Topics include computer system components, peripheral devices, operating software, i/o devices and extensions, and an introduction to networked computer systems. 3 s.h.

CIS 230. **Introduction to Web Development.** (Prerequisite: Computer and Information Science 109 or 110.) An introduction to Web development from design to implementation using Web tools and technologies such as HTML and other authoring and scripting languages. 3 s.h.

CIS 250. **Networks.** (Prerequisite: Computer and Information Science 221.) This course provides an in-depth knowledge of data communications and networking requirements including networking and telecommunications technologies, hardware, and software. 3 s.h.

CIS 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CIS 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CIS 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CIS 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CIS 310. **Principles of Information Systems.** An introduction to contemporary information systems. The focus of the course will be the key components of information systems – people, software, hardware, data, and communication technologies, and the integration of information systems in organizations in a global world. 3 s.h.

CIS 313. **Software Development.** (Prerequisite: A grade of C or better in Computer and Information Science 212.) This course focuses on tools and techniques necessary in modern software development. Topics include: data structures and algorithms, software life cycle including requirements, specifications and design, selected modern programming techniques. 3 s.h.

CIS 320. **E-Commerce.** This course examines strategic and operational issues of doing business in an online environment. Technological solutions and emerging technologies will be addressed.

CIS 330. **Multimedia Systems.** (Prerequisite: Computer and Information Science 221.) An introduction to multimedia systems for information delivery. Topics include: networked multimedia, www, virtual reality, imaging, hypertext, hypermedia, data encoding and compression. 3 s.h.

CIS 340. **Systems Analysis and Design.** (Prerequisite: Computer and Information Science 110 and Computer and Information Science 111.) A study of the processes, methodology and issues related to the analysis and design of information systems. Topics include: requirement analysis, system development life cycle, structured design, feasibility studies, installation and implementation. 3 s.h.

CIS 350. **Database Management Systems.** (Prerequisite: Computer and Information Science 110 and Computer and Information Science 111.) A study of database management concepts and techniques. Topics include: data modeling using entity-relationship, relational, hierarchical and network models, use of SQL (structured query language) and other database software to develop databases. 3 s.h.

CIS 351. **Managing Information and Data.** This course covers the design and implementation of database from requirements specifications, data modeling, implementation and manipulation using SQL. Other topics will include database security, the understanding of the importance of data, information, and databases within an enterprise information system, and web connectivity issues. 3 s.h.

CIS 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CIS 370A. **Applications of Computer Systems.** (Prerequisites: Computer and Information Science 111 and 250.) Hands-on experience with the computer support staff at Columbia College. Activities will involve maintaining a network and a collection of hardware and software applications. 1-4 s.h.

CIS 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CIS 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CIS 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CIS 399LS. **Leadership Semester in Computer and Information Science.** (Prerequisites: Junior or Senior standing and Consent of the Program Coordinator.) An exploration and reflection of the student's leadership experiences in conjunction with a required or optional activity such as an internship, senior project, research experience, or community service. A reflective essay or journal and an oral presentation are required. 1 s.h.

CIS 400. **Ethics in Information Systems.** This course provides a strong foundation for ethical decision-making for Information Systems professional. It addresses the ethical and legal implications of information technology in modern society. Included are topics such as professional code of Ethics, intellectual property, privacy issues, and Internet crime. 3 s.h.

CIS 430. **Advanced Web Development.** (Prerequisite: Computer and Information Science 230 and 350.) This course introduces advanced web tools for designing, developing, implementing and maintaining web sites. Topics include interactivity, multimedia elements including animation, and linking to a database. 3 s.h.

CIS 440. **Management Information Systems.** (Prerequisite: Computer and Information Science 340.) This course examines the connection between organizational strategy and electronic methods of delivering products and services in inter-organizational, national and global environments. Topics include: e-commerce, business models, supply-chain, information privacy and security, legal and ethical issues, security, business intelligence, and systems planning, development and acquisition.. 3 s.h.

CIS 450. **Artificial Intelligence.** (Prerequisite: Computer and Information Science 212 or Consent of the Program Coordinator.) An overview of the history of the development of artificial intelligence together with an in-depth study of current topics in artificial intelligence, including expert systems and robotics and the programming skills used in this field. (Previously offered as Comp 440.) 3 s.h.

CIS 460. **IS Project Management.** This course is focused on the processes, methods, techniques and tools used in information systems project management. Topics will in particular include initiating, planning, executing, and closing IS projects. 3 s.h.

CIS 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CIS 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CIS 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CIS 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CIS 498. **Senior Project.** (Prerequisite: Senior Computer and Information Science major or Consent of the Program Coordinator.) The senior project may be an in-depth study of a topic in computer and information science or may consist of a significant application in the field. The Division's approval of each student's proposed project must be secured during the semester before the student enrolls for credit in this course. 3 s.h.

CIS 499. **CIS Portfolio Development.** Students will reflect on and evaluate their work in the Computer Information Systems major. The electronic portfolio will contain the accumulated work emphasizing student growth, their strengths as well as their weaknesses. 1 s.h.

Contractual Studies

CS **Seminars.** Interdisciplinary seminars may be provided under the auspices of the Center for Contractual Studies. The title of these seminars will be announced. 1 s.h. each.

CS 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CS 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CS 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CS 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CS 193. **Internship.** (Prerequisite: Consent of Instructor.) Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Cannot be taken Pass/Fail. 1-4 s.h.

CS 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CS 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CS 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CS 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CS 293. **Internship.** (Prerequisite: Consent of Instructor.) Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Cannot be taken Pass/Fail. 1-4 s.h.

CS 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CS 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CS 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CS 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CS 393. **Internship.** (Prerequisite: Consent of Instructor.) Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Cannot be taken Pass/Fail. 1-4 s.h.

CS 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

CS 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

CS 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CS 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

CS 493. **Internship.** (Prerequisite: Consent of Instructor.) Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Cannot be taken Pass/Fail. 1-4 s.h.

CS 498. **Senior Project.** A summary academic work representing the culmination and synthesis of one's area of special concentration. To be evaluated by the Advisory Council of the Center for Contractual Studies. 1s.h.

Dance

DAN 105. **Dance Appreciation.** This is a course designed to introduce students to the dance phenomenon. An appreciation of dance will be promoted through a study of historical and theoretical discourse, writings in dance criticism, and attendance at a live dance performance. 3 s.h.

DAN 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

DAN 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

DAN 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

DAN 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

DAN 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

DAN 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

DAN 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

DAN 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

DAN 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

DAN 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

DAN 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

DAN 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

DAN 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

DAN 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

DAN 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

DAN 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Economics

ECON 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ECON 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ECON 191.. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ECON 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ECON 201. **Principles of Economics I, Macroeconomics.** (Prerequisite: Grade of C or better in Mathematics 104, 107, or 160.) A study of the theory of income, employment and price determination, along with a brief examination of international economics. Emphasis is placed on the national economy and policies that affect it. 3 s.h.

ECON 202. **Principles of Economics II, Microeconomics.** (Prerequisites: Economics 201 and Grade of C or better in Mathematics 107 or 160.) An examination of the ways in which a market economy allocates scarce resources to the production of goods and services and an analysis of alternate market structures. The determinants of prices, wages and production are discussed. 3 s.h.

ECON 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ECON 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ECON 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ECON 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ECON 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ECON 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ECON 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ECON 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ECON 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ECON 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ECON 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ECON 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Education

EDU 110. **Instructional Technology.** Teacher candidates will extend their knowledge of instructional technology operations and concepts. The impact and application of technology on learning, professional productivity, and practice will be the focus of the course. Teacher candidates will construct effective learning experiences supported by technology for use in diverse classrooms. All activities will be compiled into an electronic portfolio. (Previously offered as Education 410.) 1 s.h.

EDU 143. **Computer Studies in Elementary Education.** (Prerequisite: Education 110.) Elementary teacher candidates will investigate electronic resources available for integration and enhancement of curriculum at the elementary level. Teacher candidates will design units of study that include methods and strategies for applying technology to maximize the learning of diverse student populations in the elementary classroom. Four hours of elementary classroom observation will accompany this course. All activities will be compiled into an electronic portfolio. 1 s.h.

EDU 150. **Introduction to the Profession of Teaching.** This course will introduce aspiring teacher candidates to the field of education. Students will explore the history and foundations of education, the current and diverse classroom composition, differences in learning and appropriate teaching methods, management and assessment skills and the importance of creating positive relationships with students, their families and colleagues. Students will become familiar with the vocabulary and issues of education today, the path to becoming a certified teacher in South Carolina and the academic rigor of the education program at Columbia College. This course will require all students to register and take all 3 parts of the Praxis I, a test required of all potential teacher candidates, unless status of exemption is achieved through SAT scores (see Education Division). Failure to complete this requirement will result in students receiving an I in the course. 3 s.h.

EDU 160. **Preparation for Careers in Education.** This course will focus on providing opportunities for teacher candidates to observe, review, demonstrate, and reflect on specific principles for a career in teaching in South Carolina public schools. The South Carolina Evaluation System, an integrated system of State Standards, guidelines, and strategies designed to promote excellence in the teaching profession will be presented. Specifically, future teacher candidates will gain and demonstrate knowledge on how to successfully plan instruction, as well as navigate the evaluation process for continuing employment once certification is completed. Finally, career options in public education will be explored. 2 s.h.

EDU 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

EDU 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

EDU 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

EDU 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

EDU 203. **Human Growth and Development.** A review of physical, social, emotional, and intellectual growth and development as they occur throughout the life span (childhood, adolescence, and adulthood). (Also listed as Psychology 203.) 3 s.h.

EDU 210. **Development and Learning: Birth through Age Eleven.** This course will help teacher candidates develop an understanding of theories of growth and development, theories of learning and motivation, and how these principles and concepts relate to classroom learning. It will stress the importance of physical, social, cultural and emotional factors on the cognitive and language development of infants and children. 3 s.h.

EDU 211. **Development and Learning: The Adolescent Years.** This course will help teacher candidates develop an understanding of theories of growth and development, theories of learning and motivation, and how these principles and concepts relate to classroom learning. It will stress the importance of physical, social, cultural and emotional factors on the cognitive and moral development of adolescents. This course is intended for middle level and secondary certifiers. 3 s.h.

EDU 212: **Adolescent Development.** (Prerequisite or Co-requisite: Education 210) This course will help teacher candidates develop an understanding of theories of growth and development for adolescents and relate to classroom learning. It will stress the importance of physical, social, cultural and emotional factors on the development of adolescents. This course is intended for K- 12 certifiers only. Students obtaining secondary education certification must take Education 211 only. 1 s.h.

EDU 215. **Oral Grammar Enrichment.** (Consent of the Instructor required.) This course, primarily designed for students expecting to certify to teach will assist students in improving use of Standard American English. The course develops competence and autonomy in appropriate usage in oral (and written) forms. The student will differentiate among dialects, casual speech, and Standard American English. Code switching and appropriate academic/professional language use will be practiced. (Not open to students who have received credit for Education 191C.) 1 s.h.

EDU 230. **Learners and Learning.** (Not open to students with credit in both Education 203 and Education 253.) Human development across the lifespan; particularly focusing on stages of development, application of learning theories, individual differences (including exceptionalities, gender, culture, and ethnicity), effective instructional strategies and critical thinking skills. 3 s.h.

EDU 253. **Educational Psychology.** (Prerequisite: Pass Praxis I) A study of the psychological theories and investigations related to learning processes and to the total development of the individual. Application to school situations and problems is made.
3 s.h.

EDU 259. **Introduction to the Planning of Instruction.** This course is designed to introduce effective planning of instruction. Emphasis will be given to South Carolina Department of Education guidelines and professional organization standards. Strategies introduced in this course will be applied in all field experiences and methods courses. Resulting products may be included in the professional education portfolio. 1 s.h.

EDU 260. **Shadowing in Schools** (Field Experience I). (Prerequisite: Pass Praxis I, Co-requisite: Education 160) Teacher candidates will observe and implement specific principles of teaching in public schools. The principles, procedures, and methods will be practiced as a future teacher shadows a classroom teacher in tutoring, small groups, and whole class instructional strategies. Teacher candidates will work in academic assistance in small and large groups of diverse students in lesson planning, assisting in grading student work, and working collaboratively with professional team/school departments. Application of a variety of developmentally appropriate experiences that demonstrate varied approaches to knowledge construction will be studied. (Not open to students with credit in Education 370C, Special Education 370M, Speech Language Pathology 270C, or Education 270E.) (Previously offered as Education 270E.) 1-3 s.h.

EDU 270. **Internship**. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

EDU 290. **Special Problems**. A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

EDU 291. **Independent Study**. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

EDU 292. **Independent Study**. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

EDU 318. **Moral and Political Foundations of Teaching**. This course is designed to develop understanding of public education in the United States from historical, sociological, political, and moral perspectives. Teacher candidates will examine and research current policies and practices, such as educational organizations, funding, legislation, court cases, curriculum and instruction. Teacher candidates will begin to build a knowledge and skill base for teacher leadership through cultural awareness, self-assessment, team building, and goal setting strategies in study groups. A variety of data collection techniques will be organized in a professional portfolio. 3 s.h.

EDU 322. **Early Childhood Special Education**. (Prerequisite: Pass Praxis I and Special Education 332.) This course will look at the integration of concepts from the disciplines of Early Childhood Education, Special Education and Child Development. Teacher candidates will apply principles of early intervention programs for children with exceptionalities. Future teachers will explore effective service delivery models and curriculum development for children with exceptionalities, ages birth through eight years. Family involvement and community services will be emphasized. 3 s.h.

EDU 325. **Development and Learning in the Early Years**. (Prerequisite: Pass Praxis I) The development of the whole child from birth through age eight, with emphasis placed on physical, social, emotional and cognitive factors with a concentration on language acquisition. The role of the family and society in the child's development will be stressed. Observations of young children in a variety of settings will be required. 3 s.h.

EDU 328. **Integrating Assessment and Instruction**. (Prerequisite: Pass Praxis I) This course is designed to develop teacher candidates' competencies in selecting appropriate assessment methods; constructing/developing formative and summative assessments; administering, scoring, and analyzing assessments; communicating assessment results; and, making instructional decisions based on assessment results. Candidates will be expected to demonstrate an understanding of and an ability to apply information from this course through a variety of in-class and field activities. Candidates will select a specific content area and grade level on which to focus and develop an assessment portfolio of artifacts as evidence of competence in the areas mentioned above. (Not open to students with credit in Education 411 and Education 370D.) 3 s.h.

EDU 329. **Facilitating Positive Learning Behaviors**. (Prerequisite: Pass Praxis I) Teacher candidates will gain an understanding of the basic principles of classroom and behavior management as they explore the foundation of positive behavior supports. The candidates will develop a personal philosophy of effective classroom management as they match research based models with their individual styles to create a personalized design for an effective learning environment. This course is designed for teacher candidates who will be in general and special education settings with children of all ages and

emphasizes the teacher as the collaborative professional, leading the classroom in the application of the principles of effective management. 3 s.h.

EDU 345. **Arts Integration.** This course will equip teacher candidates with the knowledge and skills to integrate the five arts – literature, visual art, drama, dance and movement, and music – into their discipline based curriculum and individual lessons. 3 s.h.

EDU 346. **Issues in Early Childhood Education.** (Prerequisite: Pass Praxis I) A survey of contemporary issues in the field, which may include NAEYC guidelines, developmentally appropriate practice, health, safety, nutrition, child advocacy, ethical and professional behavior, assessment and evaluation of young children, family and professional community relationships, appropriate technology usage, and diversity. 3 s.h.

EDU 351. **Effective Reading Strategies.** (Prerequisite: Pass Praxis I) A study of the nature of the reading process and of principles, methods and materials for the development of effective reading as applied to a developmental curriculum. Attention will be given to the development of informal assessment and diagnostic techniques as well as remediation strategies. The course will reflect South Carolina and International Reading Association Standards. 3 s.h.

EDU 352. **Effective Language Arts Strategies.** (Prerequisite: Pass Praxis I) Teaching specific concepts and skills associated with the important aspects of communication - writing and oral language - will be the focus for this course, using the South Carolina Standards. Teacher candidates will learn how to connect these aspects of communications skills with reading as well as other disciplines across the curriculum. 3 s.h.

EDU 354. **Effective Science Strategies.** (Prerequisite: Pass Praxis I) Through this course teacher candidates will examine the theoretical and practical aspects of teaching the biological, physical, earth and space sciences – Future teachers will become familiar with the National Curriculum Standards, and South Carolina Standards for science education. They will also develop an understanding of instructional strategies, activities, and materials that will enhance student learning in the sciences. 3 s.h.

EDU 357. **Effective Health and Physical Education Strategies.** (Prerequisite-Pass Praxis I) The course is designed to provide teacher candidates with knowledge and understanding of the major concepts in health education and physical education (human movement and physical activity). Candidates will use knowledge of health education to create opportunities that contribute to good health. In addition, candidates will use knowledge of physical education to foster active, healthy life styles and enhanced quality of life for themselves and for young children and adolescents. 2 s.h.

EDU 358. **Early Childhood Curriculum: Methods and Materials.** (Prerequisite: Pass Praxis I; Pre- or Co-requisite: Education 259.) Students will examine developmentally appropriate curricula and materials for children and youth ages birth through age 8, with special emphasis on pre-primary and primary levels. Students will develop and evaluate instructional strategies, activities, and materials which will enhance student learning in the various areas of the early childhood curriculum, focusing on interdisciplinary inquiry-based learning. 3 s.h.

EDU 360. **Apprenticeship for Teaching (Field Experience II).** (Prerequisite: Pass Praxis I) Teacher candidates will plan, implement, and assess appropriate instructional procedures for diverse students. Future teachers will experience a progression of increasing responsibilities from tutoring to working with small and large group instruction. Lesson planning, assessment, evaluation and grading techniques, case studies, classroom management strategies, and the State evaluation process for professional teaching will be addressed and practiced. Teacher candidates will experience working with students of various abilities, exceptionalities, and cultural and linguistic diversities. (Previously offered as Education 370E and Education 470C.) 2-3 s.h.

EDU 361. **Effective Social Studies Strategies.** (Prerequisite: Pass Praxis I) Through this course teacher candidates will examine the theoretical and practical aspects of teaching social studies to young learners. Teacher candidates will learn to translate knowledge and data-gathering processes from history and the social sciences into appropriate and meaningful social studies experiences for children and youth. Teacher candidates will also develop an understanding of and practice using instructional strategies, activities, and materials that will enhance learning in social studies. The course will also address teaching social studies from the global perspective of a multicultural society while advocating civic participation. 3 s.h.

EDU 368. **Understanding Diverse Learners.** Diversity manifests itself in a variety of forms in today's educational settings. This course is designed to develop an understanding of and appreciation for cultural, racial, ethnic, and religious diversity, as well as differences in class, gender, learning styles, ability, etc. Examination of societal expectations and stereotypes, and self-examination of personal prejudices and biases will help prepare future teacher candidates to deal effectively with diverse populations of learners. 2 s.h.

EDU 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

EDU 371. **Foundations in Reading.** (Prerequisite: Pass Praxis I) This course will provide the theoretical and evidence-based foundations of reading and writing processes and instruction for PreK and Elementary classroom teachers. 3 s.h.

EDU 372. **Instructional Practices in Literacy** (Prerequisite: Pass Praxis I, Education 371) This course will focus on providing pre-service teachers with the ability to utilize instructional approaches, materials, and an integrated, comprehensive, balanced curriculum to support student learning in reading and writing; and have the knowledge to create a literate environment that fosters reading and writing by integrating foundational knowledge, instructional practices, approaches and methods, and curriculum materials. Students will develop awareness, understanding, respect, and a valuing of differences in society. 3 s.h.

EDU 373. **Reading and Writing Across the Content Areas.** (Prerequisite: Pass Praxis I, Education 371, Education 372.) This course will focus on equipping teacher candidates to use instructional approaches, materials and an integrated, comprehensive, balanced curriculum to support student learning in reading and writing across the disciplines. Teacher candidates will be engaged with literary practices that develop awareness, understanding, respect and a valuing of differences in our society, as well as those which support dual language learners. Teacher candidates will continue to develop an understanding of the elements of creating a literate environment in the elementary school. 3 s.h.

EDU 377. **Children's Literature.** (Prerequisite: Pass Praxis I) In this course, teacher candidates will learn criteria for critiquing quality children's and adolescent literature. Teacher candidates will construct the curriculum through the interpretation of children's literature and adolescent literature using such techniques as reading aloud, storytelling, drama, puppetry, and others. Teaching activities will be integrated with the three parts of communication: reading, writing, and oral language. (Cannot be taken for 3 s.h. if credit has been earned in Education 390L.) 2-3 s.h.

EDU 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

EDU 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

EDU 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

EDU 431. **Effective Mathematics Strategies.** (Prerequisite: Mathematics 117 and Pass Praxis I.) Through this course, teacher candidates will examine the theoretical and practical aspects of teaching mathematics to young learners. Future teachers will become familiar with national curriculum standards and [South Carolina standards for K-6 mathematics](#) instruction. They will develop an understanding of instructional strategies, activities, and materials that will enhance student learning in this area. A special emphasis will be placed on the appropriate development and use of manipulatives and technology in the classroom. 3 s.h.

EDU 452. **Assessment of Literacy.** (Prerequisite: Pass Praxis I, Education 371, Education 372, and Education 373) This course will focus on literacy assessment and evaluation. Teacher candidates will use a variety of assessment tools to plan and evaluate effective reading and writing instruction. Teacher candidates will be able to communicate assessment results and

implications for interventions for all children including learners with diverse backgrounds, dual languages, or exceptionalities. 3 s.h.

EDU 459. Early Childhood Curriculum, Organization and Management. (Prerequisite: Pass Praxis I and Education 358 or Consent of Instructor.) This course will deal with the historical, theoretical, and practical issues involved in the organization and management of early childhood programs, with emphasis on “developmentally appropriate teaching applications.” The teacher candidate will explore issues of child development and learning, curriculum development and implementation, assessment, program model evaluation, and professionalism. Emphasis will be placed on early childhood programs for ages four through eight years. 3 s.h.

EDU 470. Internship. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

EDU 471. Early Care and Education Internship. A supervised experience working in a child care agency. (Mandatory Pass/Fail.) 6 s.h.

EDU 475. Mentoring Teacher Leaders: Theory and Practice. (Prerequisite: Consent of Instructor.) This course is designed to give certifying majors the opportunity to develop an understanding of leadership as demonstrated in educational settings. Teacher candidates will investigate the concepts of courage, commitment, confidence, and competence, as associated with the ability to lead, while enrolled in the course. Teacher candidate will work with identified leaders in public school systems as part of the course requirements; off campus time is required. 3 s.h.

EDU 485LS. Internship in Teaching (Directed Teaching). (Prerequisite: Pass Praxis I and all courses in Professional Education and Specialization.) Teacher candidates will work under the direction of an experienced classroom teacher (certified Speech Language Pathologist for Speech Language majors) and assume increasing responsibilities up to full responsibility for a class. Placements will be made only with Richland I and II, and Lexington I, II and V. Dance Education and Speech Language Pathology majors are the only exceptions to this policy. (Cannot be audited.) 12 s.h.

EDU 486LS. Professional Development and Teacher Leadership. (Prerequisite: Pass Praxis I) This course is offered concurrently with Directed Teaching. The course provides education majors opportunities which will assist in the transition from teacher candidate to professional educator. Based on professional standards related to specific majors and education in general, teacher candidates will design and implement lesson plans to meet the needs of a culturally diverse student population. A major focus on current theory and practices, based on research, include: effective instructional strategies, curriculum design, classroom management and conflict resolution skills, assessment and evaluation strategies, and practice in various content areas. Teacher candidates, as collaborative professionals, will be involved in the total school program, both in and out of the classroom, in participating in professional development and in professional organizational activities. A professional development portfolio focusing on effective teaching strategies, professional activities, and models of teacher evaluation is required. 2 s.h.

EDU 490. Special Problems. A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

EDU 491. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

EDU 492. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

English

ENG 101. Analytical Thinking, Writing, and Research I. This course prepares students for academic writing at the college level with special attention to exposition and argument. Students learn to focus, organize, support, and develop their

ideas and to provide proper attribution for secondary sources. Individual sections of this course will focus on a particular theme – such as the family, education, pop culture, gender, ethnography, or film. 3 s.h.

ENG 102. **Writing about Literature.** (Prerequisite: English 101 and, if required by placement, English 110) This course furthers the writing, reading, and thinking skills taught in English 101. It provides students with an introduction to reading and writing from a literary perspective and to researching, synthesizing, and incorporating scholarly sources into students' own arguments.. 3 s.h.

ENG 110. **Strategies for Academic Success in College.** This course, primarily designed for first-year students, proposes to assist students in the following learning strategies: time management, reading comprehension, critical reading, listening, note taking, study for and taking tests, and vocabulary development. The course develops competence and autonomy in choosing appropriate learning strategies for varying academic situations. Elective credit only. 3 s.h.

ENG 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ENG 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ENG 191. **Independent Study.** (Prerequisite: English 101.) Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ENG 192. **Independent Study.** (Prerequisite: English 101.) Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ENG 200. **Survey of World Literature.** (Prerequisite: English 101) A course designed to help the student appreciate literature as human experience and art. Selections from various periods, nationalities, and genres will serve as text materials. 3 s.h.

ENG 203. **The Modern Fairy Tale.** This course explores the evolution of the fairy tale into its modern form. Students will explore the complex history of this genre and its literary value--in fictional, poetic, and dramatic form—through Anglo-European texts as well as through texts from around the world. 3 s.h.

ENG 205. **Introduction to Mass Communication.** (Prerequisite: English 101, 102, and, if required by placement, English 110.) A course introducing students to the variety of media that have transformed mass communication in contemporary society. The history of various forms of media, including books, magazines, newspapers, advertising, film, television, radio, and the Internet, will be explored as well as the issues and challenges that these various forms of media raise. Students will consider the impact of changing technologies on media and will practice reading, analyzing, and interpreting various print and non-print texts. 3 s.h.

ENG 210. **British Literature to 1660 (Medieval and Renaissance).** (Prerequisite: English 101) A survey of British literature from its beginnings to 1660. (Not open to students with credit for English 320.) 3 s.h.

ENG 220. **British Literature 1660 to 1832 (Neoclassical and Romantic).** (Prerequisite: English 101) A survey of British literature from 1660 to 1832. (Not open to students with credit for English 321 or 333.) 3 s.h.

ENG 230. **British Literature Since 1832 (Victorian and Modern).** (Prerequisite: English 101) A survey of British literature from 1832 to the present. (Not open to students with credit for English 334 or 335.) 3 s.h.

ENG 231. **Sex, Lies, and Anxieties in British Literature and Film.** (Prerequisite: English 101) This course examines the ways in which various British poets, fiction writers, and film directors have addressed concerns about fear, horror, and the depths of human psyche – including anxieties about gender, class inequity, and social justice – from the French Revolution through the present. 3 s.h.

ENG 240. **American Literature I.** (Prerequisite: English 101) American literature from its beginnings to the Civil War. (Not open to students with credit for English 336.) 3 s.h.

ENG 250. **American Literature II.** (Prerequisite: English 101) American Literature from the Civil War to the present. (Not open to students with credit for English 338 or 343.) 3 s.h.

ENG 251. **African-American Literature through Reconstruction.** (Prerequisite: English 101) This course begins with an examination of slave narratives and includes writing by African Americans through the Reconstruction. 3 s.h.

ENG 252. **Twentieth-Century African-American Literature.** (Prerequisite: English 101) This course includes works by writers from the Harlem Renaissance and by African-American writers through the twentieth century. 3 s.h.

ENG 261. **Collecting Treasures: Contemporary African Literature.** (Prerequisite: English 101) This course surveys contemporary African writers and how their works represent vast landscapes of socio-political change, ranging from imperialism, colonialism, oppression, racism, ethnic conflict, disenfranchisement, social justice, gender inequality, nation-building, literacy, and artistic expression. 3 s.h.

ENG 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ENG 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ENG 291. **Independent Study.** (Prerequisite: English 101.) Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ENG 292. **Independent Study.** (Prerequisite: English 101.) Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ENG 310. **Genre Studies.** (Prerequisite: English 102) Each offering of this course focuses on a single traditional literary genre, such as the novel (N), short fiction (S), poetry (P), drama (D), or the essay (E). Letter suffixes will indicate the genre specific to each offering. Students may take English 310 more than once as long as the letter suffix (genre) differs each time. 3 s.h.

ENG 311. **Popular Fictions.** (Prerequisite: English 101) This course focuses on genre, subgenre, and cross-genre works of popular fiction such as science fiction, detective fiction, westerns, horror, and historical fiction, among others. 3 s.h.

ENG 340. **American Women Writers.** (Prerequisite: English 102) A study of the contributions of American women writers to the literature of the United States. (Previously offered as English 235.) 3 s.h.

ENG 355. **British Women Writers.** (Prerequisite: English 102) A study of the contributions of British women writers to English literature. (Previously offered as English 255.) 3 s.h.

ENG 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ENG 372. **Southern Literature.** (Prerequisite: English 102) This course surveys literature by writers with thematic or geographical ties to the southern United States, with special emphasis on the modern and contemporary. 3 s.h.

ENG 375. **American Multicultural Literature.** (Prerequisite: English 102.) This course highlights the literary contributions of African-American, Native-American, Asian-American, and Latino writers. Special attention is given to women writers. 3 s.h.

ENG 381. **Film as Literature and Drama.** (Prerequisite: 102.) This course examines film adaptations of literary texts and applies basic skills for critical appreciation to original film productions. 3 s.h.

ENG 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ENG 391. **Independent Study.** (Prerequisite: English 101.) Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ENG 392. **Independent Study.** (Prerequisite: English 101.) Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ENG 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

ENG 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

ENG 491. **Independent Study.** (Prerequisite: English 101.) Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

ENG 492. **Independent Study.** (Prerequisite: English 101.) Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

French

FRE 121. **Elementary French I.** This course introduces the basic five C's of the language—communication, cultures, connections, comparisons, communities—through a functional approach. Emphasis is on developing communicative competence in simple conversations on familiar material in context. Study of French-speaking countries, their cultural patterns and customs is included. 4 s.h.

FRE 122. **Elementary French II.** (Prerequisites: French 121, placement test or Consent of the Program Coordinator.) This course continues to develop skills introduced in 121 in communication, cultures, comparisons, communities and connections as students function in French in contextualized situations presented in class. Emphasis is on a functional approach to oral communication. The course also includes further study of French speaking countries, their cultural patterns and customs. 3 s.h.

FRE 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

FRE 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

FRE 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

FRE 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

FRE 221. **Intermediate French I.** (Prerequisites: French 122, placement test or Consent of the Program Coordinator.) This course continues to develop skills introduced in 121 and 122 in communication, cultures, comparisons, communities and connections, as students function in French in contextualized situations presented in class. Emphasis is on oral and written expression. Study of French speaking countries, cultural patterns and customs is enhanced through analysis of written, visual and aural text. 3 s.h.

FRE 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

FRE 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

FRE 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

FRE 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

FRE 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

FRE 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

FRE 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

FRE 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

FRE 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

FRE 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

FRE 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

FRE 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Gender and Women's Studies

GWS 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

GWS 190. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

GWS 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GWS 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GWS 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

GWS 290. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

GWS 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GWS 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GWS 300. **Issues in Gender Studies.** (Prerequisite: Liberal Arts 301.) An interdisciplinary study of gender and the intersection of gender with other substantive categories of analysis and identity, including race, sexuality, class, disability, and nationality. Through an examination of the social creation and cultural representation of femininity and masculinity, the course addresses how theory informs activism and practice 3 s.h.

GWS 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

GWS 390. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

GWS 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GWS 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GWS 399LS. **Gender Studies Leadership Semester.** (Prerequisite: Junior standing and Consent of Instructor.) Practical, theoretical and critical experience in leadership as applied to the interdisciplinary field of Gender and Women's Studies. Students may choose from: (1) a practicum leadership project 1 s.h., (2) a course-related leadership project 1 s.h., (3) a community leadership project 1-4 s.h., or (4) a student-proposed leadership project 1-4 s.h. Students must develop a Leadership Semester Proposal that indicates how their projects demonstrate leadership and/or offers them opportunities to develop as leaders based on The Columbia College Leadership Vision statement and the Four Cs of Leadership. Students will also present the results of their projects in a public forum and, after completing their projects, will write reflection papers which assess how their experiences helped them develop as leaders. 2 s.h.

GWS 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

GWS 490. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

GWS 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GWS 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Geography

GEOG 164. **Introduction to World Geography.** A systematic study of the major regions of the world. A study of the influence of the physical landscape on the development of the cultural landscape and the cultures of the people. 3 s.h.

GEOG 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

GEOG 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

GEOG 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GEOG 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GEOG 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

GEOG 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

GEOG 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GEOG 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GEOG 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

GEOG 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

GEOG 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GEOG 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GEOG 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

GEOG 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

GEOG 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

GEOG 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

History

HIS 102. **Perspectives on World Civilization I.** A study of significant developments in human history from the earliest civilizations to the sixteenth century. Fulfills General Education requirement in History unless a substitute is approved by the Program Coordinator of History. 3 s.h. (Not open to students who have taken History 101 or History 190J.)

HIS 103. **Perspectives on World Civilization II.** A study of significant developments in human history from the 15th century to the present. Fulfills General Education requirement in History unless a substitute is approved by the Program Coordinator of History. 3 s.h. (Not open to students who have taken History 101 or History 190K.)

HIS 104. **Contemporary World History-Post 1945.** This course considers the history of the world since 1945. Topics to be explained include, but are not limited to, the Cold War, the end of colonial empires, the rise of Islamic Nationalism and fundamentalism, the creation and growth of the European Union, the United States as a superpower, the rise of China, and the fall of the Soviet Empire. 3 s.h.

HIS 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

HIS 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

HIS 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

HIS 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

HIS 200. **The Historian's Craft.** An introduction to the study of history designed for the beginning history major. The course will have two main objectives: (1) to provide students with the analytical tools historians employ to turn primary source material into historical narrative, and (2) to introduce students to the kinds of questions historians ask about the past and some answers they have offered to these questions. Students will learn research and writing techniques that will help them to succeed as history majors and historians. 3 s.h.

HIS 207. **United States History, Colonial Era to Reconstruction.** A survey of the political, social, and economic history of the United States from the European conquest through the Reconstruction era. (Not open to students with credit in History 201 or History 202.) 3 s.h.

HIS 208. **United States History, Reconstruction Era to the Present.** A survey of the political, social, and economic history of the United States from the Reconstruction era to the present. (Not open to students with credit in History 203 or History 204.) 3 s.h.

HIS 210. **Hitler and the Holocaust.** Hitler and the Holocaust will examine Adolf Hitler, his personality and impact, and the Holocaust, the deliberate Nazi campaign of discrimination and extermination of the Jews in Western and Eastern Europe, 1933-1945. The learning resources will be graphic arts, audio-visuals, periodical literature, biographies, and the testimony of survivors. 3 s.h.

HIS 215. **The American Woman.** This course is an interdisciplinary look at the American woman, her history, her traits, her education, her work, her changing roles, and her efforts at securing her rights. 3 s.h.

HIS 220. **History of South Carolina.** A survey of South Carolina as colony and state, with particular emphasis on background necessary for understanding present-day problems. 3 s.h.

HIS 225. **The South in American History.** A survey of the economic, social, cultural and political history of the southern region of the United States, with particular emphasis on southern identity and southern distinctiveness. 3 s.h.

HIS 230. **Myth, Magic and Science.** This course utilizes reading and discussions of ancient, medieval, and early modern texts to explore the intellectual development of the Western world. Applying historical analysis and a variety of interpretive theories, students will analyze the development of philosophy and science from classical Greece through European Enlightenment. (Previously offered as History 290R.) 3 s.h.

HIS 250. **The Civil War and Reconstruction.** A study of the United States between 1850 and 1880, focusing on the Civil War and Reconstruction. (Not open to student with credit for History 190C or History 190V.) 3 s.h.

HIS 260. **African American History, Culture and Politics.** The issues of race and justice in America will be studied through an analysis of historical, political and social factors. (Also listed as Political Science 260.) 3 s.h.

HIS 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

HIS 270A. **Internship in Applied History.** (Prerequisite: 2.5 GPA and Consent of Instructor.) Applied or public history. On-the-job work experience with historical museum, public or private agency, or historical preservation site. Individual work under faculty supervision with evaluation based on performance and achievement. 1-4 s.h.

HIS 270L. **Internship in Law.** (Prerequisite: Minimum 2.5 cumulative GPA and Consent of Instructor.) On-the-job work experience in the legal profession. Individual work under faculty supervision with evaluation based on performance and achievement. (Also listed as Political Science 270L.) 1-4 s.h.

HIS 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

HIS 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

HIS 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

HIS 305. **History of Racism and Prejudice.** A study of selected cases of expressions of racism and prejudice and of the impact they had on human civilization. 3 s.h.

HIS 310. **History of China.** A study of Chinese history, culture, and politics, with special focus on the period from the 1600s to the present. (Not open to students with credit for History 390E.) 3 s.h.

HIS 315. **History of Japan.** A study of Japanese history, culture, and politics, with special focus on the period from the 1600s to the present. (Not open to students with credit for History 390D.) 3 s.h.

HIS 320. **South Carolina Beside the Sea.** This course will examine the coastal heritage and the contemporary economic enterprise along the Atlantic seaboard. The three geographical areas considered will be the Grand Strand area, the Charleston area, and the Beaufort/Hilton Head area. Several trips to the coast may be included in the course. 3 s.h. (Not open to students who have taken History 390S.)

HIS 335. **History and Politics of Africa.** A study of the history, culture and political systems of selected sub-Saharan African countries. (Also listed as Political Science 335.) 3 s.h.

HIS 340. **American Women Leaders.** This course examines the lives of women who have made significant contributions to American society. Special emphasis is placed on the role of women as agents for social change and on the leadership styles and skills utilized in effecting change. (Not open to students who have taken History 390K.) 3 s.h.

HIS 345. **American Culture.** A course designed to convey an understanding of the American heritage, ideals, institutions, people, habits -- in short, the American culture -- by use of the broad social studies approach. 3 s.h.

HIS 357. **History of Britain to 1688.** A study of British history and culture from antiquity to the Glorious Revolution. (Not open to students who have taken History 356.) 3 s.h.

HIS 358. **History of Britain from 1688 to the Present.** A study of British history from the Glorious Revolution to the present. (Not open to students who have taken History 356.) 3 s.h.

HIS 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

HIS 382. **Medieval Europe.** A study of European history and culture from the Sixth century to the beginnings of the Renaissance. 3 s.h.

HIS 383. **The Renaissance and Reformation.** A study of European history and culture during the Renaissance and Reformation era. 3 s.h.

HIS 384. **Early Modern Europe.** A study of European history and culture from the Reformation to 1789. 3 s.h.

HIS 385. **Modern Europe.** A study of European history and culture from the French Revolution to European Union. 3 s.h.

HIS 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

HIS 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

HIS 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

HIS 405. **Women of the Third World.** A survey of the status and role of women in developing regions of the world. Topics include: education, political participation, economic development, violence, health, religion and culture. (Also listed as Political Science 405.) (Not open to students who have taken Political Science 390 M.) 3 s.h.

HIS 410. **Problems in Applied History.** (Prerequisite: Consent of Instructor.) A practical course in policy or program analysis, evaluation, design, and research skills. Student normally studies a policy or program within a public agency, museum, or historic preservation site. 1 s.h.

HIS 419. **American History Through Fiction and Film.** The development of an understanding of American history through the use of selected historical novels and films. 3 s.h.

HIS 425. **Ancient Civilizations.** This course examines the history and culture of selected early Asian, African, Pre-Columbia American, Classical or Mediterranean civilizations. (Not open to students who have taken History 290D.) 3 s.h.

HIS 432. **Political Biography.** This course is designed to provide a detailed study of selected historical periods through an examination of the leading personalities of the era. Major, and some minor, social and political figures will be studied as a means of better understanding their era and their contributions. 3 s.h.

HIS 435. **Women in European History.** An introduction to the history of women in Europe from ancient times to the Renaissance. Special topics include women in early pre-historic societies, the rise of patriarchy, women and religion, marriage and family, the concept of "women's work," and women's education. 3 s.h.

HIS 441. **Current Events in Historical Perspective.** A study of the historical roots of contemporary political and cultural trends. (Also listed as Political Science 441.) 3 s.h.

HIS 449. **Native American History and Politics.** A study of the impact of federal Indian policy on selected Native American nations. (Also listed as Political Science 449.) 3 s.h.

HIS 458. **Latin America from Antiquity through Colonialism.** A study of Latin American pre-conquest civilization and cultures, the period of conquest, and the era of colonial rule. 3 s.h.

HIS 459. **Latin America from Independence to the Present.** A study of Latin America from the struggles for independence to the present. (Also listed as Political Science 459.) 3 s.h.

HIS 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

HIS 472. **Modern Russia.** A study of imperial Russia, the Soviet Union, and post-Soviet developments. 3 s.h.

HIS 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

HIS 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

HIS 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

HIS 493. **Senior Seminar.** This course is designed to be a culminating experience for the history major. The course includes instruction in historical methodology as well as some directed readings in a subject area. The student is expected to produce a major research product. 3 s.h.

Leadership Studies

LEAD 101. **Leadership and Professional Development.** Students will be introduced to the real- world practice of leadership in a particular career context. Content will focus on personal and professional leadership skills and behaviors necessary for career success. This course may be taken up to 4 times for course credit. 1 s.h.

LEAD 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

LEAD 190. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

LEAD 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LEAD192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LEAD 201. **Leadership Theories and Strategies.** Students will be introduced to major leadership theories, models, styles, and principles. (Previously offered as Leadership Studies 290B, 390A.) 3 s.h.

LEAD 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

LEAD 290. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

LEAD 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LEAD 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LEAD 301. **Leadership in Context.** (Prerequisites: Leadership Studies 101, 201.) Students will integrate learning from previous courses and experiences and apply their knowledge to their academic major, program area, or other curricular experiences. A project will require demonstration of a theoretical understanding of leadership, analytical thinking, and written communication skills. (Previously offered as Leadership Studies 300.) 3 s.h.

LEAD 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

LEAD 390. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

LEAD 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LEAD 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LEAD 401. **Leadership in Action.** (Prerequisites: Leadership Studies 301 or Consent of Instructor.) This course provides students a capstone opportunity to synthesize their understanding of Leadership Studies in practical terms. Students will prepare a presentation focused on leadership as it relates to their own personal curricular, co-curricular, or extracurricular experiences. This project will require demonstration of oral and written communication skills, and a self-awareness of personal strengths and challenges with regard to leadership. (Previously offered as Leadership Studies 400.) 3 s.h.

LEAD 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

LEAD 490. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

LEAD 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LEAD 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Liberal Arts

LA 104. **Fine Arts in the Modern World.** This course examines the human interactions between the artist, audience, and the work of art in a study focused on the application of art forms such as theater, film, visual arts, music, architecture, and dance. 3 s.h.

LA 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

LA 190. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

LA 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LA 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LA 201. **Diversity, Gender, and Social Justice.** This course will introduce students to some of the central themes, debates and issues that inform Diversity, Gender, and Social Justice. In particular, this course, using a problem-based learning approach, will explore current issues and controversial debates that have been central to the growth of the study of women and gender, and equal/human rights movements nationally and globally by exploring the intersections of race, ethnicity, class, sexuality, and gender. Through an interdisciplinary examination of our systems of knowledge and social institutions, the course will reflect on the way our public and private relationships, as well as the quality of our lives, continue to be shaped in relation to these systems and institutions. The course offers a range of perspectives on the work, class, and lives of women and men in our local, national and global communities. 3 s.h.

LA 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

LA 290. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

LA 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LA 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LA 301. **Women, Leadership and Social Change.** (Prerequisite: Liberal Arts 201.) This course is an introduction to the ethical issues underlying leadership and social change from the perspective of women. Building on Liberal Arts 201, Diversity, Gender, and Social Justice, This course explores the relationship among the common good, justice as fairness, and major models of leadership as they apply to affecting social change historically and/or contemporarily. Students will be required to design a service-learning project that demonstrates their understanding of the concepts in the course. 3 s.h.

LA 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

LA 390. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

LA 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LA 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LA 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

LA 490. **Special Problems.** A course not currently listed by the division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

LA 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LA 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

LA 2211. **Foundations of Communication.** This course develops student competencies in written and oral discourse. Students will develop informative and persuasive assignments for a variety of purposes, audiences, and contexts. 3 s.h.

LA 2212. **Applied Social Science Seminar.** An applied approach to the study of human behavior utilizing the perspective of one or more of the social and/or behavioral sciences. Course topics may vary by semester and disciplinary perspective. 3 s.h.

LA 2213. **Culture and Language.** The purpose of this class is to acquire knowledge of cultural perspectives as they are reflected on the practices and products of the target culture and/or language. That knowledge comes from the study of literary texts, film, language and other media. In this class, students will compare the target and heritage. Lastly, the student will be able to identify, analyze, and evaluate themes, ideas, and products related to the target culture. 3 s.h.

LA 2214. **The Arts and Literature: Culture, Continuity, and Change.** This course offers opportunities to understand contexts and make connections across the humanities by offering a cultural experience of at least two disciplines. Using the scholarly expertise of the instructor as a starting point, students study one creative discipline (literature, visual arts, music, dance, or theatre) and its affiliations with one or more other creative disciplines. Creative works are influenced by the economic, political, spiritual, and intellectual life; thus, the understanding of the socio-economic and socio-cultural conditions on creative works will lead to a deeper understanding of humanism. 3 s.h.

LA 2215. **Humanities Seminar.** This course examines how human culture has been shaped and influenced by history, philosophy, and/or religion. Topics may vary by semester and disciplinary perspective. 3 s.h.

LA 2216. **Problem Solving and Decision Making.** This course examines the phases of problem solving that will prepare students to practice effective decision making skills in their environment at three levels: individual, group and organizational. The emphasis is on strategies, techniques and tools that combine both quantitative and qualitative analyses of information. Various case studies are used to illustrate and apply the concepts of problem solving and decision making. 3 s.h.

LA 4401. **Learning and Application: A Capstone Experience.** (Prerequisite: Satisfactory completion of the other general education requirements.) The student learning outcomes for this course include using multidisciplinary perspectives to address relevant personal and professional issues; acknowledging the values, interests; and opinions of others, utilizing an understanding of the similarities and differences to foster a healthy, productive work environment; understanding, practicing, and supporting ethical actions in all settings. 3 s.h.

Mathematics

MATH 100. Essential Mathematics Topics. This course will help students master essential mathematical concepts and reinforce problem solving skills. 3 s.h.

MATH 102. College Algebra. (Prerequisite: Mathematics 100 or Consent of the Program Coordinator.) A study of algebraic concepts and operations, problem-solving, and modeling. Linear, polynomial, exponential, and logarithmic functions are studied using technology. 3 s.h.

MATH 104. Precalculus Algebra. (Prerequisite: Satisfactory completion of Mathematics 100 or Placement by the Program Coordinator. May be taken concurrently with Mathematics 106.) This course covers topics in algebra specifically needed for Business Calculus (Mathematics 107) or Calculus I (Mathematics 160). Topics include polynomial, rational, exponential, and logarithmic functions, graphs of functions, and solutions of equations and inequalities. The primary emphasis is the enhancement of algebraic manipulation skills. Other components include problem solving and the appropriate use of computational technology. (Not open to students who have credit for Mathematics 105 or Mathematics 130.) 3 s.h.

MATH 107. Business Calculus. (Prerequisite: A grade of C or better in Mathematics 104 or placement by the Program Coordinator.) An introductory course of the calculus, including topics of the derivative and the definite integral with applications to business. Concepts are approached numerically, graphically, and analytically. This course is designed for Business Administration or Accounting majors. 3 s.h.

MATH 117. Mathematics for Elementary Teachers I. (Prerequisite: Mathematics 100 or placement by the Program Coordinator.) A conceptual approach to arithmetic, number theory, set theory and logic intended for education majors. Emphasis is placed on exploration and the use of manipulatives to enhance skills and concepts from the elementary curriculum. 3 s.h.

MATH 119. Mathematics for Elementary Teachers II. (Prerequisite: Mathematics 117 or Consent of the Program Coordinator.) A conceptual approach to probability, statistics, geometry, measurement, and geometric transformations intended for education majors. The basic definitions and properties of figures, transformations, and symmetry are explored. Measurement systems are also covered with an emphasis on length, area, and volume. Emphasis is placed on problem solving and decision making with the use of manipulatives. 3 s.h.

MATH 120. Liberal Arts Mathematics. (Prerequisite: Satisfactory completion of Mathematics 100 or placement by the Program Coordinator.) This course covers basic topics in quantitative literacy. Numbers, sets, logic, probability, and descriptive statistics are the core concepts. Additional topics such as financial mathematics, geometry, and algebraic modeling may be included at the discretion of the instructor. All topics will be placed in both historical and present-day contexts. Problem solving, communication skills, and applications will be emphasized. 3 s.h.

MATH 140. Elementary Statistics. (Prerequisite: Satisfactory completion of Mathematics 100 or Placement by the Program Coordinator.) This is an introductory course in the fundamentals of modern statistical methods. Topics include descriptive statistics, probability, random sampling, hypothesis testing, estimation, linear regression, and correlation. (Not open to students with credit for Psychology 300, Mathematics 340 or Mathematics 353.) 3 s.h.

MATH 150. Discrete Mathematics. (Prerequisite: A grade of C or better in Mathematics 104 or placement by the Program Coordinator.) An introduction to discrete structures, algorithms and proof with an emphasis on problem-solving. Topics include logic, sets, functions and relations, elementary number theory, counting, and elementary graph theory. 3 s.h.

MATH 170. Internship. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

MATH 190. Special Problems. A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

MATH 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MATH 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MATH 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

MATH 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

MATH 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MATH 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MATH 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

MATH 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

MATH 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MATH 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MATH 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

MATH 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

MATH 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MATH 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

The following courses are listed for information only. They are not offered in the Evening College.

MATH 106. **Precalculus Trigonometry.** (Pre- or co-requisite: Mathematics 104 or placement by the Program Coordinator.) This course covers topics in trigonometry specifically needed for Calculus II (Mathematics 165). Topics include trigonometric functions, applications of trigonometry, complex numbers, vectors, and polar coordinates. Algebraic manipulation skills, problem solving, and the appropriate use of computational technology are covered. 3 s.h. (This course may be taken concurrently with Calculus I (Mathematics 160)).

MATH 160. **Calculus I.** (Prerequisite: A grade of C or better in Mathematics 104 or placement by the Program Coordinator.) The first in a series of courses on the theory and applications of the calculus. Topics include: limits, the derivative and its applications, the integral, and the fundamental theorem of calculus. Functions studied include algebraic, logarithmic and exponential functions. Concepts and applications are explored numerically, graphically, and analytically. 3 s.h.

Music

MUS 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

MUS 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

MUS 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MUS 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MUS 205. **A Survey of Popular Music.** A survey of the major trends in American popular music since 1900 including jazz, swing, country-western, surfing music, folk-rock, jazz-rock, punk and many others. Emphasis on the rock-n-roll era, 1955 to the present, including its origin, history, development and influences. Major artists representative of the various styles will be discussed. Emphasis is on listening, lecture and in class discussion. This course is designed for the non-music major. 3 s.h.

MUS 206. **Music of the World.** The primary purpose of this course is to increase musical understanding through perceptive listening to music of both western and non-western cultures. In addition to traditional Western European classical music, students will be introduced to music of the western hemisphere (traditional folk and religious music, jazz, country, gospel, black popular music, rock, and native American music), music of Africa, Russia and Eastern Europe, India, Japan, South America, Mexico, and the Caribbean. These repertoires will provide appropriate material for introducing musical concepts and for gaining an understanding of the nature of music, how it is created, and how it functions. 3 s.h.

MUS 207. **Music Appreciation.** (Previously offered as Music 75, Music 290A) This course is designed for the non-music major who wants to develop perceptive listening skills through the study of the great musical masterworks of western European classical music. Various musical elements, forms, and stylistic periods will be studied not merely to impart facts, but to stimulate the student's curiosity, enthusiasm and love of music. (Not open to students with credit in Music 206.) 3 s.h.

MUS 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

MUS 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

MUS 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MUS 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MUS 343. **Teaching and Learning through Music.** This course will focus on the application of music for interdisciplinary teaching in the elementary and early childhood settings. Teacher candidates will acquire the basic musical knowledge, skills, and resources necessary to use music as a teaching tool. They will employ critical skills of analysis, synthesis, and creative problem solving to write and present lessons that incorporate music into interdisciplinary teaching. (Not open to students who have credit for Music 354). 3 s.h.

MUS 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

MUS 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

MUS 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MUS 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MUS 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

MUS 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

MUS 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

MUS 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Philosophy

PHIL 153. **An Introduction to Philosophical Ethics.** An introduction to the study of moral philosophy and its relationships to human conduct and social responsibility. Particular stress will be placed on the types of answers to ethical questions suggested by the various schools of philosophy. 3 s.h.

PHIL 154. **Introduction to Philosophy.** An introduction to basic philosophical methods and concepts through the exploration of the branches and central problems of philosophy. Topics include the existence of God, the relation between reason and faith, free will and determinism, the relation between mind and body, epistemology, ethics, and theories of human nature and existence. (This course is not regularly taught in the Evening College) 3 s.h.

PHIL 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PHIL 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PHIL 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PHIL 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PHIL 210. **Philosophy of Religion** (Also listed as Religion 210.) An introductory level study of how philosophers have approached religious issues. Topics include arguments for and against the existence of God, the problem of evil, the character of religious experience, the relationship between revelation and reason, the nature of religious language, and the question of life after death. Through a study of the philosophy of religion, students gain an understanding of the nature and goals of philosophy. 3 s.h.

PHIL 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PHIL 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PHIL 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PHIL 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PHIL 353. **Issues in Contemporary Ethics.** This course combines a foundation in theoretical ethics with readings on the pressings ethical issues of our times. The course is driven by the underlying question of all ethics courses – How should we live? – with special emphasis placed on contemporary (yet timeless) concerns like globalization, social action, philanthropy, and the morality of public figures. Particular attention will be given to the manner in which we approach ethical dilemmas and the possibility of finding creative solutions which help us reframe even the most difficult moral quagmires. (Previously offered as Philosophy 390B.) 3 s.h.

PHIL 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PHIL 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PHIL 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PHIL 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PHIL 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PHIL 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PHIL 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PHIL 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Physical Education - Activities

PEA 104. **Golf.** An introduction to the history, rules, equipment, courses, handicapping, and fundamental skills. 1 s.h.

PEA 105. **Weight Training.** Fundamentals of progressive resistance exercise training for muscular strength and endurance. 1 s.h.

PEA 107. **Beginning Tennis.** The class will cover equipment, facilities, history, rules, strategies, and the basic strokes. 1 s.h.

PEA 114. **World Dance.** Participation in multi-cultural folk/community/traditional dances from around the world, including American and nonwestern cultures. 1 s.h.

PEA 120. **Beginning Swimming.** Fundamental swimming skills for safety and recreation. 1 s.h.

PEA 132. **Scuba Diving.** (Prerequisite: Intermediate swimming ability.) Certification program in open water scuba diving, includes five open water dives. (Additional fee required.) 1 s.h.

PEA 134. **Outdoor Pursuits.** Skills and experiences to develop abilities in and appreciation for adventure and outdoor activities. 1 s.h.

PEA 135. **Yoga.** The study of yoga for beginners. (Previously offered as PEA 190AA.) 1 s.h.

PEA 137. **Karate.** The study of karate for beginners. (Previously offered as PEA 190L.) 1 s.h.

PEA 138. **Walk/Jog for Fitness.** The development of cardiorespiratory fitness through walking and/or jogging. The course will include principles of the exercise prescription, selection of appropriate clothing, injury prevention, hydration/nutrition, planning exercise routes, exercise misconceptions, and a pre/post health related physical fitness assessment. 1 s.h.

PEA 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PEA 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PEA 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PEA 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PEA 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PEA 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PEA 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PEA 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PEA 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PEA 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PEA 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PEA 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PEA 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PEA 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PEA 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PEA 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Physical Science

PS 121. **Introduction to Physics and Chemistry.** (Physical Science 121 is not open to students who have received credit for Chemistry 121 and/or Physics 221.) (Three hours lecture and one three-hour laboratory weekly.) Correlates and integrates the facts and principles of Physics and Chemistry. 4 s.h.

PS 122. **Earth Science.** (Physical Science 122 is not open to students who have received credit for Physical Science 135.) (Three hours lecture and one three-hour laboratory weekly.) A descriptive introduction to the earth sciences of astronomy, geology, and meteorology for the general college student. The course explores such topics as the earth's size, composition, structure, processes, history, relationship to the other planets, and place in the universe. 4 s.h.

PS 125. **Environmental Geology.** (Three hours lecture and one three-hour laboratory weekly.) A descriptive course in applied geology, demonstrating how geologic information may be used to solve environmental conflicts and minimize environmental degradation. Topics include: geologic hazards (earthquakes, volcanoes, landslides), land-use planning, evaluation of mineral resources and alternative energy sources, and assessment of conservation efforts. 4 s.h.

PS 127. **Scientific Inquiry.** This non-majors course introduces students to the scientific method of inquiry and to fundamental principles of the natural sciences. An active learning approach will lead to the design and implementation of small group research projects initiated by the students' explorations and questions. (Previously offered as Physical Science 190K.) 4 s.h.

PS 128. **Environmental Assessment.** (Previously offered as Physical Science 190J.) (Three hours lecture and one three-hour laboratory weekly.) General Education course. The course is designed to teach the principles of environmental assessment through a stressed stream analysis of the streams that provide flow into the 22,000 acre Congaree Swamp National Monument and International Biosphere (United Nations designation). Topics will include geology and physiographic provinces of South Carolina, the hydrologic cycle, the work of rivers and groundwater, water pollution, and chemical and biotic indices of pollution. (Not open to students with credit in Biology 290E or Chemistry 290E.) 4 s.h.

PS 130. **Southeastern Coastal Geology.** (Three hours lecture and one three-hour laboratory weekly.) An introductory course in the Pleistocene and Holocene coastal geology of South Carolina and adjacent states. Major topics include: near shore processes, sea-level change, shoreline change/stabilization, storms/hurricanes, and the interrelationships of island and marsh environments on natural versus altered islands. 4 s.h.

PS 132. **Oceanography.** (Three hours lecture and one three-hour laboratory weekly.) This introductory course emphasizes geological and physical oceanography. Topics include the history of oceanography, modern ocean science, coastal geology, marine geology, physical oceanography, and marine biology. A mandatory field trip is included. (Previously offered as Physical Science 290B.) 4 s.h.

PS 135. **The May Sky.** (Physical Science 135 is not open to students who have received credit for Physical Science 122 or independent study in Astronomy.) A brief introductory course in astronomy. The lecture (1 s.h.) includes a survey of both solar system and stellar astronomy, with an emphasis on recent developments. The laboratory (1 s.h.) includes light and spectra, basic optics, telescopes and resolution, orientation to the May sky in the planetarium, and observation at a dark site. 2 s.h.

PS 140. **Physical Geology.** (Three hours lecture and one three-hour laboratory weekly.) The course covers a broad range of topics dealing with the formation and physical structure of the earth and the processes which shape the planet. Topics include minerals and rocks, geomorphology, structural geology, landscape formation, movement and chemistry of groundwater, plate tectonics, and geologic time. (Previously offered as Physical Science 190D, Physical Science 290C.) 4 s.h.

PS 142. **Earthquakes, Tsunamis and Volcanoes.** (Three hours lecture and one three hour laboratory weekly.) General Education course. This course presents the history of plate tectonic theory and emphasizes the geological hazards, prediction and mitigation of earthquakes, tsunamis and volcanoes. (Previously offered as PS 190L.) 4 s.h.

PS 145. **Introduction to Astronomy.** (Three hours lecture and one three hour laboratory weekly.) (PS 145 is not open to students who have received credit for PS 122, PS 135, or independent study in astronomy.) General Education course. Topics include features of the night sky, history of astronomy, light, optics, telescopes, Earth, Moon, planets, Sun, stars, stellar evolution, galaxies, quasars, and cosmology. Laboratory emphasizes observation and hands-on exercises. (Previously offered as PS 190A.) 4 s.h.

PS 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PS 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PS 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PS 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PS 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PS 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PS 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PS 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PS 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PS 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PS 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PS 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PS 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PS 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PS 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PS 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Political Science

POSC 101. **American National Government.** A study of the development, organization, and operation of the United States government. 3 s.h.

POSC 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

POSC 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

POSC 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

POSC 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

POSC 200. **Current Issues in World Affairs.** This course provides an introduction to the study of global issues and United States foreign policy. (Previously offered as Political Science 290G.) 3 s.h.

POSC 207. **Politics and Film.** This class explores how film depicts and possibly influences political life. Questions of rights, liberty, equality, legitimate authority, violence, and human dignity are all central to the course's content. (Previously offered as POSC 190K.) 3 s.h.

POSC 211. **Politics and Multiculturalism.** Multiculturalism tries to define the relationship between the cultural rights and identities of individuals and groups and a nation in which they live. That relationship is shaped by the law and policies of the governments involved. This course will focus on that relationship and all its implications. We will explore the origin and the rationale behind the diversity policies. Is there a "melting pot" or is it a myth? Are diverse groups becoming more separated, more marginalized than ever before? We will hear from marginalized voices and will, hopefully, develop an awareness of the ever increasing complexity that defines and shapes multicultural policies worldwide. (Previously offered as Political Science 290R and 290GG.) 3 s.h.

POSC 219. **Political Participation.** A study of the various ways individuals and groups attempt to influence the policy making process. (Previously offered as Political Science 290U, 390G.) 3 s.h.

POSC 220. **State and Local Government.** A study of the development, organization, and functions of state and local governments in the United States. 3 s.h.

POSC 225. **International Relations.** A study of the forces that determine political relations among nations. Emphasis is given to the philosophical theories of International Relations, such as Marxism, Liberalism, Socialism, Realism, and Neo-Realism among others, and to how theories and ideologies shape our relations with other nations. 3 s.h.

POSC 230. **Public Administration.** An introduction to the operations of government. The course will begin with an examination of the historical and theoretical perspectives of the study of administration and will then focus on leadership and organization in the public sector. Included will be the study of budgeting, personnel, legal, and oversight areas of administration. 3 s.h.

POSC 240. **Political Philosophy and the Pursuit of Justice.** This course is an introduction to political philosophy in general and theories of justice in particular. Special emphasis is given to the timeless questions involved in the pursuit of developing just societies. (Not open to students with credit in Political Science 466 or 467.) 3 s.h.

POSC 250. **Public Policy.** Analysis of public policy formulation, implementation and evaluation. National and international case studies will be used in this course. 3 s.h.

POSC 260. **African American History, Culture and Politics.** The issues of race and justice in America will be studied through an analysis of historical, political and social factors. (Also listed as History 260.) 3 s.h.

POSC 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

POSC 270G. **Internship in Government.** (Prerequisite: Minimum 2.5 cumulative GPA and Consent of Instructor.) On-the-job work experience in a government agency. Individual work under faculty supervision with evaluation based on performance and achievement. 1-4 s.h.

POSC 270L. **Internship in Law.** (Prerequisite: Minimum 2.5 cumulative GPA and Consent of Instructor.) On-the-job work experience in the legal profession. Individual work under faculty supervision with evaluation based on performance and achievement. (Also listed as History 270L.) 1-4 s.h.

POSC 270P. **Internship in Politics.** (Prerequisite: Minimum 2.5 cumulative GPA and Consent of Instructor.) On-the-job work experience with a political institution, party, or campaign. Individual work under faculty supervision with evaluation based on performance and achievement. 1-4 s.h.

POSC 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

POSC 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

POSC 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

POSC 303. **Comparative Politics.** This course is an introduction to the comparative study of government and politics. The class will also include an assessment of the challenges facing the study of comparative politics as a result of globalization and the imputed decline of the boundedness of nation-states. Includes case studies of the political systems of selected nations. 3 s.h.

POSC 325. **American Foreign Policy.** (Prerequisite: Political Science 101.) An analysis of the formulation and conduct of U.S. foreign policy. 3 s.h.

POSC 335. **History and Politics of Africa.** A study of the history, culture and political systems of selected sub-Saharan Africa countries. 3 s.h. (Also listed as History 335.)

POSC 340. **The Legislative Process.** (Prerequisite: Political Science 101.) A study of the structure, organization, powers, functions, and problems of legislative bodies. 3 s.h.

- POSC 345. **Politics of the Middle East.** A study of the political, social and historical forces that determine the politics of the region. (Previously offered as Political Science 290B.) 3 s.h.
- POSC 350. **Women and Politics.** This course is designed to introduce the student to selected political issues and public policies affecting women in the United States and other Western societies. 3 s.h.
- POSC 355. **The Judicial Process.** (Prerequisite: Political Science 101 or Consent of Instructor.) A study of the organization, development, and functioning of the American court system. (Previously offered as Political Science 290T.) 3 s.h.
- POSC 360. **The Presidency.** (Prerequisite: Political Science 101.) A study of the evolution and development of the office of the Presidency, the roles and powers of the modern President, and the impact of personality upon the office. 3 s.h.
- POSC 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.
- POSC 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.
- POSC 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.
- POSC 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.
- POSC 405. **Women of the Third World.** A survey of the status and role of women in developing regions of the world. Topics include: education, political participation, economic development, violence, health, religion and culture. (Also listed as History 405.) (Not open to students who have taken Political Science 390M.) 3 s.h.
- POSC 420. **Constitutional Law.** (Prerequisite: Political Science 101.) Analysis of the opinions of the United States Supreme Court in the areas of separation of power, civil liberties and civil rights. 3 s.h.
- POSC 441. **Current Events in Historical Perspective.** A study of the historical roots of contemporary political and cultural trends. (Also listed as History 441.) 3 s.h.
- POSC 449. **Native American History and Politics.** A study of the impact of federal Indian policy on selected Native American nations. (Also listed as History 449.) 3 s.h.
- POSC 450. **Scope and Methods of Politics.** (Prerequisite: Political Science 101.) The study of the methods used to analyze political phenomenon. 3 s.h.
- POSC 459. **Latin America from Independence to the Present.** A study of Latin America from the struggles for independence to the present. (Also listed as History 459.) 3 s.h.
- POSC 468. **Modern Political Theory.** (Prerequisite: Political Science 101.) A study of selected topics in 19th and 20th century political thought. 3 s.h.
- POSC 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

POSC 470LS. **Civic Engagement Experience.** (Prerequisite: Consent of the Instructor.) This course provides students with an opportunity to apply the skills and knowledge gained through their studies to a work setting. During the semester students are required to reflect upon their experience and the personal challenges they face in practicing and redefining their own leadership skills. Mandatory Pass/Fail. 6 s.h.

POSC 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

POSC 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

POSC 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

POSC 498. **Senior Seminar.** This course is designed as a culminating experience such that students demonstrate theoretical and practical ways to approach issues in community and organizational life. (also listed as Psychology, Sociology, and Social Work 498). 3 s.h.

Psychology

PSY 102. **Introduction to Psychology.** An introduction to the field of psychology and the psychological study of human behavior. Topics may include research methods in psychology, biological bases for behavior, perception, learning and cognition, motivation and emotion, personality, social bases of behavior, psychological disorder, and psychological treatment. 3 s.h.

PSY 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PSY 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PSY 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PSY 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PSY 201. **Professional Ethics.** An introduction to the value frameworks that guide professional practice in the behavioral sciences and helping professions. (Also listed as Social Work 201.) 3 s.h.

PSY 203. **Human Growth and Development.** A review of physical, social, emotional and intellectual growth and development as they occur throughout the lifespan (childhood, adolescence, and adulthood). (Also listed as Education 203.) 3 s.h.

PSY 208. **Children and a Violent Society.** This course explores the social and biological precursors for violence and examines the effects of these on individual and social behavior. (Also listed as Sociology 208.) (Not open to students with credit in Sociology/Psychology 290G.) 3 s.h.

PSY 210. **Psychology of Sexual Behavior** (Not open to students who have received credit for Psychology 290N.) An examination of social science theories and research pertaining to human sexuality. Topics may include research methods in

sexual science, gender differences, sexual attitudes and behaviors, sexual functioning and treatment for dysfunction, sexual orientation, coercion and rape, and sexuality for profit. 3 s.h.

PSY 235. Psychology and Sociology of Gender. Sociological and psychological research and theories as related to gender are examined. Other topics may include gender role development, gender role stereotypes, gender differences in personality traits and mental health, relationship and work issues. (Also listed as Sociology/Social Work 235.) 3 s.h.

PSY 240. Drugs, Behavior, and Society. An introduction to the study of drug use, abuse, and addiction, focusing on the history of drug use, effects of drugs in the nervous system and on behavior, consequences of drug use in modern society, and strategies for prevention and treatment of drug abuse. (Not open to students with credit in Physical Education and Health Promotion 263, Psychology/Sociology 290Q.) (Also listed as Sociology 240.) 3.sh.

PSY 270. Internship. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PSY 270E. Selected Human Services Experiences. (Prerequisite: Consent of Instructor.) A selected experience in a human service agency under the supervision of the Program. (Also listed as Sociology 270E and Social Work 270E.) 1-4 s.h.

PSY 282. Social Psychology. Studies of major psychological ideas, concepts, and research that enable us to think more clearly about human relationships and human interactions. Topics may include obedience to authority, perception and judgment of others, ethnic conflict, relationships, etc. (Also listed as Sociology 282.) 3 s.h.

PSY 290. Special Problems. A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PSY 291. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h..

PSY 292. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PSY 298. Academic Writing for the Major. This course provides the knowledge and skills to correctly use APA Guidelines when citing and referencing sources for scholarly papers. 1 s.h.

PSY 300. Statistics for Behavioral Science. (Prerequisite: Completion of general education mathematics requirement.) A survey of descriptive and inferential statistical techniques used to summarize and evaluate social and behavioral data. (Credit cannot be received for both Psychology 300 and Mathematics 140) 3 s.h.

PSY 304. Profiles in Leadership. (Prerequisite: Psychology 102.) Exposing students to diverse leadership models, this course introduces students to issues leaders confront in small groups, organizations, and communities. Using a case study approach, student analyze and evaluate the behavior of leaders from multiple fields of practice. Ethical decision making and service leadership provide the framework for this course. (Also listed as Sociology 304 and Social Work 304.) 3 s.h.

PSY 342. Psychological Disorders. (Prerequisite: Psychology 102.) An examination of the clinically recognized forms of psychological disorder and mental illness, with an emphasis on diagnostic criteria and primary explanations and treatment for each disorder. 3 s.h.

PSY 349. Research Methods in Behavioral Science. (Prerequisite or Corequisite: Mathematics 140 or Psychology 300.) An overview of the processes involved in designing and conducting research in the social and behavioral sciences and social work. (Also listed as Social Work 349.) 3 s.h.

PSY 350. **Learning, Cognition and Memory.** (Prerequisite: Psychology 102.) An overview of traditional learning paradigms in psychology with an emphasis on classical and operant conditioning and observational learning, and the application of learning principles to various types of memory and cognitive processes. 3 s.h.

PSY 360. **Group Process.** (Prerequisite: Psychology 102.) The purpose of this course is to prepare students to utilize effective group process and leadership skills. A variety of group techniques will be discussed and demonstrated. Students will have the opportunity to experience being members of a group and to practice leading a group. (Also listed as Social Work 360.) 3 s.h.

PSY 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PSY 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PSY 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PSY 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PSY 396. **Psychology of Personality.** (Prerequisite: Psychology 102.) The study of major theoretical explanations of personality and major influences on the development of personality. 3 s.h.

PSY 430. **Biological Psychology.** (Prerequisite: Psychology 102.) An overview of the role of the nervous system in the control of behavior. Topics covered include neuroanatomy, mechanisms of drug action, sensory systems, sleep and dreams, motivation and emotion, language, and recovery from nervous system damage. 3 s.h.

PSY 459. **Clinical and Counseling Psychology.** (Prerequisite: Psychology 342.) An examination of the primary theories and techniques in clinical and counseling psychology, including psychological assessment and intervention. In addition to learning content in these areas, the course includes some development and practice of foundational counseling skills. 3 s.h.

PSY 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PSY 473. **Senior Research Project.** (Prerequisite: Psychology 349.) Students will design empirical research related to their professional area of study and engage in scholarly writing using the American Psychological Association (APA) style. (Also listed as Sociology and Social Work 473.) 2 s.h.

PSY 474. **History and Systems of Psychology.** (Prerequisite: Psychology 102.) A survey of the origins and development of major psychological systems of thought, methods, and ideas. 3 s.h.

PSY 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PSY 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PSY 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PSY 494. **Research Seminar.** (Prerequisite: Psychology 349.) In this course, students will plan and carry out a significant empirical research project. 3 s.h.

PSY 498. **Senior Seminar.** This course is designed as a culminating experience such that students demonstrate theoretical and practical ways to approach issues in community and organizational life. (also listed as Political Science, Sociology, and Social Work 498). 3 s.h.

Public Health

PUBH 101. **First Aid/CPR/AED Certification.** Students will learn basic procedures and skills necessary for providing immediate and temporary care in a medical related emergency situation. Students will qualify to earn either the American Red Cross or the American Heart Association certification for Standard First Aid; Adult, Child and Infant Cardio-Pulmonary Resuscitation (CPR); and Automated External Defibrillation (AED). 1 s.h.

PUBH 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PUBH 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PUBH 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PUBH 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PUBH 202. **Women's Health Seminar.** A course on key health issues that women will face throughout their lifetime. The course has three distinct segments including consumer health, reproductive health, and emotional health. The course will include a study of topics such as consumerism and health care delivery; stress management and emotional well-being; obesity and eating disorders; recognizing sexual abuse and harassment; and preventing the misuse or abuse of substances and prescription drugs. The course will incorporate the use of several different technologies including weekly internet assignments and a collaborative health project. (Previously offered as PUBH 100) 3 s.h.

PUBH 261. **Personal Health and Wellness.** The course will provide a thorough understanding of the behaviors and skills necessary for establishing and maintaining a healthy lifestyle. The areas of study will include nutrition, weight management, physical fitness, stress management, drugs in society, and health consumerism. In addition the course will provide an emphasis on ways to make positive lifestyle changes in order to prevent heart disease, diabetes, sexually transmitted infections, cancer, obesity, alcoholism, and addiction to nicotine and/or other drugs. 3 s.h.

PUBH 262. **Human Sexuality.** A course designed for the general college student regardless of major or area of specialization. Students will first explore human sexuality including female/male reproductive systems, birth control, and sexual maturation. The second part of the course will examine self sexual responsibilities such as intimacy, sexual attitude, and sexual behavior. 3 s.h.

PUBH 263. **Drug Education.** A course designed to give an overview of current issues and problems in the health area. Special emphasis is placed on a detailed study of drug types, their effects on the body, drugs and abuse and of laws regarding drug use. This course is especially designed for elementary and secondary education majors and is directed towards helping them explain the responsibilities of elementary and secondary schools in teaching health related issues. (Not open to students with credit in Psychology/Sociology 240.) 3 s.h.

PUBH 264. **Nutrition for Wellness.** This course is an introduction to the scientific principles of human nutrition and how sound nutrition practices are related to achieving optimal wellness. The following aspects of dietary nutrients will be covered: physical and chemical properties, physiological functions, dietary allowances, energy balance, food labeling, food additives, food-borne illnesses, deficiency diseases, and availability of nutrients from various food sources. A personal nutrition project is required. 3 s.h.

PUBH 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PUBH 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PUBH 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PUBH 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PUBH 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PUBH 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PUBH 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PUBH 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PUBH 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

PUBH 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

PUBH 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

PUBH 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Religion

REL 104. **Contemporary Cultures and World Views.** This course is designed to help the student identify the diverse cultures and worldviews in today's society, develop an ability to assess the local cultures, and acquire an ability to respond to different cultures from a theistic perspective. This course will introduce the student to philosophical thought reflected in contemporary culture. Philosophies such as Postmodernism, Secular Humanism, Cosmic Humanism, Christianity, and Islam are investigated in light of their contributions to the major institutions of modern society. 3 s.h.

REL 127. **World Religions and Ethics.** An introduction to selected western and eastern religious traditions that examine the beliefs, practices, rituals, and ethics of Hinduism, Buddhism, Judaism, Christianity, and Islam.. 3 s.h.

REL 128. **The Historical and Cultural World of the Bible.** An introduction to selections from the Hebrew Bible and New Testament examined in light of the cultural and historical contexts in which the texts were originally written. 3 s.h.

REL 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

REL 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

REL 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

REL 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

REL 205. **Theology in Literature.** An exploration of central theological themes (e.g. human dignity, free will, evil, social justice issues, etc.) in literature through the analysis of literary and theological texts. Literary works may include such writers as C.S. Lewis, The Chronicles of Narnia, J.R.R. Tolkien's Lord of the Rings, and/or J.K. Rowling's Harry Potter. Students may take the course for credit more than once when the topic varies. 3 s.h.

REL 210. **Philosophy of Religion** (Also listed as Philosophy 210.) An introductory level study of how philosophers have approached religious issues. Topics include arguments for and against the existence of God, the problem of evil, the character of religious experience, the relationship between revelation and reason, the nature of religious language, and the question of life after death. Through a study of the philosophy of religion, students gain an understanding of the nature and goals of philosophy. 3 s.h.

REL 228. **History of the Christian Tradition.** This course surveys the key movements, people and institutions in the development of the Christian tradition from the apostolic period to the modern period. 3 s.h.

REL 231. **Religions in America.** A study of the history, beliefs and practices of selected religious traditions in the United States. (Previously offered as Religion 330.) 3 s.h.

REL 236 **Experiencing the Religions of the World through Travel.** An introduction to selected western and eastern religious traditions. Similar in content to Religion 127, this course includes not only traditional class work but also travel to places of religious significance and interest. Tuition does not include travel costs. Student is responsible for travel costs. 3 s.h.

REL 237 **The African American Religious Experience.** An historical introduction to the diverse religious traditions of African Americans. Topics include African religions, slavery and religion, the black church, the struggle for freedom and equality, Islam in the African American community, contemporary developments, and the spiritual journeys of African American women. 3 s.h.

REL 255. **Women and Religion.** This course explores the role of women in the religious experience. Subjects may include women in the Bible, women in world religions, selected women in religious leadership. Specific topics may vary by semester. 3 s.h.

REL 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

REL 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

REL 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

REL 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

REL 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

REL 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

REL 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

REL 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

REL 420. **New Testament Greek I.** An introduction to New Testament Greek equipping students with basic tools for continued study of the Greek text of the New Testament. Students are introduced to the grammar, syntax, and vocabulary of the Greek New Testament. Taught at Lutheran Theological Southern Seminary by seminary faculty for seminary and Columbia College students. Open only to juniors and seniors. Permission of the Religion Program Coordinator is required. This course does not satisfy the Columbia College modern spoken language requirement. This course may be taken Pass/Fail, but if taken Pass/Fail, it will not count toward the major or minor in Religion. 3 s.h.

REL 430. **New Testament Greek II.** (Prerequisite: Religion 420.) A continuation of Religion 420. Special attention will be given to incorporating knowledge of Greek grammar and structure with reading and interpreting New Testament passages. The course will include an introduction to biblical exegesis in Greek. Taught at the Lutheran Theological Southern Seminary by seminary faculty for seminary and Columbia College students. Open only to juniors and seniors. of the Religion Program Coordinator is required . This course does not satisfy the Columbia College modern spoken language requirement. This course may be taken Pass/Fail, but if taken Pass/Fail, it will not count toward the major or minor in Religion. 3 s.h.

REL 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

REL 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

REL 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

REL 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Social Work

SOWK 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SOWK 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SOWK 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOWK 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOWK 201. **Professional Ethics.** An introduction to the value frameworks that guide professional practice in the behavioral sciences and helping professions. (Also listed as Psychology 201.) 3 s.h.

SOWK 235. **Psychology and Sociology of Gender.** Given as Psychology 235. 3 s.h.

SOWK 255. **Introduction to Social Welfare.** An introduction to the social welfare institution, with an emphasis on understanding the historical development of social welfare, social welfare services, the philosophical base of social welfare, and the role of social work in service delivery. 3 s.h.

SOWK 268. **Ethnic and Minority Groups.** An examination of theory and research concerning majority-minority group relations and the social processes associated with ethnic differentiation. (Also listed as Sociology 268.) 3 s.h.

SOWK 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SOWK 270E. **Selected Human Services Experiences.** (Prerequisite: Consent of Instructor.) A selected experience in a human service agency under the supervision of the Program. (Also listed as Psychology 270E and Sociology 270E.) 1-4 s.h.

SOWK 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SOWK 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOWK 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOWK 301. **Human Development and the Social Environment I.** (Prerequisite: Psychology 102.) This course explores the processes of human development and change from birth through adolescence. The student will analyze this developmental period in terms of the human biological, social, psychological, and cultural systems that have an impact on individual development and change. (Cross-listed with Child and Family Studies 301.) 3 s.h.

SOWK 302. **Human Development and the Social Environment II.** (Prerequisite: Psychology 102.) This course explores the processes of human development and change from adulthood to senescence. The student will analyze this developmental period in terms of the human biological, social, psychological, and cultural systems that have an impact on individual development and change. (Cross-listed with Child and Family Studies 302.) 3 s.h.

SOWK 304. **Profiles in Leadership.** (Prerequisite: Psychology 102.) Exposing students to diverse leadership models, this course introduces students to issues leaders confront in small groups, organizations, and communities. Using a case study approach, student analyze and evaluate the behavior of leaders from multiple fields of practice. Ethical decision making and service leadership provide the framework for this course. (Also listed as Psychology 304 and Sociology 304.) 3 s.h.

SOWK 320. **Intervention with Children and Families.** (Prerequisite: Sociology 221.) Theories for assessing behavior problems presented by children and families and procedures for designing, implementing and evaluating intervention strategies. Practical applications are made through the use of case studies, role-play, and demonstrations. (Also listed as Sociology 320.) 3 s.h.

SOWK 349. **Research Methods in Behavioral Science.** (Prerequisite or Corequisite: Mathematics 140 or Psychology 300.) An overview of the processes involved in designing and conducting research in the social and behavioral sciences and social work. (Not open to students with credit in Sociology/Social Work 472.) (Also listed as Psychology and Sociology 349.) 3 s.h.

SOWK 350. **Social Work Practice I.** (Prerequisite or Corequisite: Psychology/Social Work 201.) Beginning with the goals of social work practice this course addresses the knowledge, skills and values needed for generalist social work practice. Emphasizing the ecological perspective, focusing on micro practice, components of the change process, and evaluation of practice, these course addresses the knowledge base and skills needed by the generalist social worker. 3 s.h.

SOWK 355. **Social Work Practice II.** (Prerequisite: Social Work 350.) Focusing on generalist practice with families and groups, students develop the interpersonal and problem solving skills necessary for utilizing a variety of practice models. Evaluation is addressed as a critical component of social work practice and models for evaluating practice are presented. 3 s.h.

SOWK 360. **Group Process.** (Prerequisite: Psychology 102.) The purpose of this course is to prepare students to utilize effective group process and leadership skills. A variety of group techniques will be discussed and demonstrated. Students will have the opportunity to experience being members of a group and to practice leading a group. (Also listed as Psychology 360.) 3 s.h.

SOWK 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SOWK 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SOWK 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOWK 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOWK 399LS. **Servant Leadership Project.** (Prerequisite: At least Junior standing and Consent of the Instructor.) Under the mentorship of a Program faculty member students participate in a group leadership project based on the servant leadership model. Students complete a substantive written evaluation reflecting (1) the relationship of servant leadership to their academic discipline and (2) the skills, knowledge, and values they exhibited as a leader. As a team, students enrolled in the project will develop and implement a plan to address a specific community need. The process of planning, implementing, and evaluating the project will enhance the pillars of leadership identified by the College: **Courage, Commitment, Confidence, and Competence.** 1-2 s.h.

SOWK 450. **Social Work Practice III.** (Prerequisite: Social Work 355.) Further development of professional knowledge and skills for generalist practice at the macro level. Social work with organizations and communities will be addressed including strategies for evaluating outcomes. 3 s.h.

SOWK 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SOWK 470A. **Internship in Child and Family Studies** (Prerequisite: Consent of the Instructor.) A supervised experience working in an agency serving children and families in the student's area of emphasis. (Also listed as Sociology 470A) 3 s.h.

SOWK 473. **Senior Research Project.** (Prerequisite: Sociology 349.) Students will design empirical research related to their professional area of study and engage in scholarly writing using the American Psychological Association (APA) style. 2 s.h.

SOWK 480. **Social Welfare Policy and Services.** (Prerequisite: Social Work 255 or Consent of Instructor.) The study of social welfare policies and services designed to develop skills in policy analysis. Includes a framework for analyzing social policies and services and the impact of such variables on economic, political, and ideological pressures on human service delivery systems. 3 s.h.

SOWK 487. **Social Work Field Placement I.** (Prerequisite: Social Work 355.) Internship in an approved social welfare agency under the supervision of the Program. One hour weekly seminar to evaluate and discuss issues affecting social agency functioning and service delivery systems. Mandatory Pass/Fail. 4 s.h.

SOWK 488. **Social Work Field Placement II.** (Prerequisite: Social Work 487.) An advanced experience in social work practice in an approved social welfare agency under the supervision of the Program. One hour weekly seminar. Mandatory Pass/Fail. 6 s.h.

SOWK 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SOWK 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOWK 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOWK 498. **Senior Seminar.** This course is designed as a culminating experience such that students demonstrate theoretical and practical ways to approach issues in community and organizational life. (also listed as Political Science, Psychology, and Sociology 498). 3 s.h.

Sociology

SOC 151. **Introductory Sociology.** A general survey of sociological concepts aiming at a basic understanding of modern society and its complexities. Culture, society and personality are studied within the framework of social institutions. 3 s.h.

SOC 161. **Marriage.** The sociology of the man-woman relationship, including concerns for dating, courtship, mate selection, and marriage in a cross-cultural context with an emphasis on American society. 3 s.h.

SOC 163. **Social Problems.** A study of specific social problems within a sociological frame of reference. Emphasis is placed upon organizing concepts and analyzing current trends. 3 s.h.

SOC 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SOC 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SOC 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOC 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOC 208. **Children and a Violent Society.** This course explores the social and biological precursors for violence and examines the effects of these on individual and social behavior. (Also listed as Psychology 208.) (Not open to students with credit in Sociology/Psychology 290G.) 3 s.h.

SOC 226. **Juvenile Delinquency.** An examination of theory and research concerning juvenile delinquency with an emphasis on the United States society. 3 s.h.

SOC 235. **Psychology and Sociology of Gender.** Given as Psychology 235. 3 s.h.

SOC 240. **Drugs, Behavior, and Society.** An introduction to the study of drug use, abuse, and addiction, focusing on the history of drug use, effects of drugs in the nervous system and on behavior, consequences of drug use in modern society, and strategies for prevention and treatment of drug abuse. (Not open to students with credit in Physical Education and Health Promotion 263, Psychology/Sociology 290Q.) (Also listed as Psychology 240.) 3 s.h.

SOC 268. **Ethnic and Minority Groups.** An examination of theory and research concerning majority-minority group relations and the social processes associated with ethnic differentiation. (Also listed as Social Work 268.) 3 s.h.

SOC 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SOC 282. **Social Psychology.** Given as Psychology 282. 3 s.h.

SOC 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SOC 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOC 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOC 304. **Profiles in Leadership.** (Prerequisite: Psychology 102.) Exposing students to diverse leadership models, this course introduces students to issues leaders confront in small groups, organizations, and communities. Using a case study approach, student analyze and evaluate the behavior of leaders from multiple fields of practice. Ethical decision making and service leadership provide the framework for this course. (Also listed as Psychology 304 and Social Work 304.) 3 s.h.

SOC 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SOC 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SOC 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOC 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOC 448. **Community Organization and Advocacy.** The foci of this course are community organization theories and models of advocacy used by “grass roots” leaders and organizational leaders to promote social justice and community change. 3 s.h.

SOC 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SOC 477. **Nonprofit Leadership in the Human Services.** The focus of this course is on the organizational structure of nonprofit human service agencies and the leadership styles needed by those who specialize in nonprofit administration. Topics include but are not limited to strategic planning, board development, fundraising and philanthropy, resource management, and organization effectiveness. 3 s.h.

SOC 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SOC 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOC 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SOC 498. **Senior Seminar.** This course is designed as a culminating experience such that students demonstrate theoretical and practical ways to approach issues in community and organizational life. (also listed as Political Science, Psychology, and Social Work 498). 3 s.h.

Spanish

SPAN 115. **Introduction to Spanish Language and Culture in the Professions.** Particularly designed for future and current professionals, this beginning-level class focuses on basic Spanish language skills, communication in specific professional contexts, and intercultural understanding. Each offering of this course will focus on a different Spanish-in-the-professions area. Letter suffixes will indicate the professional area specific to each offering. Students may take this course

more than once as long as the letter suffix (professional area) differs each time. [This course assumes no prior Spanish language experience.] 3 s.h.

SPAN 121. **Elementary Spanish I.** (Prerequisite: Satisfactory completion of the Oral Communication requirement.) This course introduces the basic five C's of the language—communication, cultures, connections, comparisons, communities—through a functional approach. Emphasis is on developing communicative competence in simple conversations on familiar material in context. Study of Spanish-speaking countries, their cultural patterns and customs is included. 3 s.h.

SPAN 122. **Elementary Spanish II.** (Prerequisite: Spanish 121, Placement Test, or Consent of the Program Coordinator. Satisfactory completion of the Oral Communication requirement.) This course continues to develop skills introduced in 121 in communication, cultures, comparisons, communities and connections as students function in Spanish in contextualized situations presented in class. Emphasis is on a functional approach to oral communication. Further study of Spanish-speaking countries, their cultural patterns and customs is included. 3 s.h.

SPAN 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SPAN 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SPAN 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPAN 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPAN 221. **Intermediate Spanish I.** (Prerequisite: Spanish 122, placement test, or Consent of Program Coordinator. Satisfactory completion of the Oral Communication requirement.) This course continues to develop skills introduced in 121 and 122 in communication, cultures, comparisons, communities and connections as students function in Spanish in contextualized situations presented in class. Emphasis is on oral and written expression. Study of Spanish speaking countries, cultural patterns and customs is enhanced through analysis of written, visual and aural text. 3 s.h.

SPAN 222 **Intermediate Spanish II.** (Prerequisite: Spanish 221, placement test or Consent of Program Coordinator.) This course continues and completes the basic Spanish language sequence. Students continue to develop skills in communication, cultures, comparisons, communities and connections. Emphasis is on oral and written expression. Study of Spanish speaking countries, cultural patterns and customs is enhanced through analysis of written, visual and aural texts and their application to real world scenarios. 3 s.h.

SPAN 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SPAN 290. **Special Programs.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SPAN 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPAN 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPAN 316. **Spanish for Heritage Speakers.** (Prerequisite: Must be a Spanish native and/or heritage Spanish speaker; Consent of Program Coordinator.) This course will count toward a Spanish minor or major. Designed to specifically address Heritage Speaker's academic needs, this course will improve the skills that they already possess and expand their abilities in speaking, reading, writing, listening. Oral proficiency but little or no formal training in the language will not be an obstacle in this course. The main focus is written and oral development, but issues are also covered. Through exposure to Hispanic culture and cultural awareness activities, students will develop a critical understanding of the rich and grammatical review, in-class discussions, vocabulary activities, writing assignments, readings, and audiovisual materials. (Previously offered as SPAN 390S.) 3 s.h.

SPAN 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SPAN 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SPAN 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPAN 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPAN 465. **From the Page to the Stage: Performing Hispanic Theatre.** (Prerequisite: Spanish 250, Advanced Placement or Consent of the Program Coordinator. Spanish 310 must be taken as a pre- or co-requisite.) This class will focus on improving students' knowledge of colloquial Spanish as well as pronunciation by transforming a written dramatic text into a live performance. We will explore the dual nature of drama, as both text and performance, and study how theatre communicates cultural values and social-political issues. Class discussions will stress the role of the reader/spectator as well as the importance of non-verbal forms of discourse, such as stage directions, stagecraft, lighting and physical movements in producing the play's meaning. As a class, we will work on selected one-act Hispanic plays for performance and dedicate much of the course to rehearsals for the public staging in which all students participate. This course can be taken to fulfill the Spanish major requirements either as a literature credit or a cultural credit. (Previously offered as SPAN 390R.) 3 s.h.

SPAN 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SPAN 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SPAN 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPAN 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Special Education

SPED 165. **Intervening with At-Risk Learners I.** This course will focus on introducing students to Response to Intervention for at risk students. Current legislation and practices within school settings will be researched as students identify and describe the roles of interventionist in the learning environment. 1 s.h.

SPED 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SPED 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SPED 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPED 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPED 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SPED 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SPED 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPED 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPED 329. **Behavior Supports and Learning Disabilities.** (Prerequisite or corequisite: Education 329.) An in-depth study of issues related to the behavior of students with disabilities will be completed through a 1 s.h. module. This module will focus on positive behavior supports and behavior change strategies. Teacher candidates seeking a credential in multi-categorical disabilities must take EDU 329 as a corequisite or prerequisite for SPED 329. 1 s.h.

SPED 332. **Exceptional Learners.** Teacher candidates will construct an understanding of the concept of exceptionality and study educational theories and practices for promoting learning with diverse groups of children and youth. The roles and responsibilities of a variety of school professionals who work with students with exceptionalities will be discussed and practiced in simulations. Resources that are available to support the special needs of students and families will be researched. 3 s.h.

SPED 335. **Children and Youth with Mild Disabilities.** (Prerequisite: Pass Praxis I and Special Education 332) In this course, teacher candidates will focus on the education, cognitive, physical, linguistic, social and emotional characteristics of persons with mild to moderate learning, intellectual and emotional disabilities. Teacher candidates will demonstrate knowledge and skills related to referring, evaluating, making eligibility decisions, and creating individualized education programs based on specific learning needs. 3 s.h.

SPED 361. **Apprenticeship for Teaching (Field Experience II).** (Prerequisites: Pass Praxis I and Education 160 and Education 260.) In this field experience, special education teacher candidates will be placed in two classroom settings across two levels (elementary, middle, or secondary) for students with mild to moderate learning, intellectual and emotional disabilities. Teacher candidates will gradually assume more active teacher roles and responsibilities from tutoring, to working with small groups, to whole class instruction and management. Instructional activities will be planned, implemented and assessed based on individual learning needs of the classroom (IEP and assessment data) and the state ADEPT guidelines. Positive behavior supports and transition strategies will be researched and implemented. 3 s.h.

SPED 363. **Assessment in Special Education.** (Prerequisite: Pass Praxis I) Teacher candidates will develop the knowledge and understanding of assessment, diagnosis and evaluation procedures that are essential for teachers in the field of special education. Skills will be developed in the use of formal and informal assessment information in making eligibility, program, and placement decisions for individuals with exceptionalities, including those from culturally and/or linguistically diverse backgrounds. 3 s.h.

SPED 365. **Intervening with At-Risk Learners II.** This course will serve as the site based shadowing experience in intervening with at risk learners. Students will be provided the opportunity to observe and reflect on site based interventions for at risk learners. In addition, students will apply the knowledge and methods gained through their observations as they plan and provide intervention to at risk learners. 3 s.h.

SPED 370. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SPED 390. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SPED 391. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPED 392. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPED 450. **Special Education Instructional Strategies.** (Prerequisite: Pass Praxis I; Pre- or Corequisite: Special Education 335.) In this course, teacher candidates will learn to identify and use instructional strategies, curricula and resources that are appropriate and effective in meeting the individual learning needs of persons with mild to moderate learning, intellectual and emotional disabilities. Teacher candidates will develop competencies in planning and managing the teaching/learning environment of resource and self-contained classrooms. 3 s.h.

SPED 470. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

SPED 490. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

SPED 491. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

SPED 492. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

Theatre

THEA 105. **Introduction to Theatre.** Understanding and appreciation of theatre through an exploration of the creative process of the audience, playwright, performer, director, designer, and critic. Attendance at several plays is required. (Previously offered as Speech 130.) 3 s.h.

THEA 107. **Introduction to Acting.** Understanding and appreciation of the art of acting through an introduction to basic acting skills, including script analysis, character development, and techniques of voice and movement. No previous acting experience is required. (Previously offered as Speech 124.) 3 s.h.

THEA 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

THEA 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

THEA 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

THEA 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

THEA 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

THEA 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

THEA 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

THEA 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

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Writing

WRIT 150. **Bloggng.** This course introduces students to writing short, timely commentary for a general online audience. Students learn the skills of online research, interviewing, reporting, and writing short, clear, fact-based opinion pieces. They also learn how to build a basic blog and generate an audience for their online writing. 3 s.h.

WRIT 170. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

WRIT 190. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

WRIT 191. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

WRIT 192. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

WRIT 210. **Advanced Composition.** (Prerequisite: English 102) This course is designed to help students produce expository and academic texts that are polished and effective. Emphasis will be placed on fostering a greater cognizance of language and the writing process while enhancing the student's ability to think logically and develop ideas with substance and clarity. 3 s.h.

WRIT 270. **Internship.** Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

WRIT 290. **Special Problems.** A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

WRIT 291. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

WRIT 292. **Independent Study.** Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

WRIT 305. **Writing for Business and Public Affairs.** (Prerequisite: English 102) A survey of business and governmental writing, including techniques of correspondence, informal and formal reports, case studies, interoffice communications. Students are required to complete a research project. 3 s.h.

WRIT 330. **Writing for Digital Media.** (Prerequisite: English 102) Students will look at form as well as content on the Internet, focusing on content development for the Web. Students will build on research, reporting, editing, and writing skills

while developing awareness of the Web as a medium. Particular aspects of Web writing and presentation – for example, keywords, links, graphics, video, as well as blogs, wikis, and other social media – will be emphasized. 3 s.h.

WRIT 346. Introduction to Writing Short Fiction. (Prerequisite: English 102) Students will read and write short stories, learning the elements of fiction and a variety of narrative styles. 3 s.h.

WRIT 347. Introduction to Writing Poetry. (Prerequisite: English 102) Students will read poetry and write poems, learning the elements of poetry and a variety of poetic forms and techniques. 3 s.h.

WRIT 348. Introduction to Writing Creative Nonfiction. (Prerequisite: English 102) Students will read and write various forms of creative nonfiction, such as personal essays, travel writing, narrative history, documentary, autobiography and/or memoir. 3 s.h.

WRIT 350. Introduction to Narrative with Digital Video. (Prerequisite: English 102) Students will build on their understanding of research, reporting, interviewing, writing, and editing while being introduced to single-camera video production. Students will use basic digital video equipment, learning basic lighting and audio production and basic editing to create short documentaries and other narratives. (Students may not receive credit for both Communication 280 and Writing 350.) 3 s.h.

WRIT 370. Internship. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

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WRIT 470. Internship. Individual work under faculty supervision with evaluation based on appropriate evidence of achievement. Approval of an internship request by the instructor and the appropriate program coordinator or division head is required to be able to register for the course. Mandatory Pass/Fail. 1-4 s.h.

WRIT 490. Special Problems. A course not currently listed by the Division and offered on an experimental basis. Prerequisites or special permission may be required as needed for admission to the course. 1-4 s.h.

WRIT 491. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

WRIT 492. Independent Study. Research, reading, and/or independent work. Evaluation based on demonstrated evidence of achievement. Approval of an independent study request by the instructor, the appropriate division head, and the Provost is required to be able to register for the course. 1-6 s.h.

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Dr. Danielle Saunders Walsh, MD, FACS '91
Ms. Marguerite Willis
Ms. Patricia Stone Wood '64
Ms. Claire Wilson Yarborough '67, Board Secretary

Mr. M. Edward Sellers, *Trustee Emeritus*

Officers of the College

Elizabeth A. Dinndorf, J.D.

President

Laurie B. Hopkins, Ph.D.

Provost and Vice President for Academic Affairs

John E. Sircy, M.B.A.

Vice President for Finance

Amy Shealy Lanier, B.A.

Vice President for Advancement and Alumnae Relations

Ken Huus, M.B.A.

Vice President for Enrollment Management

Faculty

Professors

Julia P. Baker (2003) -- Professor of Chemistry. B.S., Furman University; Ph.D. University of South Carolina.

Martha Brim (1983) -- Professor of Dance. B.F.A., M.F.A., Florida State University.

Tamara L. Burk (2003) -- John Reeves Endowed Chair of Leadership; Professor of Communication Studies. B.A., M.A., University of Maine; Ed.S., Ph.D., College of William and Mary.

Mona R. El Shazly (1987) -- Professor of International Business and Economics. B.A., M.A., American University, Cairo; Ph.D., University of South Carolina.

Joyce Fields (2000) -- Professor of Child and Family Studies. B.S., Longwood College; M.S., Baylor University; Ph.D., Florida State University.

Mary B. Gilkerson (1991) -- Professor of Art. B.F.A., M.A., M.F.A., University of South Carolina.

Christine Hait (1992) -- Professor of English. B.A., M.A., Texas A&M University; Ph.D., University of North Carolina, Chapel Hill.

Melissa Heidari (1989) -- Martha Youmans Edens Professor of English. B.A., Ph.D., University of South Carolina; M.A., University of Rochester.

Laurie B. Hopkins (1984) -- Professor of Mathematics. B.S., Ph.D., University of South Carolina.

Richard C. Krejci (1983) -- Professor of Physical Education and Health Promotion. B.S., M.S., Ph.D., University of South Carolina.

James C. Lane (1997) -- Professor of Elementary Education. B.S., M.Ed., Ed.S., Ph.D., University of South Carolina.

Doris Giles Layton (2000) -- Professor of Education. B.A., Winthrop University; IMA., Ph.D., University of South Carolina.

Randolph D. Love (1979) -- Fred and Carolyn Parker Chair of Music; Professor of Music. B.M., Ohio State University; M.M., D.M.A., University of Cincinnati, College – Conservatory of Music.

Tandy McConnell (1998) -- Charles Ezra Daniels Chair of History; Professor of History. B.A., Berea College; M.A., M.Div., Southern Baptist Theological Seminary; Ph.D., University of South Carolina.

Nieves McNulty (1999) -- Professor of Mathematics. B.S., M.S., University of Philippines; Ph.D., University of South Carolina.

Jason B. Munsell (2003) -- Professor of Communication Studies. B.A., M.A., University of Arkansas; Ph.D. Louisiana State University.

Stephen R. Nevitt (1976) -- Professor of Art. B.F.A., University of South Carolina; M.A., State University of New York.

Lynne Steyer Noble (1999) -- Professor of Education. B.A.Ed., University of Michigan; M.Ed., Ed.D., University of Virginia.

Madeleine Schep (1998) -- Professor of Mathematics and Computer Information Systems. M.S., University of Paris VII; Ph.D., University of Paris Sud.

Nancy L. Tuten (1988) -- Stackhouse Chair of English; Professor of English. B.A., Newberry College; M.A., Ph.D., University of South Carolina.

Catherine (Lisa) A. Unterseher (2000) -- R. Wright Spears Professor of Religion. B.A., University of Texas at Austin; M.Div., Ph.D., Southern Methodist University.

Ute Wachsmann-Linnan (2000) -- Professor of Art History. M.B.A., University of South Carolina, M.L.I.S, University of California; Ph.D., University of Bonn (Germany).

Alan Weinberg (1986) -- Professor of Music. B.A., M.M., Temple University; D.M.A., Indiana University School of Music.

Tracy West (2000) -- Professor of Special Education. B.S., M.A., East Carolina University; Ph.D., University of South Carolina.

John Zubizarreta (1988) -- Professor of English. B.A., Florida International University; M.A., Ph.D., University of South Carolina.

Associate Professors

Sandra Ayers (1996) -- Associate Professor of Early Childhood Education. B.A., Columbia College; M.Ed., Ph.D., University of South Carolina.

Chris Burkett (2006) -- Associate Professor of Education. B.A., Newberry College; M.Ed., Columbia College; Ed.D., Nova Southeastern University.

Heather Hahn (2008) -- Associate Professor of Philosophy. B.A., Hiram College; M.A., Ph.D., State University of New York.

Calley Hornbuckle (2007) -- Associate Professor of English. B.A. Bennington College; M.A., Bridgewater State College. Ph.D., University of South Carolina.

Shirley Huisman (2014) -- Associate Professor of Social Work. B.A., Dordt College; M.S.W., Syracuse University; Ph.D., University of South Carolina.

Sharon L. Jones (2006) -- Associate Professor of Political Science. B.A., B.S., M.A., University of South Florida; M.A., Ph.D., Syracuse University.

Regina Lemmon (2015) -- Associate Professor of Speech Language Pathology. B.A., Columbia College; M.S.P., Ph.D., University of South Carolina.

Yuan Li (2007) -- Associate Professor of Business. B.S., M.B.A., Northwestern University; Ph.D., University of South Carolina.

Corinne D. Mann (2007) -- Associate Professor of French. B.A., Mary Baldwin College; M.A., University of Virginia; D.E.A, University Paris; Ph.D., Pennsylvania State University.

Kirt E. Moody (2003) -- Paysinger Endowed Chair for Science and Technology; Associate Professor of Biology and Environmental Science. B.A.S., M.A., University of Maine; Ph.D., College of William and Mary.

Allan Nail (2010) -- Associate Professor of English. B.A., M.Ed., Ph.D., University of Florida.

Adrienne Yingling Oxley (2008) -- Associate Professor of Chemistry. B.S., Chatham College; Ph.D. University of Pittsburgh.

Robin Rosenthal (2012) -- Associate Professor of Psychology. B.A., Barnard College; M.B.A., Harvard University; M.S., Georgia State University; Ph.D., University of Georgia.

Hyman Rubin III (1999) -- Associate Professor of History. B.A., Yale University; M.A., Ph.D., Emory University.

Edward Sharkey (2000) -- Associate Professor of Political Science. B.A., M.A., University of Montana; Ph.D., Northern Arizona University.

Scott Smith (1993) -- Associate Professor of Mathematics. B.A., Earlham College; Ph.D., University of Kentucky.

Karen C. Thompson (1999) -- Associate Professor of Psychology. B.S., Bowling Green State University; M.A., Ph.D., University of South Carolina.

Marcy Jo Yonkey-Clayton (2008) -- Associate Professor of Dance. B.A., Slippery Rock University; M.F.A. Texas Woman's University.

Rocío Zalba (2007) -- Associate Professor of Spanish. B.A., University of Guelph; M.A., University of Toronto; Ph.D. University of Kansas.

Assistant Professors

Diana Amos (2012) -- Assistant Professor of Music. B.M. Oberlin College; M.M., D.M.A., University of South Carolina.

Jessica Berry (2015) -- Assistant Professor of Speech Language Pathology. B.A., Winthrop University; M.A., South Carolina State University; Ph.D. Louisiana State University.

Jeff Cho (2015) -- Assistant Professor of Psychology. B.A., B.S., Stanford University; Ph.D., University of California, Irvine.

Carol Hoyle (2011) -- Assistant Professor of Special Education. B.S., M. Ed, Winthrop University; Ph. D. University of South Carolina.

Virginia Johnson (2013) -- Assistant Professor of Mathematics – Ph.D., University of South Carolina; M.A., Wake Forest; M.S. North Carolina A&T University; B.A. Antioch College.

George Kaufman (2015) – Assistant Professor of Chemistry. B.A., B.S., M.S., Brown University; Ph. D., Harvard University.

Marlee Marsh (2012) -- Assistant Professor of Biology. B.S. Converse College; Ph.D., Clemson University.

Paloma Fernández Sánchez (2013) -- Assistant Professor of Spanish – Ph.D., Indiana University; M.A., Loyola University; M.A. & B.A., Alcalá de Henares University, Spain.

Maria Victoria Sanchez Samblas (2011) -- Assistant Professor of Spanish. B.A., Ph. D. Universidad Autonoma, M.A. Universidad Complutense, M.A. Ph. D. Vanderbilt University.

Marla Sanders (2012) -- Assistant Professor of Education. B.A., M.Ed., Columbia College; Ph.D. North Carolina State University.

Visiting Assistant Professors

Jade Huell (2014) -- Visiting Assistant Professor of Communication Studies. B.A., Columbia College; M.A., University of South Carolina; Ph.D., Louisiana State University.

Amy Smith Reeves (2012) -- Visiting Assistant Professor of English. B.A. Huntington University; M.A., Ph.D. University of South Carolina

Senior Lecturers

David Alewine (2011) -- Senior Lecturer of Organizational Change and Leadership. B.S., M.B.A., University of South Carolina; M.A., Columbia College.

M. Emily Bentley (2015) -- Senior Lecturer of Emergency Management. B.A., Auburn University; J.D., Faulkner University Jones School of Law.

Claudia Smith Brinson (2007) -- Harriet Gray Blackwell Professorship of Creative Writing; Senior Lecturer of English. M.A., University of South Carolina.

Harry Cooper (2004) -- Senior Lecturer of Business and Criminal Justice –B.S., J.D., University of South Carolina.

D'Michelle DuPre (2014) -- Senior Lecturer of Criminal Justice. B.A., University of South Carolina; M.D., Ross University School of Medicine.

Christine LaCola (2013) --Senior Lecturer, Leadership. B.A., Kalamazoo College; M.B.A, University of Maryland; Ed.D., University of Georgia.

Kyle A. Love (2001) -- Senior Lecturer of Communication and Theatre. B.A., M.A., University of Virginia.

Debra M. Stayner (2002) -- Senior Lecturer of Human Relations. B.A., M.A., University of South Carolina.

Emily Ward (2014) -- Senior Lecturer of English. B.A., M.A., University of South Carolina.

Lecturers

Travis Dalton (2014) -- Lecturer of Business and Computer and Information Science. B.S., M.B.A., Western Carolina University.

Amy Ellisor (2012) -- Lecturer of Education – B.A., M.Ed., University of South Carolina.

Bethany Fisackerly (2014) -- Lecturer of child and Family Studies/Child Life Specialist. B.S., University of Florida; M.S., East Carolina University.

Falicia Harvey (2013) -- Director of Teacher Education/NCATE Coordinator and Lecturer of Higher Education Administration – B.A., Austin Peay State University; M.Ed., Ph.D., University of South Carolina.

Sandra K. Kimmel (2004) -- Lecturer of Communication Studies. B.A., Columbia College; M.A., Queens University of Charlotte.

Alice K.C. Lou (2008) -- Lecturer of Mathematics. B.S., Columbia College; M.S., Columbia University.

Vida Mingo (2010) -- Lecturer of Biology. B.S., Johnson C. Smith University; M.S., Long Island University; Ph.D., University of South Carolina.

Helen R. Rapoport (2008) -- Lecturer of English. B.A., J.D., University of South Carolina.

Susan Rolfe (2008) -- Lecturer of Accounting. B.S., Southern Adventist University; M.A., University of South Carolina.

Brooke Wymer (2014) -- Lecturer of Social Work and Director of Field Experiences. B.A., Columbia College; M.S.W., University of South Carolina.

Visiting Lecturer

Amanda Ling (2015) -- Lecturer of Dance. B.F.A, Columbia College; M.F.A., Arizona State University.

Director

Paula Wilson (2011) -- Betty Suber Groh and Guthrie Darr Chair in Music and Choir Mastery; Director of Choral Activities. B.A., Columbia College; M.M.Ed., Florida State University.

**Columbia College
Evening
Student Handbook
2015-2016**

Student Code Of Conduct, Honor Code, And Judicial System

A COMMUNITY OF HONOR

The terms and conditions of the Honor Code function as an integral part of the Student Code of Conduct and the procedures outlined within. As members of the Columbia College community, we believe that the Honor System is more than just a set of rules; we believe it is a way of living. The central purpose of the Honor System is to sustain and protect a community of trust in which students can enjoy the freedom to develop their potential, both intellectually and personally, without restraint or limitation. We feel that dishonest means are incompatible with this development. Both the Student Code of Conduct and the Honor Code support the development of persons who will be trusted and respected, both as members of this community and after they leave Columbia College.

Columbia College aspires to provide a living and learning community in which students can meet their academic goals. The College desires to provide students with a clear understanding of the academic requirements and, as such, policies are generally published in the Columbia College Bulletin and the *Student Handbook*. As a community, the College is dedicated to both academic and personal excellence. Therefore, choosing to join the Columbia College community obligates each member to a code of honorable behavior.

The College determines, publishes, and communicates its policies and procedures concerning student conduct. In addition, the College has the right to determine when its community standards have been violated and to determine the appropriate course of action. The purpose of this chapter is to present the College's policies and procedures that govern all student conduct on and off campus. These policies should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Designed to address disruptive behavior in a preventative way, these policies and procedures are considered to be an integral part of the Student Code of Conduct and the Honor Code.

By enrolling in Columbia College, each student accepts the responsibility to become fully acquainted with the College's community standards, to comply with the College's authority, to respect the rights and property of others, and to recognize that each student's actions reflect upon the entire College community, as well as the student involved. The College reserves the right to take appropriate action for any conduct which reasonably interrupts and/or infringes upon orderly life in the College community, disrupts the academic environment, or infringes on the rights of others. Students shall be afforded every opportunity for fairness in judicial proceedings. However, the College reserves the right to suspend or expel a student at any time, for any reason deemed sufficient by the College in accordance with the procedures outlined in this chapter. Columbia College's judicial system operates within the boundaries of fundamental fairness and not criminal and civil rules of due process.

SECTION 1: HONOR CODE

"We Choose Honor"

Our Preamble

Columbia College is a vital learning community committed to honor. We are dedicated to both academic and personal excellence through the pursuit of knowledge, the transmission of ideas, and the cultivation of character. The College fosters an environment that emphasizes a sense of responsibility for oneself, for others, and for the society at large. In keeping with this idea of the community as a whole, the ideas of trust and respect apply to members of Columbia College during their time in the community and after they leave the community.

The following values support and sustain the legacy and mission of Columbia College and are the foundation for the Honor Code and Student Code of Conduct:

Responsibility is taking personal accountability for one's own behaviors, taking action in the face of wrongdoing, and upholding the integrity of our community.

Integrity is open, honest, and responsible activity-within the realms of academics and our community- creating and protecting an environment that will not compromise the worth of others and where all contributions are valued.

Respect is regard for the dignity of self and others and therefore demands a commitment to fairness and concern for the rights and property of our community.

Compassion is sensitivity of spirit to others' life experiences that compels one to reach out with empathy in loving-kindness and service.

Our Pledge

As a member of the Columbia College community, I choose Honor. I hereby pledge to uphold these values that support and sustain the legacy and mission of Columbia College. I will be responsible for my own behaviors both in and out of the classroom; I will strive to be a person of integrity - creating and protecting an environment that will not compromise the worth of others; I will respect others and myself by exhibiting fairness and showing concern for the rights and property of our community; and I will show compassion through loving-kindness and service. Furthermore, as a student of Columbia College, I am honor bound to refrain from cheating, stealing and lying. I choose Honor and I pledge the Columbia College Honor Code as my way of life.

Our Student Responsibility

1. It is the responsibility of each student to personally approach anyone who has committed a major offense and urge that student to report the offense.
2. Each student, as a member of the student body of Columbia College, has the responsibility, not only for becoming familiar with the provisions of the Student Code of Conduct and Honor Code upon which the student body has agreed, but also for developing the highest and strongest personal honor code possible.
3. Each student must realize that by accepting admission to Columbia College, the student has acknowledged a commitment to the provisions of the Honor Code.

SECTION 2: DEFINITIONS

1. The term “College” means Columbia College.
2. The term “student” includes all persons taking courses at the College, both full-time and part-time. Persons who are not officially enrolled for a particular term but have a continuing relationship with the College are also considered “students.”
3. The term “faculty member” means any person hired by the College to conduct classroom activities.
4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities. College officials can include the Dean of Students, Director of Residence Life and Housing, Area Coordinators, Assistant Area Coordinator, Resident Assistants, Desk Coordinators, Desk Assistants, or Graduate Assistants.
5. The term “member of the College community” includes any person who is a student, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the Judicial Coordinator.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition as a student organization.
8. The term “judicial body” means the Judicial Coordinator or any person or persons authorized by a Judicial Coordinator to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.
9. The term “Judicial Coordinator” means a College official authorized to receive and organize all complaints and reports of possible violations, adjudicate cases directly, select a judicial body, assist in procedural matters in hearings, and who will be available for consultation and assistance with respect to procedural matters during the hearings of the Judicial Board. The Judicial Coordinator will also be the person primarily responsible for educating students on the Student Code of Conduct and Honor Code or for delegating the duty of this education to others. The Judicial Coordinator(s) will be appointed by the Dean of Students and/or Provost. One Judicial Coordinator may be selected to work primarily with academic infractions.
10. The term “Appellate Board” means any person or persons selected by the College’s President to consider an appeal from a judicial body’s determination that a student has violated the Student Code of Conduct or of the sanctions imposed by the judicial body.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The term “policy” is defined as the written policies and procedures of the College as found in, but not limited to, the Columbia College *Student Handbook*, *Housing Contract*, and *Undergraduate Bulletin*.

SECTION 3: THE STUDENT CODE OF CONDUCT

Any student believed to have committed one or more of the following acts of misconduct is subject to the judicial process outlined later in this chapter. The following acts are prohibited:

1. Lying or dishonesty, including, but not limited to, the following:
 - a) Furnishing false information to any College official, faculty member, or office.
 - b) Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - c) The falsification of any official time sheet or record of employment by any student, either employed by the College or working in a position on College property.
 - d) Tampering with the election of any College recognized student organization.
 - e) Taking advantage of services to which one is not entitled.
2. Physical abuse/assault, verbal abuse/assault, threats (verbal or written), intimidation, harassment (not sexual in nature), stalking, coercion and/or other conduct which threatens or endangers the health or safety of any person (including oneself) and any actions which serve to interfere with, impede, or harass students.
3. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission, affiliation with, or as a condition for continued membership in an organization, group, or team.
4. Any act as defined in the Sexual Misconduct Policy, as referenced later in the *Student Handbook*.
5. Attempted or actual theft of and/or loss or damage to property of the College, property of a member of the College community, or other personal or public property. This includes the taking of any article that one is not personally entitled to.
6. Dishonesty concerning meal cards or any other dining expectations set forth by the College and/or Sodexo in the Dining Hall or Terrace Café. Student meal cards are not transferable and may not be used by anyone other than the student whose name appears on the card. This also includes dishonesty in transferring food from a student with a meal card to a commuter student or to a guest without a meal card. Students are expected to pay for all food items removed from the server and must use a new meal swipe if leaving the Dining Hall for any reason for an extended amount of time and returning.
7. Unauthorized possession, duplication, altering, or use of keys, student identification cards, or access cards to any College premises and/or failure to report lost or stolen keys, student identification cards, or access cards. This includes possession of a key, student identification card, or access card not originally issued in that student's name.
8. Unauthorized entry into or use of College premises, including access into or out of a building through an emergency exit or window, unless in the case of emergency.
9. Failure to obtain an official student identification card within one week of enrollment at the College. Students are required to carry their student identification cards with them at all times and to present them when requested to any College official who makes such a request while in the performance of her/his duties.
10. Use, possession, or distribution of narcotics, other controlled substances, synthetically produced stimulants or depressants (such as K2Spice), and drug paraphernalia, on or off campus.
11. Use, possession, or distribution of alcoholic beverages and paraphernalia on College property or illegally off campus.
12. Public intoxication by students of legal drinking age on College property or at any College sponsored event.
13. Possession of explosives, fireworks, or dangerous chemicals on College property.
14. Possession of firearms, ammunition, and/or other weapons, as defined by the Columbia College Police Department and/or local, state, and federal law on College property.
15. Failure to vacate a building completely and in a timely manner after the sounding of a fire alarm or an evacuation order, for any reason.
16. Any tampering with, disarming of, or covering of the fire safety equipment. This includes smoke detectors, sprinklers, pull stations, exit door alarms, hood/exhaust and fire suppression systems, and fire extinguishers.
17. Smoking or use of tobacco of any type not done in accordance with the Smoking and Tobacco Policy, as referenced later in the *Student Handbook*.
18. Any posting of items, fliers, marketing, advertising, or other information not done in accordance with the Posting Policy, referenced later in the *Student Handbook*.
19. Any act of solicitation not done in accordance with the Solicitation Policy, referenced later in the *Student Handbook*.
20. Any act of proselytizing as defined in the Proselytizing on Campus Policy, referenced later in the *Student Handbook*.
21. The bringing of children/minors on College property not in accordance with the Children on Campus policy, referenced later in the *Student Handbook*.

22. The bringing of animals on College property not in accordance with the Animals Policy, referenced later in the *Student Handbook*.
23. Sunbathing in areas where this activity is not allowed. Students who wish to lie out in the sun wearing their bathing suits must do so on the grassy areas at the back of campus (i.e. in the McNair Hall Courtyard, on the lawn next to the Cottages, or in the courtyard next to the swimming pool).
24. Any act of retaliation against another member of the College community for any reason, in accordance with the Retaliation Policy, referenced later in the *Student Handbook*.
25. Any act of discrimination based on a person's race, color, religion, national origin, sex, gender, pregnancy, disability, age, genetics, or sexual orientation.
26. Conduct which is disorderly, lewd, indecent or inconsistent with the values of Columbia College.
27. Any act that causes a:
 - a) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
 - b) Disruption to the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 - c) Breach of the peace or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored or participated in by the College. Examples of such conduct include, but are not limited to: abuse, nuisance, obscene telephone calls or text messages, disturbing electronic posts, excessive noise, exhibitionism, and fighting.
28. Any theft or other abuse of computer resources listed below and/or in the Computer Use Policy, referenced later in the *Student Handbook*:
 - a) Unauthorized entry into a file to use, read, change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of computing facilities to interfere with the work of another student, faculty member, or College official.
 - e) Use of computing facilities to send obscene or abusive messages.
 - f) Inappropriate use of the class or College listserves.
 - g) Use of computing facilities to interfere with normal operation of the College computing system.
29. Any act that is considered to be a violation of the Social Media Sites Policy, referenced later in the *Student Handbook*.
30. Violations of the Honor Code as related to academic work, including, but not limited to:
 - a) Cheating or the (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or (4) submitting of an assignment for more than one course without the permission of the instructor(s).
 - b) Plagiarism, including, but not limited to, the use, paraphrasing, or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Using the ideas and/or words of another writer and representing them as one's own is plagiarism, whether those words come from printed source material or from the Internet. All source material - whether directly quoted or paraphrased- must be properly cited, and direct quotes must also be identified as such with quotation marks. Omitting quotation marks from direct quotations - including brief phrases - is considered plagiarism, even when the student cites the source.
 - c) Failure to always adhere to the following pledge: "I have neither given nor received unauthorized aid of any kind on this test, quiz, paper or project."
 - d) Academic dishonesty, including, but not limited to any act during which a student receives any information prior to the test that gives unfair advantage to that student. It also includes work on papers, notebooks, lab reports, etc., that is not solely completed by the student being graded.
 - e) Submission of work not considered to be one's own, and/or with editing not done by the instructor.

- f) Any misrepresentation of the truth in academic work. This offense shall include, but is not limited to, lying to a faculty member, a member of the administration or other College official, or Judicial Board.
 - g) Turning someone else's name in or having someone turn your name in for classes, volunteer service, or other events where attendance is recorded.
 - h) All other forms of dishonesty and unfairness in classes, on tests, and on examinations.
31. Abuse of the Judicial System, including, but not limited to:
 - a) Failure to cooperate in the investigation of an alleged judicial matter or complaint.
 - b) Failure to obey the summons of a judicial body or College official.
 - c) Falsification, distortion, or misrepresentation of information before a judicial body.
 - d) Disruption or interference with the orderly conduct of a judicial proceeding.
 - e) Attempting to discourage an individual's proper participation in, or the use of, the judicial system.
 - f) Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
 - g) Interference with, coercion of, abuse of (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - h) Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - i) Influencing or attempting to influence another person to commit an abuse of the judicial system.
 32. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 33. Violation of federal, state, or local law while a College student, regardless of the location of the violation.
 34. Violation of any of the Residence Hall Policies, as referenced later in the *Student Handbook*.
 35. Violation of all other published College policies, procedures, or community standards not listed in the *Student Handbook*, Housing Contract, or Undergraduate Bulletin.

SECTION 4: JUDICIAL AUTHORITY

1. The Dean of Students is the person designated by the College's President to be responsible for the administration of the Student Code of Conduct (non-academic violations); the Provost is the person designated by the College's President to be responsible for the administration of academic violations. These duties may be delegated to one or two other staff or faculty members who are referred to as Judicial Coordinators.
2. The Judicial Coordinator shall determine the composition of judicial bodies and determine which judicial body shall be authorized to hear each case.
3. The Judicial Coordinator shall develop procedures for the administration of the judicial program and procedural guidelines for the conduct of hearings, which are not inconsistent with provisions of the Student Code of Conduct, the Honor Code, and the judicial system.
4. Decisions made by a judicial body and/or Judicial Coordinator shall be final, subject to the normal appeals process.
5. A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code of Conduct (e.g., roommate conflict). All parties must agree to arbitration and to be bound by the decision.

SECTION 5: JURISDICTION OF THE COLLEGE

Generally, College jurisdiction and discipline shall be limited to conduct which adversely affects the College community and/or the pursuit of its objectives, whether it occurs on the College premises, at a College-sponsored event, or elsewhere while a student is enrolled at the College.

SECTION 6: VIOLATION OF LAW AND COLLEGE DISCIPLINE

1. If a student is charged only with an off-campus violation of federal, state, or local law(s), but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, the student or students charged with a violation of federal, state, or local laws may be placed on an interim suspension if there is a concern for the well-being and safety of other members of the campus community. The period of suspension may last until the College has finished its own investigation or feels that more information has been provided to prove that there is no longer a concern for the safety of the community. The College may conduct its own investigation and judicial proceedings prior to,

simultaneously with, or following civil or criminal proceedings off campus. The student will be afforded the chance to bring legal representation to any judicial proceedings taking place before or during criminal proceedings fitting this description; however, legal representation may only provide counsel to the student and may not speak on the student's behalf or ask questions on the student's behalf.

2. College judicial proceedings may be instituted against a student charged with violation of federal, state, or local law(s) which is also a violation of the Student Code of Conduct if both violations result from the same factual situation, College judicial proceedings will occur without regard to the pendency of civil litigation in court or criminal arrest and prosecution and may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The only exception to this policy will be in the case of a situation as referenced above in this section.
3. For cases in which criminal investigations and/or proceedings are concurrent or pending, the College normally may proceed independent of such investigations or proceedings. The accused student or the complainant may request that the College delay its proceeding. Such requests should be submitted in writing at least two business days prior to the scheduled review to the Judicial Coordinator stating the requested action and the supporting rationale for the request. The Judicial Coordinator may grant the request but is not obligated to do so. The mere fact that criminal investigation or proceedings exist will not ordinarily be considered grounds for delay.
4. When a student is charged by federal, state, or local authorities with a violation of outside law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

SECTION 7: THE JUDICIAL PROCESS

A. Interim Suspension

In certain instances, the Dean of Students, or a designee, may impose a College or residence hall interim suspension.

1. Interim suspension may be imposed for the following reasons:
 - a) to ensure the safety and well-being of members of the College community or preservation of College property,
 - b) to ensure the student's own physical or emotional safety and well-being,
 - c) to prevent a judicial matter from occurring for any other reason, or
 - d) if the student's behavior poses a definite threat of disruption or interference with the normal operations of the College.
2. Interim suspension will be imposed in all instances of physical violence. All involved students (regardless of who was alleged to have started the altercation) will be asked to leave campus immediately and will not be permitted to return to campus until given permission to do so by the Judicial Coordinator (may be limited to specific areas of campus and/or for specific reasons) or until the matter is heard and decided by the Judicial Coordinator or a judicial body. Interim suspension may also be imposed when a student's behavior is deemed overly aggressive or includes threats of violence.
3. During the interim suspension, the student is denied access to all of campus for all reasons, including academic classes and all other College activities or privileges for which the student might otherwise be eligible.

B. Charges and Notification

1. Any member of the College community may file complaints against any student for possible misconduct. Reports should be submitted as soon as possible after the event takes place, preferably within one week. Communication Information Forms are available from Student Affairs or Residence Life staff members. Reports should be submitted to the Judicial Coordinator.
2. The Judicial Coordinator may conduct a preliminary investigation to collect more information on the report and see if any violations of the Student Code of Conduct may have occurred.
3. The Judicial Coordinator shall present all charges in writing to the accused student and shall inform the student to contact her or him by the date listed on the notification (typically within three (3) but not more than five (5) business days after the student has been notified of the charges) to schedule a hearing. Notification will be sent to the student's campus e-mail address. In addition, the student will be asked to come to the Office of Residence Life and Housing (or

the assigned Area Coordinator's office) to sign and pick up the official judicial notification. Should a student fail to pick up the notification of charges within ten (10) business days of the date sent by e-mail, the Judicial Coordinator may schedule the hearing. If the student intentionally fails to appear for a hearing and the Judicial Coordinator has, in good faith, exhausted all reasonable efforts to schedule a hearing, the Judicial Coordinator or judicial body shall conduct a hearing in the student's absence (in absentia) and on the basis of the information made available during the course of the investigation and hearing, may make a determination as to whether a violation of the Student Code of Conduct has occurred. The Judicial Coordinator or judicial body may impose a sanction if a violation is believed to have occurred. This decision shall be communicated in writing to the student.

C. Administrative Hearings

1. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Coordinator.
2. Admission of any person other than the accused to the hearing shall be at the discretion of the Judicial Coordinator.
3. An administrative hearing may be conducted by a designated College official, on behalf of the Judicial Coordinator.
4. The Judicial Coordinator or his or her designee may also conduct meetings with individual witnesses, for the purpose of collecting information. If, during this meeting, the Judicial Coordinator is given information which suggests that the witness may have also been involved in the possible violation of the Student Code of Conduct, the Judicial Coordinator may notify the witness of this and stop the witness meeting. If this does occur, the student will then be allowed to go through the Judicial process.
5. During an administrative hearing, the following steps shall occur:
 - a) The accused student will be informed about the difference between an administrative and Judicial Board hearing. The accused will have the opportunity to ask any questions about the possible judicial proceedings and their processes and be asked to confirm the choice of conducting one or the other.
 - b) If the accused wishes to move forward with the administrative hearing, the accused will be presented with the basic report and facts of the case.
 - c) The accused will be allowed to present his or her version of the incident being discussed and all facts which the accused believes to be relevant.
 - d) The Judicial Coordinator will have the chance to ask questions, in order to collect all information needed.
 - e) Once all information needed has been collected by the Judicial Coordinator and the accused has been provided the opportunity to share all relevant information, the Judicial Coordinator will review all charges presented to the accused. The accused will have the opportunity to ensure that full understanding of the charges and their meanings is achieved.
 - f) The accused will be provided the opportunity to state the level of responsibility for each charge. The Judicial Coordinator will also discuss his or her thoughts on the accused student's level of responsibility. If the two parties are unable to agree, the Judicial Coordinator will be allowed to send the case to a Judicial Board hearing or to make the final decision, as an appeal is possible.
 - g) If a final decision is made in regard to the accused student's level of responsibility and there are findings of "responsible," the Judicial Coordinator will decide upon and communicate all sanctions being assigned to the accused. The Judicial Coordinator may choose to schedule a follow-up hearing to discuss these sanctions, if the Judicial Coordinator wishes to have more time to decide upon the appropriate sanction. The Judicial Coordinator may also discuss possible sanctions with the accused during the hearing but may choose to send notification of the final sanctions later.
 - h) The accused will be asked to acknowledge receipt of the findings and sanctions (if applicable). This receipt will be done in the form of the signing of a printed letter with all of the relevant information. If the letter is not made available for the accused during the time of the hearing, the accused will be notified via campus e-mail once the letter is ready for signature and collection.
6. If, at any time, the accused wishes to stop the administrative hearing and move to a Judicial Board hearing, the accused may do so. However, once the accused has signed a notification of the findings and sanctions, there is no ability to move to a Judicial Board hearing and only an appeal may be conducted.
7. During the hearing, the Judicial Coordinator may take notes on the statements being made by the accused and the steps conducted during the hearing. These notes are considered to be part of the accused student's judicial record and may be used if the student wishes to move to a Judicial Board hearing.

D. Judicial Board Hearings

1. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Coordinator.
2. The Judicial Coordinator may choose to present the case on behalf of the College and complainant(s) if (1) the complainant does not wish to appear before the Judicial Board; (2) the complainant is not a student; (3) there is more than one complainant; (4) the charges are more serious in nature; or (5) it is believed that the Judicial Coordinator will present the case in a more thorough and effective manner. This decision is left to the discretion of the Judicial Coordinator and in these cases, the Judicial Coordinator may still request that the original complainant(s) appear as a witness.
3. Admission of any person other than the accused, the complainant, the witnesses, the campus advisors, and the Judicial Board members to the hearing shall be at the discretion of the Judicial Coordinator.
4. In hearings involving more than one accused student, the Judicial Coordinator or chairperson of the Judicial Board may permit the hearings concerning each student to be conducted separately.
5. The complainant and the accused have the right to be assisted by a campus advisor. The campus advisor must be a current student, faculty or staff member. The complainant and/or the accused is responsible for presenting his or her own case; therefore, campus advisors are not permitted to speak or to participate directly in any hearing before the Judicial Board.
6. The complainant, the accused, the Judicial Board, and the Judicial Coordinator shall have the privilege of calling witnesses. The complainant, the accused, and the witnesses are subject to the right of questioning by the opposing party, the Judicial Board, and the Judicial Coordinator.
7. Pertinent records and exhibits may be accepted as evidence for consideration by a Judicial Board at the discretion of the chairperson and Judicial Coordinator.
8. During a Judicial Board hearing, the accused student shall be:
 - a) afforded the privilege to remain silent and not have that silence taken as admission of responsibility for the violation;
 - b) afforded the privilege to have a campus advisor who does not appear as a witness during a hearing. Advisors are not permitted to speak or to participate directly in any hearing before a Judicial Board. In answering a question, the student may seek assistance from the campus advisor;
 - c) afforded the privilege to present witnesses of fact and information on her/his behalf;
 - d) informed that any oral or written statements the student may make pertaining to the alleged violation may be presented in any subsequent proceedings;
 - e) afforded the privilege to prepare a written statement concerning the alleged violation(s);
 - f) informed that her/his academic, student conduct, and co-curricular activities record may be presented as a part of any proceeding;
 - g) presumed not in violation until a violation is determined;
 - h) afforded the opportunity to review all evidence against her/him in any proceeding;
 - i) afforded the privilege to question witnesses in any proceedings; and
 - j) afforded the privilege to appeal a decision by the Judicial Board to an Appellate Board (see the Appeals information in this section).
9. All procedural questions are subject to the final decision of the chairperson of the Judicial Board. The chairperson may consult with the Judicial Coordinator on procedural issues, as the chairperson deems necessary.
10. After the hearing, the Judicial Board shall convene outside the presence of everyone else and determine (by majority vote) whether the student has violated each section of the Student Code of Conduct which she/he has been charged in writing with violating.
11. The Judicial Board's determination shall be made on the basis of whether it is more likely than not the accused student violated the Student Code of Conduct.
12. There shall be a single verbatim record, such as an audio recording, of all hearings before a Judicial Board (with the exception of the Judicial Board's conversation of the findings and sanctions after the hearing has finished). The record shall be the property of the College. Parties are not permitted to make their own recordings or remove any pieces of evidence not originally brought by the accused, complainant, and/or witnesses into the hearing room.

13. In each case in which the Judicial Board determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined by the Judicial Board and implemented by the Judicial Coordinator. All sanctions are made in the form of a recommendation to the Judicial Coordinator. The Judicial Coordinator has the authority to approve, reject, or modify the recommended sanctions; however, in no case may the Judicial Coordinator impose a sanction more severe than recommended by the Judicial Board. Following the hearing, the Judicial Coordinator shall advise the accused in writing of the Judicial Board's determination of the findings and of any sanctions imposed (if applicable).

E. Organization/Group/Team Hearings

1. In the case that a student organization or athletic group or team is accused of violating one or more policies listed in the Student Code of Conduct, the organization/group/team may be represented by the organization's president or group/team's captain or another selected member of the organization/group/team in a Judicial Board hearing.
2. All correspondence regarding the charges and notification of the hearing, along with the final decision of the Judicial Board, will be sent to the president and advisor of the organization or captain and coach of the athletic group/team, as are listed in the organization's information on file with the Office of Student Activities or the roster on file with the Athletics department. The Director of Student Activities and Dean of Students or the Director of Athletics and the Vice President for Enrollment Management will also be notified.
3. The Judicial Board hearing will not be open to any other members of the organization/group/team, with the exception of the president/captain or other selected representative for the group (if not the president or captain), that person's organization/group/team advisor or coach, any witnesses, and campus advisors.
4. All other processes and steps listed in the Judicial Board hearing process will be followed as stated.

F. Sexual Misconduct Related Hearings

All judicial proceedings related to sexual misconduct cases are subject to the process outlined in the Sexual Misconduct Policy, as referenced later in the *Student Handbook*.

G. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct.
 - a) Warning - A notice to the student that she/he or he is violating or has violated institutional policies and/or procedures. A warning can be given verbally or in writing, depending on the nature of the violation.
 - b) Judicial Probation - A written reprimand for violation of specified policies and/or procedures. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions (including expulsion) if the student is found to be violating any institutional policies and/or procedures during the probationary period.
 - c) Loss of Privileges or Activity Restriction - Denial of specified privileges for a designated period of time.
 - d) Fines - A monetary assessment may be imposed.
 - e) Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f) Discretionary Sanctions - Work assignments, writing assignments, service to the College, counseling/mediation, or other related discretionary assignments.
 - g) Academic Sanctions – Requirement of recompletion of the assignment, a new or additional assignment, other work or writing assignments, other related assignments, or other academic sanctions as assigned by the judicial body.
 - h) Removal or Reassignment from an Academic Class – Complete removal from an academic class or reassignment to another academic class. Restrictions may also include a ban from registering for other future classes, either with a certain student or faculty member or in a department. Notification of this removal or reassignment will be made to appropriate offices.
 - i) Removal from a Student Organization, Group, or Team – Complete removal of a student from a student organization, group, or team. Student may also be banned from joining that organization, group, or team for an established amount of time or permanently and may not be allowed to associate with the organization, group, or team in any manner. Notification of this removal or reassignment will be made to appropriate offices and organization/group/team.

- j) Residence Hall Relocation – Permanent reassignment of the student to another area of the residence hall or another residence hall, along with any adjustment in housing fees. Notification of this relocation will be made to appropriate offices.
 - k) Residence Hall Suspension - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to apply for return. Conditions for readmission may be specified. The student may not be reimbursed for any room and board fees lost during the time of suspension. Notification of this suspension will be made to appropriate offices.
 - l) Residence Hall Expulsion - Permanent separation of the student from the residence halls. The student may not be reimbursed for any room and board fees lost during the time of expulsion. Notification of this expulsion will be made to appropriate offices.
 - m) College Suspension - Separation of the student from the College for a definite period of time, after which the student is eligible to apply for return. Conditions for readmission may be specified. Notification of this suspension will be made to appropriate offices. The College will not accept any academic credit for coursework completed at other institutions during this time of suspension.
 - n) College Expulsion - Permanent separation of the student from the College. Notification of this expulsion will be made to appropriate offices.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. The following sanctions may be imposed upon organizations, groups, or teams:
 - a) Deactivation - Loss of classification as a student organization, group, or team. Restrictions will be set about when the organization/group/team may reapply for active status.
 - b) Funding – Loss of or a freeze on all funding from the College and/or all rights to fundraise.
 - c) Any sanctions listed in the Sanctions list above.

H. Judicial Holds

The Judicial Coordinator may place a judicial hold on a student's account for the following reasons:

1. Failure on behalf of the accused student to respond to a judicial hearing notification.
2. Failure on behalf of the accused student to complete the sanction(s) as assigned by the deadline assigned.
3. Failure on behalf of any student to provide information necessary for an investigation.
4. Wanting to ensure that a thorough investigation is completed and sanctions are assigned, as needed, before an accused person can continue or return as a student.

If a judicial hold is placed on a student's account, the student will be notified by letter sent to the student's campus e-mail. Only the Judicial Coordinator may place judicial holds on accounts or remove holds, or may do so at the request of others associated with the judicial process, as warranted.

The Judicial Coordinator will use two different types of holds. Holds may prohibit students from registering for classes, adding or dropping classes, receiving an official transcript from the College, and graduating from Columbia College, along with other possible restrictions.

I. Appeals

1. A decision or sanction may be appealed by an accused student or organization/group/team to an Appellate Board within five (5) business days of notification of the decision. Such appeals shall be in writing and shall be delivered to the appropriate Judicial Coordinator, unless notified to submit the appeal to another judicial body in the decision letter.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing (if available) and supporting documents for one or more of the following purposes:
 - a. a procedural defect that would very likely impact the outcome;
 - b. newly acquired evidence that was not previously available; or
 - c. the sanction imposed was unduly harsh.

The Appellate Board may deny the appeal if it does not address one or more of the above or if it does not believe the appeal is meritorious.

3. If the Appellate Board upholds the appeal, the matter shall be sent back to the Judicial Coordinator or judicial body for a re-hearing if the basis of the Appellate Board's decision is for any of the reasons expressed above. If the Appellate Board determines the decision regarding the accused student was based on insufficient evidence, the judicial body's decision will be withdrawn, the charges will have not been proven and the matter will be at an end. If the Appellate Board determines that sanctions imposed were inappropriate, the matter will be sent back to the Judicial Coordinator or judicial

body for reconsideration of the sanction(s) based upon the evidence adduced at the original hearing. Any subsequent appeal of a new hearing will be made to the Board of Trustees through the President of the College. Such appeals must conform to the provisions outlined in Section I, Appeals, numbers 1 and 2, located in this section, and be received within five (5) business days of the decision of the re-hearing judicial body. In such cases, the decision of the Board of Trustees through the President of the College shall be final and binding.

4. If the accused disagrees with the decision of the Appellate Board, the accused may appeal in writing to the Board of Trustees through the President of the College, within five (5) business days of the decision of the Appellate Board, delivering the appeal to the appropriate Judicial Coordinator unless notified to submit the appeal to another judicial body in the decision letter. The appeal must conform to section I, Appeals, numbers 1 and 2, located in this section. In such cases, the decision of the Board of Trustees through the President of the College shall be final and binding.
5. In cases involving appeals by a student accused of violating the Student Code of Conduct, review of the sanctions by the Appellate Board or the Board of Trustees through the President of the College may not result in more severe sanction(s) for the accused student.

SECTION 8: FERPA AND JUDICIAL RECORDS

Other than College expulsion and sanctions relating to sexual misconduct, judicial sanctions shall not be made a part of a student's permanent academic record, but shall become a part of the student's confidential judicial record. Confidential judicial records will be maintained by the Judicial Coordinator and may be shared on any request for student conduct related information issued to the College with the express permission of the student. If a student has withdrawn permanently from the College or is otherwise permanently disassociated from the institution, and wishes to have judicial actions that did not involve sexual misconduct or result in residence hall expulsion, college suspension, or college expulsion removed from the student's conduct record, the student may request, in writing, to the appropriate Judicial Coordinator that those judicial actions be expunged. The Judicial Coordinator has the sole discretion to grant or deny the request.

The Family Educational Rights and Privacy Act (FERPA) does allow for the right of the College to contact the parent or legal guardian in cases of alcohol and drug misuse for students under the age of 21. If a student is found responsible for an alcohol or drug violation and is under the age of 21, the College may contact the parent or legal guardian of the student, in cases of sanctions resulting in suspension or expulsion from the residence halls and/or College and in any instance when there is a repeated violation of an alcohol or drug policy. The College also reserves the right to contact the parent or legal guardian of a student in any other finding of responsibility for an alcohol or drug policy violation for a student under the age of 21.

SECTION 9: STUDENT RIGHTS AND RESPONSIBILITIES

A Statement of Rights

All members of the Columbia College community have certain rights which include:

1. The right to organize one's personal life and behavior and to pursue individual activities, including freedom of movement, except when these interfere with the rights of others or violate established College, local, state, and federal laws and policies.
2. The right to freedom from personal force, violence, threats of personal abuse, and harassment, either as individuals or groups within the Columbia College community.
3. The right to be protected from arbitrary or unauthorized search or seizure.
4. The right of privacy of personal information in accordance with local, state, and federal laws.
5. The right to dissent; in other words, to carry on individual or organized activity which expresses grievances held against, or changes desired in society, the College, or both. This activity is carried on within the limits of the democratic process of freedom of speech, assembly, and petition.
6. No student shall be subjected to judicial procedures or found to be responsible of charges made under this Statement without adherence to the procedures outlined in this chapter.
7. The right of the accused to know the charges made against that student; the right to be heard and to state the accused student's version of the events; the right to question witnesses consistent with the appropriate management of the judicial hearing; the preservation of the rights of others to know the content of any other factual bases for the charge; and the right to have the matter resolved by an impartial person or body. In cases of interim suspension, an initial hearing will be conducted by the Judicial Coordinator to review the basis for the decision for the interim suspension.
8. The right of access to the College's judicial system.

9. The right to petition the College for resolution of complaints and to petition the College through the Columbia College Student Government Association for amendments of College procedures and modification of College policy.
10. The opportunity to receive a statement of College policies and procedures.
11. The right to an education including the reasonable and legal use of those services and facilities intended for students' education and development.
12. The right to a campus advisor during a judicial process if the student requests such assistance.

A Statement of Responsibilities

Students at Columbia College, as individuals and in groups, have certain responsibilities which include:

1. The responsibility to observe all duly established College, local, state, and federal laws. Nothing in this Student Code of Conduct can affect in any way the jurisdiction of courts and other civil authorities over any Columbia College student. Membership in the Columbia College community does not mean a privileged or immune status from the law. However, because a student is or has been involved in criminal proceedings is not necessarily sufficient cause for a College judicial hearing.
2. The responsibility to attend all judicial meetings when issued notice to do so. Failure of the accused to appear at a scheduled judicial board meeting without giving notice will result in the hearing taking place without the accused being present.
3. The responsibility to refrain from the use of force against a person or group, the forcible interference with another person's freedom of movement, or personal abuse of another person.
4. The responsibility to preserve the right of privacy of other individuals and groups and to respect the right of property of individuals, groups, the neighboring community, and the College itself.
5. The responsibility to respect the confidentiality of personal information about members of the Columbia College community.
6. The responsibility to refrain from actions which deny other members of the community their rights as described.
7. The responsibility to participate actively in training and educational opportunities tied to campus leadership roles and/or paid positions.

Other Policies and Procedures

Jurisdiction of the College

When a student is admitted to Columbia College, she/he is considered a member of the College community and is subject to all College policies. The College reserves the right to require the withdrawal of students whose scholarship is not satisfactory and whose presence is thought to be injurious to the interests of the College community, in accordance with the processes outlined in this section.

Academic Regulations

The academic procedures at Columbia College are designed to aid the student in fulfilling the requirements for graduation. There are requirements each student must meet in order to complete a degree program. The faculty and staff of Columbia College have responsibility to guide and assist each student to successfully complete her/his college education. Likewise, the student has responsibility for her/his education that goes beyond class attendance and the preparation of assignments. The student's responsibility includes a thorough knowledge of academic requirements and procedures. Through an understanding of these matters, a student can participate in the planning of her/his formal education and at the same time better understand the wide range of intellectual opportunities provided at Columbia College. Each student is expected to be familiar with the sections in this *Bulletin* entitled "General Academic Information." Should the student have any questions, she/he should seek advice from her/his advisor, the Office of the Registrar, or the Provost of the College.

Student's Academic Grievance Procedure

A. Student's Academic Grievance Procedure

21. A student who feels that she/he has been unjustly evaluated by a professor must first contact that professor to discuss the complaint.
22. If the matter remains unresolved, then the student and professor must confer with the Division Head of the specific division concerned.

23. If the matter is not resolved, then the student must submit a written petition and pertinent documentation to the Division Head of the Division concerned. The Division Head must schedule a meeting with the student and the professor. All documents to be considered must be made available to all parties prior to the meeting. After reviewing the petition and documentation and discussing the issue with the student and professor, the Division Head must notify the student and the professor in writing of her/his decision.
24. If the matter is yet unresolved, then the student must submit a written petition to the Provost who will convene the Grade Grievance Committee. The Provost will make a copy of the written petition available to all members of the grievance committee prior to the meeting. The Grievance Committee is chaired by the Provost and consists of three members of the Academic Standards Committee and two students appointed by the Provost. The Provost has no vote in the Grievance Committee's deliberations.
25. The Provost must inform the student and the professor in writing of the Grievance Committee's decision. This decision must be limited to the issue of the grade. If the grade is changed, the Provost must notify the Office of the Registrar.
26. If the decision does not resolve the grievance, then the student may petition in writing the President of the College. The decision of the President must be communicated in writing to the student and the professor.
27. The student lodging the grievance action may ask another student, faculty member, or staff member to accompany her/him to any of the conferences or Grievance Committee meetings scheduled as part of the complaint process.

B. The grievant has 45 days from the end of the academic term in which the grade was recorded to notify the Provost in writing of her/his intent to request a hearing before the Grade Grievance Committee. Section A, steps 1-4 must be followed before the student may submit a request for a hearing. Failure to follow the established procedure may result in the denial of the request.

Confidentiality of Student Records (Family Educational Rights and Privacy Act of 1974)

With the exception of limitations herein stated, Columbia College permits any student, presently or previously enrolled, access to her/his official records created during her/his period of enrollment. The creation and maintenance of student records are based upon recommended practices, and, except for the permanent academic transcript, records are destroyed periodically. Confidential information placed in the educational record prior to January 1, 1975, is excluded from student inspection. Students may not have access to records of instructional, supervisory, or administrative personnel which are in the sole possession of the maker. Although records created and maintained by a physician, psychiatrist, psychologist, or other recognized professionals and used in relation to treatment of the student are not open to the student. These records may be reviewed by a professional selected by the student. Also excluded are financial records of parents.

A student wishing access to her/his file or record must present to the appropriate office personal identification credentials, along with her/his written request for an appointment to make the inspection. The accuracy of information contained in any file or record to which the student has access may be challenged by the student provided a request for a hearing is made in writing to the Provost.

Federal law provides that student records may be released to persons under the following circumstances without first obtaining permission from the student:

28. To Columbia College professional personnel with legitimate educational interest in students.
29. To an agency of the government which may require records in connection with legal or judicial matters.
30. In connection with a student's application for or receipt of financial aid.
31. In relation to the student's health or safety emergency needs.
32. On behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, or improvement of instruction, provided such studies are conducted in a way which does not identify individual students.
33. To accrediting organizations in order to carry out their accrediting functions.
34. To parents of a dependent as defined for income tax purposes.

In addition to the above exceptions, directory information may be released to a third party without the written consent of the student. Directory information is defined as including a student's name, address, e-mail address, telephone number, participation in extracurricular activities, dates of attendance, major field of study, academic honors, and degree awarded. Students may submit a request in writing to the registrar that directory information not be released. (Students wishing to have directory information omitted from the annual Campus Directory must submit a written request to the registrar by July 31 each academic year.)

Release of Student Information

Columbia College may provide directory information in accordance with the provision of the Family Educational Rights and Privacy Act of 1974 without the written consent of an eligible student unless it is requested in writing that such information not be disclosed. The items listed below are designated as Directory information and may be released on any student for any purpose at the discretion of the College unless a written request for non-disclosure is on file in the Office of the Registrar:

Category I: Name, address, e-mail address, telephone number, dates of attendance, class.

Category II: Previous institution attended, major field of study, awards, honors, degree conferred

Students who wish to request non-disclosure of the above items must complete the appropriate form available from the Office of the Registrar and return the form to the Office of the Registrar, second floor, Allison Administration Building, no later than July 31 prior to the fall semester each academic year.

Location of Student Records

Academic Records: Office of the Registrar

Alumnae Records: Office of Alumnae Relations

Non-Academic Records: Office of Student Affairs

Institutional Testing: Office of the Registrar

Placement Files: Career Center

Student Accounts: Office of Financial Services

Praxis Scores: Division of Education

Smoking Policy

The College desires to provide a healthy environment for all students, employees, and visitors to the campus. effective June 6, 2011, smoking on the Columbia College campus became limited to the following:

Inside of a vehicle located in Parking lots A through H (see campus map). In addition, a space behind Cottingham Theatre has been designated for students to use as an alternative to smoking on the streets around campus.

All smokers are expected to use caution when smoking inside a vehicle located on campus grounds due to the fire hazard involved and to properly dispose of all cigarette butts and other trash. Electronic cigarettes are also subject to the smoking policy. Other tobacco products are also prohibited outside of the assigned areas for smoking (i.e. chewing tobacco). All smoking devices (i.e. pipes and hookahs) are strictly prohibited on campus. Persons found to be violating the College's smoking and tobacco policy can be cited by the Columbia College Police Department (citations range from \$5 - \$25). Repeat violations involving students will be handled by the Judicial Board. This policy applies to all Columbia College students, faculty, staff and other persons on the campus (i.e. guests, visitors, contractors, and vendors). It is the responsibility of all members of the Columbia College community to uphold the College's smoking and tobacco policy.

Computer Use Policy

As student, faculty, and staff access to campus computer resources becomes a routine expectation, Columbia College has formulated a policy on the acceptable use of information technology resources. This policy covers a number of technology usage issues, but the basis of the policy is simple:

Columbia College expects its students, faculty, and staff to support and adhere to the ethical and legal standards surrounding information technology. An understanding of those standards is a prerequisite. This expectation is grounded in the College's Honor Code and Student Conduct Code and in the long-standing principles of integrity, truth, and intellectual freedom so crucial to the success of an academic community.

It is the responsibility of each member of the campus community to understand and comply with the requirements of this policy.

Section 1: Definition of Terms

Acceptable Use: use of Columbia College's information and/or information technology (especially Internet) in a manner consistent with this policy and consistent with the mission and goals of the institution.

Commercial Use: unauthorized use of or sharing of institutional data, courseware, web sites, or any other College-owned or College-sponsored information and/or information technologies (especially Internet) for the purpose of securing personal gain or profit or to enable others to secure profit.

Information Technology Resources: hardware and software owned or managed by the College, to include all servers (Internet, local area networks, and voice mail), networks (includes phone, cable TV, and data), classroom teaching technology, satellite receivers, and desk-top computers.

Student Conduct Code: This code clarifies the behavior expected of Evening College students and outlines judicial procedures and possible sanctions.

Unacceptable Use: use of Columbia College's information and/or information technology (especially Internet) in a manner that violates the College's mission and that is not in keeping with the responsible and ethical behavior expected of the College's students, faculty, and staff.

Section 2: Policies

Administrative Responsibility

While all academic divisions and administrative offices are required to ensure that information technology is used responsibly within each respective division or office, the Office of the Provost is responsible for the establishment of the campus-wide Computer Use Policy and for the overall administration and compliance with the policy's provisions.

Administration of specific issues of oversight and implementation is delegated to Computer Services. The following administrative areas will handle the imposition of penalties for those who have violated the College Computer Use Policy:

Student Violator - Office of Student Affairs

Faculty Violator - Office of the Provost

Access to Computing Facilities

Columbia College computing facilities are made available to properly authorized faculty, staff, and students of the College and to other users by special arrangement. Proper authorization is provided by means of a username requested and granted by Computer Services. When a member of the College community becomes an authorized user of the College's computing resources, that individual agrees to abide by all provisions of the Columbia College Computer Use Policy.

User IDs and passwords should be kept confidential by users, and the sharing of user IDs or passwords is prohibited. Each employee, staff member or faculty member using the College's system must identify herself or himself honestly, accurately, and completely when using the system.

Hours of Operation

The hours of operation for the Academic Computing Lab, housed in the basement of Edens Library, coincide with library hours including late access during peak student demand times toward the end of the semester. Student monitors are frequently, though not always, on duty in this lab. Student monitors assist with hardware and software problems and ensure that "priority of use" procedures are followed.

Computer facilities are also available in the Leadership Center and Bush Science Center seven days a week, 24 hours a day, during the regular semesters. These buildings are open during regular working hours, and may be accessed after hours with a computer coded student identification card.

Internet Usage Consistent With Law

The usage of all Columbia College computing resources will be consistent with local, state, and federal law.

Copyright Law

Columbia College respects the ownership of all intellectual property (including e-mail) which is protected by the United States Copyright Law. A copy of this law is available on reserve in Edens Library in a book by Janis Bruwelheide entitled *The Copyright Primer for Librarians and Educators* (Washington, D. C.: National Education Association, 1995). No Columbia College student or employee may copy purchased software except as allowed under the terms of the contract under which the software has been acquired. All software licensing agreements will be strictly followed. Also, no illegally copied software product may be stored on College systems or transmitted over College networks.

Confidentiality and Privacy

Columbia College considers files (i.e., class syllabi and assignments, spreadsheets, student records, and e-mail) to be confidential, and all users are expected to respect this confidentiality. It is against College policy to access another person's files without the permission of the owner of those files. NOTE: Files saved on public access computers are not protected by this policy.

Columbia College personnel will not access the e-mail, Voice mail, or files of an authorized campus user unless one or more of these exemptions should occur:

35. Access of e-mail, voice mail, or files is necessary to diagnose computer system problem.
36. The College has probable cause to believe that a violation of the College Computer Use Policy or other policy has occurred.
37. The College is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction.

Notification

Unless notification would hinder an investigation into a violation of the College Computer Use Policy or would compromise a criminal investigation, an authorized user will be notified when his or her e-mail, voice mail, or files will be accessed by College officials.

Institutional Data Access

Columbia College institutional data is important to the College, and access to this data by faculty or staff members who have a "need to know" is vital to the conduct of College business. Institutional data must be used solely for the legitimate business of the College and must not be modified, destroyed, or disclosed in any way that is detrimental to the purposes of the College and/or that violates the provisions of the Family Education and Right to Privacy Act (FERPA).

A data custodian is responsible for specifying the use and protection of computerized institutional data and for approving access to institutional data. The following listing indicates the College's primary institutional data categories and the related data custodians:

Admissions Data - Provost
Course Data - Registrar
Facilities Data - Vice President for Finance
Financial Aid Data – Vice President for Enrollment Management
Human Resource Data – Vice President for Finance
Student Data - Registrar

An individual who has been granted access to institutional data is a data user. Each data user must ensure that she/he uses data services and facilities only as required in the performance of job functions.

Web Sites

All web sites placed on the College web server must adhere to certain criteria of technical style and format. The College reserves the right to modify or delete any web site that is placed on the College web server that does not adhere to the mandatory criteria.

The division or the personal web site owner is responsible for adherence to copyright laws; compliance with local, state, and federal laws; adherence to this policy and other College policies; and accurate and current maintenance of the web site. The owner is also responsible for correct spelling and grammar on the web site.

Format Guidelines

Web page creators should note that federal copyright law restrictions, such as "fair use," govern the contents of web pages. In order to use "hot links" to other copyrighted web pages, the creator must have permission from the owner of the hot-linked site. Web page creators should use only the official Columbia College logo. To access the official logo, the web site creator should see the Office of Public Relations.

Institutionally sponsored web sites

Institutionally sponsored web sites (College, division, or organization) must contain the following: the division's name, a detailed HTML TITLE tag, name, and e-mail address of the person who is to maintain the page, date of last update, and an evident link to the College home page from the site.

Personal web sites

Personal web sites must contain the following: name and e-mail address of the person who is to maintain the page and date of last update. Personal web pages (faculty, staff, and students) will not be linked from the College web page. A division can decide if and when it is appropriate to link a page from that division's individual site.

Compliance with College Computer Use Policy

Columbia College reserves the right to delete web sites as deemed necessary, such as when students graduate or are no longer registered in classes; when the web site author is no longer at the College; or if the web site does not adhere to the College Computer Use Policy or other College policies.

Copyright Note

As stated in the Copyright Law section of this policy, Columbia College respects the ownership of all intellectual property which is protected by the United States Copyright Law (a copy of this law is available in Edens Library). Any Web site (including graphic images) is considered to be intellectual property and is not permitted to be used or copied without the web site owner's written permission.

Acceptable and Unacceptable Use

The usage of information technology resources described in this section is acceptable under the conditions of the College Computer Use Policy. Questions of policy interpretation should be addressed to the Director of Information Technology (Ext. 3016).

Setting up an E-mail Address and Password

E-mail addresses will be set up automatically by the Office of Information Technology for all entering students. If a new student misses orientation or registers late, she/he must call computer services (EXT. 3172) to secure an e-mail address and password. E-mail may be accessed on any computer from the campus computing labs or from personal computers or laptops with an Ethernet Card and adapter. Cards and cables may be purchased for personal computers from Columbia College for \$50 (desktop) or \$70 (laptop). For an appointment, contact the Office of Information Technology (EXT. 3172 or 3036).

Regular Uses of E-mail

E-mail may be used for a variety of on- and off-campus communication. Examples include subscriptions to listservs; professional communications; notices of College activities; personal correspondence; meeting announcements and minutes of faculty, College, and student committees; administrative announcements; and distribution of the *Around Campus* newsletter.

Internet Access, Chat Groups, News Groups

With regard to Internet access, chat groups, and news groups, all users are reminded that such public forums are public forums and that appropriate conduct as otherwise required by the *Student Handbook*, *Faculty Handbook*, and *Staff Handbook* should control their actions.

Appropriate Use of Computer Facilities

The usage demand for campus computer facilities continues to increase. In an effort to fulfill the educational mission of Columbia College and to provide all users fair and equitable access to the system resources, it is imperative that all students comply with the following:

- Use only your username and password to access the network. Do not allow other users to use your username and password to access the system.
- Paper is not to be taken from any lab, and students are asked to conserve paper.
- NO food or drinks are allowed in the labs.
- Use courtesy and adhere to the educational priorities listed below.

Priority Type of Work

1. System maintenance by student and staff system administrators
38. Academic computer classes

39. Completion of course assignments by students which may include internet and e-mail assignments
40. Courseware development or assignment grading by faculty
41. Reading electronic mail or news
42. Recreation (games, chat groups, etc.) Keep your password confidential.

Please note: While playing games, experimenting with chat groups, and reading electronic news contribute to the educational process, these activities might also impede others from using the network for more pressing academic tasks.

Assertiveness and common courtesy are important to the success of the above policies. If you have work that is of a higher priority than that of the current user, you have the right to ask that user to stop her/his application and allow you to work. The request should be based on the priority of the activity engaged in by a user at the time another student seeks access. A user who mixes activities of different priorities might be requested to give up her/his workstation if she/he is involved in a lower priority activity when another student needs access.

Unacceptable Use

The uses of information technology resources summarized in this section describe some--but not all--of the ways that users of the College's information technology system can violate the College Computer Use Policy. As emphasized in the introduction to this document, Columbia College expects all members of the College community to abide by the legal and ethical standards pertaining to electronic transfer of information.

Damage or Disruption

Users may not damage computer systems or knowingly disrupt the operation or use of a computer system. Disruptions include the injecting of computer viruses and sustained high volume network traffic that hinders others in the use of the network. Should a question of the priority of PC lab use or volume usage arise, the user should refer to the handout entitled "Appropriate Use of the Columbia College Computer Facilities" available in all campus PC labs.

Personal or Commercial Gain

Users must not use the computer systems for personal gain or profit, such as selling access to institutional data or performing work for profit with College technology resources in an unauthorized manner.

Excessive Use

Users must not monopolize systems, overload networks with excessive data, or waste computer time, disk space, printer paper, or other resources. Violations within this category are covered in the published guideline, "Appropriate Use of the Columbia College Computer Facilities" (available in all College PC labs).

Downloading Programs

With the exception of the Office of Information Technology personnel, absolutely no one is allowed to download or install programs on any Computer Lab PCs.

E-mail Prohibitions

E-mail must not be used for the following purposes: commercial ventures or personal profit solicitations for contributions from non-College sponsored agencies or organizations; chain letters; "pyramid schemes"; any illegal activity or unlawful purpose; or harassment or intimidation of another person or persons.

Social Media/Facebook Policy

Wise use of social networking promotes healthy communication. Students may be held accountable for information shared in the public arena that could be in violation of College policy, indicate illegal activity, or appear to be libelous information regarding a member or policy of the College. Facebook posts and other content specifically added by administrators of the College's page are official Columbia College content. Opinions expressed by other Facebook users do not necessarily reflect the opinion of the College. User provided content that is not categorized as official Columbia College content is not screened or evaluated during the submission process. The College is not responsible for content posted on individual personal faculty, staff, and student Facebook pages. Further users are expected to abide by applicable laws, regulations, rules, and policies including the Columbia College Student Handbook, the Columbia College Faculty/Staff Manual/Handbook, the College's sexual harassment policy, and other regulations and policies concerning public

communications. The College reserves the right to remove content from its page and encourages users to report content that violates Facebook's Code of Conduct.

Section 3: Enforcement and Penalties

Enforcement

Violations of the Columbia College Computer Use Policy will be reported initially to the Office of the Provost. Ordinarily, the Director of the Office of Information Technology will serve as a resource in determining the nature of the alleged offense.

Penalties

Persons violating the College Computer Use Policy will be disciplined by the appropriate College oversight body. Penalties may range from verbal or written warning to denial of access to campus computer resources to suspension or dismissal from the College. Following appropriate investigation and hearing procedure and determination of responsibility in cases of Policy violation, penalties may be imposed in accordance with the following established guidelines:

Student Violator: Students may face sanctions as described in the *Student Handbook*. These sanctions fall under the purview of the Dean of Students.

Faculty Violator: Faculty members may face review for disciplinary actions as described in the *Faculty Handbook*. These actions fall under the purview of the Provost.

Staff Violator: Staff members may face review for disciplinary actions as described in the *Staff Handbook*. These actions fall under the purview of the Vice President for Finance.

Alcohol and Drug Policy

Columbia College actively supports, as part of its mission, the academic, social, spiritual, physical and emotional health of its students. This policy states the necessary commitment between the College and the students to encourage a healthful living, study, and work environment. The guidelines specified herein apply to all full and part-time students.

Alcohol Policy

Students, guests, and College personnel are expected to refrain from the use, possession, or sale of alcoholic beverages and other drugs while on campus. The College will provide ongoing programs in alcohol and drug education to inform students about (1) the alcohol and drug policy and (2) the impact of the use of alcohol and other drugs on individuals and on the community.

Off-Campus Events

Off-campus events sponsored by a student group at a site where alcohol will be served must be registered with the Office of Student Activities. Approval for the event will be granted only after the Third Party Vendor Agreement has been signed and given to the Office of Student Activities. Publicity for an event may not be distributed before the agreement has been signed and the event approved. Third Party Vendor Agreements are available from the Office of Student Activities. If there is a question about the location of the event, the Office of Student Activities may elect to talk to the vendor before approval of the event. Adopted by the Board of Trustees on June 23, 1970, amended by the Board of Trustees in October 1994.

Legal and Disciplinary Sanctions

Columbia College is a drug- and alcohol-free institution. The unlawful manufacture, distribution, dispensation, possession and use of illegal drugs or controlled substances in the workplace, as set forth by Federal Codes 21 U.S.C. 844 (a), 21 U.S.C. 853 (a)(2), 21 U.S.C. 881 (a)(4)(7), 21 U.S.C. 884 (a), and 18 U.S.C. 922 (g) and South Carolina Code of Laws, Sections 44-53-110 and 44-107-10, is prohibited. ("Laws Concerning Alcohol & Other Drugs, and How These Laws Can Affect You" is located later in this chapter).

No Columbia College student, whether on campus or at a college sponsored activity not pre-approved for the serving of beverage alcohol, shall engage in using, selling, bartering, loaning, giving, procuring for or furnishing for another, keeping or transporting for sale, directly or indirectly, any illegal drug, drug paraphernalia, or alcoholic beverage. All students are responsible for the contents of their vehicles, residence hall rooms, and personal property. Students who violate substance abuse guidelines are subject to college disciplinary processes outlined in this *Bulletin*.

Relationships Between Students and Faculty/Staff

Amorous relationships between faculty/staff members and students are strictly prohibited except in the case of relationships that pre-date a student's enrollment at the College. Both parties are responsible for reporting this type of relationship to either the Provost or the Director of Human Resources. If necessary, arrangements will be made to mitigate a conflict that may prove detrimental to the College. Violation of this policy may result in discipline.

Sexual Misconduct Policy & Procedures

INTRODUCTION

Columbia College is a learning environment fostering common standards of conduct and a commitment to its institutional mission. Sexual Misconduct, including Sexual and Gender-Based Harassment, Sexual Assault, Relationship Violence, and Sexual Exploitation is prohibited by Title IX. In addition to being a violation of federal and state law, Sexual Misconduct interferes with the mission of Columbia College by endangering the physical, mental, and emotional safety of community members, disrupting the academic progress of survivors as they recover, and flagrantly violating the community of trust. The Board of Trustees, faculty, staff, and students who comprise the Columbia College community will not tolerate Sexual Misconduct. Columbia College prohibits all forms of Sexual Misconduct, including but not limited to Sexual and Gender-Based Harassment, Sexual Assault, Stalking and Relationship Violence, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the Columbia College community or someone outside the Columbia College community ("Prohibited Conduct").

College students are especially vulnerable to Sexual Misconduct. Unfortunately, acts of Sexual Misconduct are vastly underreported. Sexual Misconduct can occur in any relationship regardless of gender. Survivors can suffer profound and long-lasting changes in their lives that affect them socially, academically, and developmentally, including post-traumatic stress disorder, abuse of alcohol and drugs, and contemplated suicide.¹ Quick access to services can reduce the long-term impact of sexual trauma. If you are a survivor of Sexual Misconduct, no matter when the Sexual Misconduct occurred, please reach out to the resources provided at Columbia College or the additional resources noted in this policy so you can get the support you deserve.

All members of the Columbia College community play a role in building a safe and just educational environment by:

- Modeling healthy and respectful behavior in personal and professional relationships;
- Increasing personal awareness of what constitutes Sexual Misconduct;
- Speaking out against behavior that encourages Sexual Misconduct or discourages reporting;
- Developing the necessary skills to be an effective and supportive ally to survivors of Sexual Misconduct;
- Intervening in situations that can lead to Sexual Misconduct and related misbehavior; and
- Interrupting an incident of Sexual Misconduct if it is safe to do so.

If you or someone you know has experienced Sexual Misconduct, you are not alone. Anyone can be a victim of Sexual Misconduct.

24 people per minute are victims of rape, physical violence, or stalking by an intimate partner in the U.S. (12 million women and men in one year).²

1 in 4 women and 1 in 7 men have experienced severe physical violence by an intimate partner.²

3 in 10 women and more than 1 in 4 men in the U.S. have experienced rape, physical violence, and/or stalking by an intimate partner at some point in their lifetime.²

In 78% of assaults, the perpetrator is someone that the victim knows (relative, partner, or acquaintance/friend).³

80% of female rape victims are under the age of 25.³

WHAT TO DO

If you have been assaulted:

Exit the situation and seek safety. If needed, call the police to assist by dialing the Columbia College Police Department (CCPD) at 803-786-3333 or dialing 911.

Seek prompt medical attention, preferably at Palmetto Richland Hospital or the closest hospital to you if you are outside of the Columbia area. It is essential that survivors of sexual assault receive medical treatment and support as soon as possible.

The sooner a sexual assault is reported, the easier it is to collect valuable evidence, regardless of desire to use the evidence to pursue any type of legal or judicial action. There will be no charge for the evidence collection process. The survivor will be met by a confidential advocate.

Evidence collection is most effective within 72 hours. To facilitate evidence collection, the survivor:

Should not bathe or douche;

Should not urinate;

Should not drink any liquids;

If oral contact has occurred, the victim should not smoke, eat or brush teeth, and;

The survivor should not change clothes. If clothes have been changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence), separating items to prevent contamination.

If you have been harassed:

Exit the situation and seek safety. If needed, call the police to assist by dialing the Columbia College Police Department (CCPD) at 803-786-3333 or by dialing 911.

If you are able, clearly explain to the person causing the harassment that you are uncomfortable with his or her behavior and request that the conduct cease immediately.

TO WHOM THIS POLICY APPLIES

This policy applies to students who are registered or enrolled for credit – or non-credit – bearing coursework (“Students”); Columbia College employees, consisting of full-time and part-time faculty, and College staff (“Employees”); the Board of Trustees; and contractors, vendors, visitors, guests or other third parties within Columbia College’s control (“Third Parties”). This policy pertains to acts of Prohibited Conduct committed by or against Students, Employees; the Board of Trustees and Third Parties.

APPLICABLE PROCEDURES UNDER THIS POLICY

The procedures referenced below provide for prompt and equitable response to reports of Prohibited Conduct. The procedures designate specific timeframes for major stages of the process and provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence and to view the information that will be used in determining whether a policy violation has occurred. Columbia College applies the Preponderance of the Evidence standard when determining whether this policy has been violated. “Preponderance of the Evidence” means that it is more likely than not that a policy violation occurred. Complainant means the individual who is reporting they were a victim of Prohibited Conduct. Respondent means the individual who allegedly committed the Prohibited Conduct.

A Student or Employee determined by Columbia College to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the College. Trustees determined to have committed an act of Prohibited Conduct are subject to removal from the Board of Trustees. Third Parties who commit Prohibited Conduct may have their relationship with the College terminated and/or their privilege of being on College premises withdrawn.

WHERE THE RESPONDENT IS A STUDENT, EMPLOYEE OR TRUSTEE

The Procedures for reports of Prohibited Conduct committed by Students, Employees or Trustees follow this document in both the Student and Employee Handbooks.

PROCEDURES FOR REPORTS OF PROHIBITED CONDUCT COMMITTED BY THIRD PARTIES

Columbia College’s ability to take appropriate corrective action against a Third Party will be determined by the nature of the relationship of the Third Party to the College. The Title IX Coordinator will determine the appropriate manner of resolution consistent with the College’s commitment to a prompt and equitable process consistent with federal law, federal guidance, and this policy.

PREVENTION EDUCATION, TRAINING, AND NOTIFICATION

The core of Columbia College’s response to Sexual Misconduct is through proactive education and training, with emphasis on prevention. Our response is designed to collect and disseminate information about Sexual Misconduct, promote open discussion, encourage reporting, and provide information and training about prevention to faculty, staff, and students. The College will:

Provide prevention programs on topics related to Sexual Misconduct;

Provide information to all students regarding our Sexual Misconduct Policy and reporting requirements twice a year;

Train all College employees on Sexual Misconduct and reporting;
Train student staff, such as resident assistants, orientation leaders, and student success leaders on their role as responsible employees of the College regarding Sexual Misconduct;
Discuss the topic of Sexual Misconduct and the College's expectations for an environment free of Sexual Misconduct during first year fall orientation; and
Distribute Sexual Misconduct awareness materials and flyers with information about where to go for help in several high-traffic areas twice a semester.

PROHIBITED CONDUCT

Columbia College prohibits all forms of Sexual Misconduct, including but not limited to, Sexual and Gender-Based Harassment, Sexual Assault, Stalking and Relationship Violence, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the Columbia College community or someone outside the Columbia College community. Such conduct by a Columbia College Student, Employee, Trustee or Third Party is a violation of Columbia College policy, and in certain cases, may also be a criminal violation.

Columbia College does not limit its ability to respond to inappropriate sexual conduct and forms of Sexual Misconduct that may not be specifically described in this policy or that does not constitute criminal conduct. None of the definitions below may be read to inhibit Columbia College's ability to address any incident or conduct that it reasonably deems to constitute Sexual Misconduct or that creates a discriminatory environment.

DEFINITIONS

SEXUAL MISCONDUCT is a broad term that encompasses a range of behaviors including all forms of sexual harassment, including sexual assault, as well as other forms of misconduct or violence of a sexual nature, including, without limitation, relationship violence, stalking, and sexual exploitation. Sexual Misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, or between individuals who do not know each other. Sexual Misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex.

SEXUAL AND GENDER-BASED HARASSMENT is unwanted or offensive sexual behavior that has the purpose or effect of creating a hostile or stressful living, learning, or working environment, or whenever toleration of such conduct or rejection of it is the basis for a personnel or academic decision affecting an individual. Examples of behavior that may constitute sexual harassment include, but are not limited to, sexual advances, any form of retaliation or threat of retaliation against an individual who rejects such advances, sexual epithets, jokes or comments, comments or inquiries about an individual's body or sexual experiences, unwelcome leering, whistling, brushing against the body, sexual gestures, or displaying sexually suggestive images.

Sexual harassment includes any conduct or incident that is sufficiently serious that it is likely to limit or deny a student's ability to participate in or benefit from Columbia College's educational programs, which may include a single incident of sexual assault or other serious Sexual Misconduct.

SEXUAL ASSAULT is any sexual penetration or sexual contact with another individual without consent.

CONSENT is defined as words or actions that clearly indicate voluntary agreement to engage in sexual activity. Consent is always freely informed and actively given. Silence or lack of resistance does not imply consent. Consent must be ongoing, and it may be withdrawn at any time. Consent for one sexual act does not imply consent for any subsequent sexual activity. Consent may never be obtained through use of coercion, intimidation, force, or threats. Consent cannot be obtained from an individual who is incapable of giving consent because the person:

Has a mental, intellectual, or physical disability; or
Is under the legal age to give consent (In South Carolina the legal age of statutory consent is 16. However, individuals as young as 14 years old are able to consent to have sex with a partner who is 18 years old or younger.); or
Is asleep, "blacked out," unconscious, or physically helpless; or
Is incapacitated, including through the consumption of alcohol or drugs.

INCAPACITATION is the inability to make informed, rational judgments and decisions. If alcohol or drugs are involved, incapacitation may be measured by evaluating how the substance affects a person's decision-making capacity, awareness, and ability to make informed judgments. The impact of alcohol and drugs varies from person to person; however, warning signs of possible incapacitation include slurred speech, unsteady gait, impaired coordination, inability to perform personal tasks such as undressing, inability to maintain eye contact, vomiting, and emotional volatility.

COERCION is to force a person to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force.

SEXUAL CONTACT includes intentional contact with the intimate parts of another person, causing another person to touch one's intimate parts, or disrobing or exposure of another person without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

SEXUAL PENETRATION includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

SEXUAL EXPLOITATION means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without consent; observing or allowing third parties to observe private sexual acts or otherwise violating a person's sexual privacy without consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection.

RELATIONSHIP VIOLENCE (also known as *Dating Violence* or *Domestic Violence*) is a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Relationship violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship is determined based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

STALKING is engaging in a course of behavior directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Generally, stalking involves a course of conduct which is defined as two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Examples include but are not limited to: following a person; appearing at a person's home, class or work; making frequent phone calls, emails, text messages, etc.; continuing to contact a person after receiving requests not to; leaving written messages, objects or unwanted gifts; vandalizing a person's property; and threatening, intimidating or intrusive behavior.

RETALIATION

It is a violation of this policy to engage in any form of retaliation or intimidation in connection with complaints of sexual harassment, misconduct, or assault. Any Student, Employee, Trustee or Third Party engaging in any such retaliation or intimidation may be found responsible for a conduct violation. Any such acts of retaliation or intimidation should be promptly reported to the Title IX Coordinator. This policy and related processes may also apply to any allegation that a Student, Employee, Trustee or Third Party has attempted to prevent an individual from reporting Prohibited Conduct or has engaged in any acts of intimidation or reprisal with respect to any reported Prohibited Conduct.

CONFIDENTIAL RESOURCES & FOLLOW-UP AND RECOVERY SERVICES FOR SURVIVORS

Follow-up support and counseling is of significant benefit to a survivor of Sexual Misconduct. The counseling may begin at any time after an incident, from hours to years. On campus and off campus counseling and other services are available to a survivor, whether or not the crime is reported or prosecuted.

Confidential On-Campus Resources

If you would like to talk with someone at the College confidentially about an assault or harassment, please see one of our three confidential employees. **Information shared to other College employees outside of the three individuals listed below will have to be reported to the College's Title IX Coordinator.**

Tammy Ritchie, Victim Advocate: 803-786-3379 (office) or 803-461-5542 (24-hour cell)

Mimi Meriwether, Director of Counseling Services: 803-786-3603

Rev. Roy Mitchell, Chaplain: 803-786-3177

Off-Campus Resources

Police: 911

Palmetto Health Richland Hospital Emergency Room: 803-434-7000
A Sexual Assault Nurse Examiner (SANE) is available at this location.

Sexual Trauma Services of the Midlands: 803-771-7273 (24 hour hotline)
Free and confidential off-campus counseling

AMNESTY CONSIDERATION

If a survivor of a crime is suspected of having used alcohol and/or drugs, amnesty will be extended to the survivor and any person(s) seeking assistance on behalf of the survivor. Amnesty means a person will be exempt from sanctioning through the Student Conduct process regarding the College's alcohol and drug policies. Prosecution of individuals under federal, state, or local laws would be at the discretion of appropriate officials of the applicable jurisdiction.

CRIMINAL PROCEEDINGS

If the incident occurred on campus and you wish to pursue criminal charges, please contact the Columbia College Police Department (CCPD) at 803-786-3333. If the incident occurred off-campus, CCPD can assist you with contacting the proper authorities.

Because Prohibited Conduct may constitute both a violation of College policy and criminal activity, the College encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in gathering relevant evidence, particularly forensic evidence. For purposes of this policy, criminal investigations or reports are not determinative of whether Sexual Misconduct has occurred. In other words, conduct may constitute Sexual Misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of Prohibited Conduct under this policy is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the Complainant and the College community, if necessary.

Disclosure of Sexual Misconduct by or about a Complainant who is under the age of 18 must be reported to the Richland County Department of Social Services at (803) 714-7300.

OBLIGATION TO PROVIDE TRUTHFUL INFORMATION

All Columbia College community members are expected to provide truthful information in any report or proceeding under this policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions under the Columbia College Honor Code, the disciplinary action under the applicable Employee disciplinary

policy, or the Board of Trustees bylaws. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

PROCEDURES FOR REPORTS OF PROHIBITED CONDUCT

INTRODUCTION

These are the procedures Columbia College follows when it receives a report alleging Prohibited Conduct. The College uses these procedures to investigate and adjudicate any such allegation and to impose disciplinary sanctions against Students, Employees or Trustees found responsible for violating the Sexual Misconduct Policy (“Policy”).

REPORTING THE INCIDENT TO COLUMBIA COLLEGE

Columbia College urges anyone who becomes aware of an incident of Prohibited Conduct involving a Student, Employee or Trustee to immediately report the incident to the College Title IX Coordinator.

Title IX Coordinator:

Name: Dr. Laurie B. Hopkins

Office Location: Allison, Room 101

Telephone Number: 803-786-3669 during business hours and 803-315-7010 in the evenings and on the weekend.

There is no time limit to notify the College of an incident of Prohibited Conduct; however, Complainants (an individual who is reporting they were a victim of Prohibited Conduct) are encouraged to report allegations of Prohibited Conduct immediately in order to maximize the College’s ability to obtain evidence and conduct a thorough, impartial, and reliable investigation. The College only has jurisdiction over enrolled students and current faculty or staff members. A delay in filing a complaint may compromise the subsequent investigation, particularly if neither the Complainant nor the Respondent (the individual who allegedly committed Prohibited Conduct) is enrolled as a student or employed by the College at the time the complaint is filed.

All cases of reported Prohibited Conduct are held in confidence to the extent possible subject to the College’s need to properly investigate allegations of Prohibited Conduct. Reporting Prohibited Conduct does not in any way obligate an individual to pursue legal or institutional disciplinary action; however, Columbia College has the right to pursue disciplinary action at its discretion when there could be a threat to the campus community. If the survivor chooses to report and pursue criminal charges against an alleged assailant, Columbia College will support and comply with the criminal justice process.

According to the Clery Act, there may be instances when a timely warning must be issued to the entire campus. Also, the College must submit an annual Crime and Fire Safety report with data regarding the number of sexual assault or harassment incidents that have occurred on our campus. A survivor’s name will not be disclosed by Columbia College in either of these incidents.

INTAKE MEETING WITH TITLE IX COORDINATOR

The Title IX Coordinator is appointed by the President of the College to ensure the school is compliant with Title IX, coordinate the investigation and disciplinary process, and look for patterns of systematic problems with compliance to ensure the College fulfills all federal obligations. Upon receipt of notice of any allegation of Prohibited Conduct, the Title IX Coordinator will schedule an individual intake meeting with the Complainant in order to provide the Complainant with a general understanding of the College’s Sexual Misconduct Policy and to identify forms of support or immediate interventions available to the Complainant. The intake meeting may also involve a discussion of any immediate accommodations that may be appropriate concerning the Complainant’s academic, College housing, and/or College employment arrangements. Below are interim measures that may be taken:

A No Contact Order;
Academic scheduling or class modifications;
A change or modification to residence hall;
On-campus employment change or work schedule modifications;
Assistance with extra-curriculars, organizations, activities, etc.;

Police escort to vehicle;
A thorough, impartial, and timely investigation; and
Other accommodations as needed.

RESOLUTION

COMPLAINANT WISHES TO PURSUE A RESOLUTION

When a Complainant wishes to pursue a resolution, the Title IX Coordinator will determine the name of the Respondent and the date, location and nature of the alleged Prohibited Conduct, and will schedule an individual intake meeting with the Respondent in order to provide the Respondent with a general understanding of the Sexual Misconduct Policy and to identify forms of support and/or immediate interventions. The Title IX Coordinator will also forward a formal complaint to the assigned Title IX Investigator(s), which will include the name of the Complainant and Respondent and the date, location and nature of the alleged Prohibited Conduct. Both the Complainant and the Respondent may inform the Title IX Coordinator of potential conflicts of interest with the assigned investigators or hearing board members.

COMPLAINANT DOES NOT WISH TO PURSUE RESOLUTION OR REQUESTS CONFIDENTIALITY

If a Complainant is reluctant to participate in the investigative process, the College will make every attempt to follow the wishes of the Complainant, while weighing the interests of the campus community and the possibility of a continuing threat. If the Complainant does not want to participate in the investigative process, but has no aversion to the College pursuing a resolution with respect to the named Respondent, the College will proceed with the investigation to the extent possible. If the Complainant does not want the College to pursue the report in any respect, the College may investigate further if there is reason to believe that a significant continuing threat to the campus community exists. The following factors will guide the College in its decision to proceed with an investigation:

- (1) The seriousness of the alleged conduct;
- (2) The Complainant's age;
- (3) Whether there have been other conduct complaints about the same individual; and
- (4) The Respondent's right to receive information about the allegations if the information is maintained by the school as an "education record" under FERPA.

Disclosure of Sexual Misconduct by or about a Complainant who is under the age of 18 must be reported to the Richland County Department of Social Services at (803) 714-7300.

ANONYMOUS OR THIRD PARTY REPORTING OF PROHIBITED CONDUCT

If a report is made anonymously or by a third party (e.g. not the Complainant or Respondent), the Title IX Coordinator will inquire, gather, and review information about the reported Prohibited Conduct and will evaluate the accuracy, credibility, and sufficiency of the information. Anonymous reporters should provide as much information as possible. Incidents reported by anonymous or third parties will not be forwarded to an Investigator unless there is reasonable cause to believe the Policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or Complainant statement.

When an initial report of Prohibited Conduct is reported anonymously or by a third party and the identity of the victim is not available, the Investigator will investigate the reported incident to the fullest extent of the information available. Unsupported allegations that lack reasonable cause will not be forwarded to the Title IX Hearing Board.

INVESTIGATION

After the Complainant and Respondent meet with the Title IX Coordinator, the Title IX Investigator(s) (Columbia College faculty or staff members) will conduct a thorough, reliable, and impartial investigation of the reported incident. The investigation includes interviewing the Complainant and Respondent, interviewing witnesses, collecting evidence, and creating timelines. The Investigator(s) shall draft a comprehensive report that includes witness statements, electronic or other records of communications between the parties or witnesses (via voice-mail, text message, email and social media sites), photographs (including those stored on computers and smartphones), and medical records (subject to the consent of the applicable party).

If the Complainant or Respondent believes there is a conflict of interest with one of the Investigators, they must notify the Title IX Coordinator. An investigation should begin within one week of receipt of the initial report.

At the conclusion of the investigation, the matter will be referred to the Title IX Hearing Board. A hold may be placed on the Student Respondent's account that would prevent the Respondent from receiving his or her transcript until a decision has been rendered from the Title IX Hearing Board. The Complainant and Respondent will be given a copy of the Investigator's report.

The Title IX investigation and hearing should be completed in a timely manner. Every effort will be made to complete the investigation and hearing within 60 days while balancing the interest of fairness to all parties.

IF RESPONDENT ADMITS RESPONSIBILITY

In the event the Respondent admits responsibility of a violation under the Policy, appropriate Board will decide the sanction (see subsection IV(G)).

TITLE IX HEARING

PRE-HEARING PROCEDURES

NOTICE LETTER: The Title IX Coordinator shall present all charges in writing to the Complainant and Respondent and promptly schedule a hearing after the Complainant and Respondent have been notified of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Title IX Coordinator. The Complainant and Respondent will be called and asked to come to the Title IX Coordinator's Office to sign and pick up the Notice Letter. The Notice Letter will include the names of the Title IX Hearing Board members assigned to their case. If the Complainant or Respondent believes there is a conflict of interest with any of the Hearing Board Members, they must notify the Title IX Coordinator.

ATTENDANCE AT HEARING: If the Respondent and/or Complainant fail(s) to appear for a hearing and the Title IX Coordinator has, in good faith, exhausted all reasonable efforts to notify the Respondent and/or Complainant, the Title IX Hearing Board shall conduct a hearing in the Respondent's and/or Complainant's absence on the basis of the information made available during the course of the investigation. Parties are responsible for organizing the attendance of their witnesses. The College will allow release time from work and/or class for appearance at the hearing.

TITLE IX HEARING BOARD CHAIR: The Title IX Hearing Board Chair ("Chairperson") is a non-voting member of the Title IX Hearing Board. The Chairperson is responsible for resolving all procedural issues and maintaining the fairness of the hearing by ensuring that the Hearing Board receives all relevant evidence necessary to make its determination. The Chairperson is also responsible for drafting the Outcome Letter (discussed further in subsection IV(H)) at the conclusion of the hearing.

PRE-HEARING SUBMISSIONS: Prior to the Hearing, the parties will provide the Chairperson with a list of witnesses they propose to call, copies of documents and a description of any other information they propose to present at the hearing on or before a date set by the Chairperson.

PRE-HEARING MEETING: The Chairperson will schedule a prehearing meeting prior to the hearing date. At the meeting, the Chairperson will review hearing procedures with the parties, separately or jointly, at the discretion of the Chairperson. The Chairperson will also review the complaint of alleged Prohibited Conduct and review the parties' respective lists of proposed witnesses to assist them in eliminating redundant information. Thereafter, the Investigator's report will be provided to the Hearing Board in advance of the hearing.

TITLE IX HEARING BOARD: The Title IX Hearing Board is responsible for:

Hearing all evidence presented;
Making a determination of whether a violation of the Sexual Misconduct Policy has occurred;
If a violation is determined to have been committed by a Student Respondent, imposing a sanction; and

Communicating its findings in writing to the Complainant and Respondent via an Outcome Letter.

HEARING: Hearings shall be conducted by the Title IX Hearing Board according to the following guidelines:

All hearings will be conducted in a manner that is fair to all parties.

The Respondent is presumed not in violation of the Policy until a violation is determined by the Title IX Hearing Board.

Hearings shall be conducted in private, and arrangements can be made so the Complainant and Respondent are not in the hearing room at the same time.

Cases involving more than one Respondent will be conducted at the same time. Cases involving more than one Complainant may be consolidated into one hearing at the discretion of the Chairperson. The decision to consolidate will be governed by the relevancy of the evidence and the fairness to both parties.

The Complainant and the Respondent both have the right to be assisted by an advisor of their choosing, who does not appear as a witness during the hearing. Both parties are responsible for presenting her own case; therefore, advisors are not permitted to speak or to participate directly in any part of the hearing. In answering a question, the Complainant or Respondent may seek assistance from the advisor. Advisors may be asked to leave the hearing room if they are disruptive or cause an unreasonable delay in the conduct of the hearing.

Admission to the hearing of any person(s) other than the Respondent or Complainant, along with their respective advisor, shall be at the discretion of the Chairperson.

All procedural questions are subject to the final decision of the Chairperson. The Chairperson may consult with the Title IX Coordinator on procedural issues as the Chairperson deems necessary.

All evidence presented at the hearing, whether through live testimony or writings and exhibits, must be relevant. The Chairperson has the discretion to decide what evidence is admitted and excluded. Evidence of either party's prior sexual history will not be permitted at the hearing unless it is relevant to the complaint. Evidence of consent on a prior occasion is not evidence of consent in a subsequent occasion.

The Complainant, the Respondent, and the Chairperson shall have the privilege of calling and questioning witnesses, including those presented by the opposing party. Efforts should be made not to call witnesses who present redundant testimony.

The parties will be given an equal opportunity to present relevant witnesses and other evidence. This includes the following:

The privilege to remain silent;

The privilege to present relevant witnesses of fact and information on her/his behalf;

The privilege to be informed that any oral or written statements they may make pertaining to the alleged violation may be presented in any subsequent proceedings;

The privilege to prepare a written statement concerning the alleged violation(s);

The opportunity to review all evidence, statements, and the investigative report;

The privilege to question the other party, witnesses and the Title IX Investigators through the Chairperson; and

The privilege to appeal a decision by the Title IX Hearing Board (See Item H: Appeals).

DELIBERATIONS: After the hearing, the Title IX Hearing Board shall convene outside the presence of everyone else and determine by a unanimous vote whether the Respondent has violated the Policy, which he or she has been charged in writing with violating.

STANDARD OF PROOF: The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Prohibited Conduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. A preponderance of the evidence means that the information shows that it is "more likely than not" that the Respondent violated this Policy. In the context of a hearing hereunder, the Respondent will be found to be

responsible for the alleged Prohibited Conduct if the Panel, by a unanimous vote, concludes that such Prohibited Conduct more likely than not occurred based upon careful review of all information presented.

RECORD OF HEARING: There shall be a single verbatim record, such as an audio recording, of all hearings before the Title IX Hearing Board. The record shall be the property of the College. Parties are not permitted to make their own recordings.

SANCTIONS

WHERE THE RESPONDENT IS A STUDENT

Prior to considering sanction, both parties will have an opportunity to address the hearing panel, via either a victim impact statement or a mitigation statement. The Title IX Hearing Board is required to consider suspending or expelling any person found responsible for violating the Sexual Misconduct Policy and removing them from the residence hall if the student lives on campus. Such suspension/expulsion sanctions will be reflected on the student's transcript as "disciplinary suspension" or "disciplinary expulsion." However, the Title IX Hearing Board may impose any other sanction(s) that it finds to be fair and proportionate to the violation(s) and the attending circumstances. Matters that may be considered when deciding on the appropriate sanction include:

The record of past violations of any College policy, as well as the nature and severity of such past violations;
The acknowledgment of wrongdoing by and the commitment of the Respondent to conform her/his conduct to acceptable standards in the future;
If the Respondent poses a continuing risk to the Complainant and/or College community;
The impact on the Complainant;
The impact on the College community; and
The severity or pervasiveness of the violation.

Sanctions imposed by the Title IX Hearing Board are not final until the resolution of any timely appeal of the decision. If advisable to protect the welfare of the Complainant or the College community, the Title IX Hearing Board may determine that any probation, suspension, or expulsion be temporarily enforced and continue in effect until such time as the appeal process ends or the time for appeal expires.

WHERE THE RESPONDENT IS AN EMPLOYEE

The Employee Grievance Board will determine the sanction when an Employee is found to be in violation of this Policy. The Chairperson shall forward the Outcome Letter (discussed in subsection H) to the Grievance Board within three days of the conclusion of the hearing. The Grievance Board shall convene a hearing within two days of receiving the Outcome Letter. Prior to considering sanction, both parties will have an opportunity to address the Grievance Board, via either a victim impact statement or a mitigation statement. In addition to the factors outlined in subsection IV(G)(1), the Grievance Board will be governed by Title VII and any applicable contractual provisions. The Grievance Board will then draft a written statement of sanctions imposed, which it will forward to the Complainant and Respondent.

WHERE THE RESPONDENT IS A TRUSTEE

The Board of Trustees will determine the sanction when a Trustee is found to be in violation of this Policy. The Chairperson shall forward the Outcome Letter (discussed in the following subsection) to the Board of Trustees within three days of the conclusion of the hearing. The Board of Trustees shall convene a hearing within two days of receiving the Outcome Letter. Prior to considering sanction, both parties will have an opportunity to address the Board of Trustees, via either a victim impact statement or a mitigation statement. In addition to the factors outlined in subsection IV(G)(1), the Board of Trustees will be governed by the Columbia College Bylaws. The Board will then draft a written statement of sanctions imposed, which it will forward to the Complainant and Respondent.

NOTIFICATION REGARDING TITLE IX HEARING BOARD DECISION

The Complainant and Respondent (and the applicable Boards as referenced in subsection IV (G)) will be notified in writing of the outcome of the Title IX hearing via an Outcome Letter. The Outcome Letter will provide the Respondent's name; the

violations of this Policy for which the Respondent was found responsible, if any; any essential findings supporting the Panel's decision on the issue of responsibility; and in the case of a Student Respondent, the sanction imposed, if any.

The Respondent and Complainant will be asked to pick up and sign for the Outcome Letter from the Title IX Coordinator's Office. Information for the appeals process will be included in both parties' letter. The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

APPEALS

A decision or sanction may be appealed by the Student Respondent or Student Complainant within five business days of the date of the Outcome Letter. Such appeals shall be in writing and shall be delivered to the Title IX Coordinator, who will forward the appeal to the President for consideration. The President may refer the appeal to the Board of Trustees of the College, as set forth in the Columbia College Bylaws.

An appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

A procedural defect that would very likely impact the outcome;
Newly acquired evidence that was not previously available; and
The sanction imposed was unduly harsh.

FERPA AND TITLE IX

According to the Department of Education's 2001 Guidance, FERPA (The Family Educational Rights and Privacy Act) permits a school to disclose to the Complainant student information about the sanction imposed upon the Respondent(s) who were found to have engaged in Prohibited Conduct when the sanction directly relates to the Complainant. This includes an order that the Respondent stay away from the Complainant or that the Respondent is prohibited from attending school for a period of time or transferred to other classes or another residence hall.

Sexual Misconduct Policy & Procedures End Notes

1. Dear Colleague Letter: Sexual Violence Background, Summary, and Fast Facts, April 4, 2011.
2. National Intimate Partner & Sexual Violence Survey, 2010.
3. U.S. Department of Justice. National Crime Victimization Survey, 2005-2010.

Human Immunodeficiency Virus (HIV) And Acquired Immune Deficiency Syndrome (AIDS)

Recognizing current information provided by the Center for Disease Control stating that the Human Immunodeficiency Virus (HIV) which causes Acquired Immune Deficiency Syndrome (AIDS) is not transmitted by casual contact, Columbia College does not discriminate against students or employees who have or may have been exposed to HIV/AIDS. This policy applies to all matters, but particularly to admission, housing, student activities, hiring, and retention. Columbia College offers education and information on risk reduction, psychological counseling or referral, and medical treatment or referral. Confidentiality within the law is maintained in each case.

The American College Health Association has recommended that colleges provide their students with information concerning HIV/AIDS, since AIDS education can help prevent the spread of HIV. Columbia College will, therefore, offer information in a manner consistent with the mission of each division or administrative area. (Adopted by the Board of Trustees on July 26, 1990.)

Automobile Regulations

Vehicle Registration

Vehicles may be operated on campus only if they are registered with the Columbia College Police Department and are properly licensed and insured.

All vehicles operating on campus must display a College decal affixed with adhesive backing to the outside rear window, in the lower left-hand corner on the driver's side. Vehicles designed with soft tops or convertible tops must display a College decal affixed with its adhesive backing to the outside of the windshield, in the lower right-hand corner on the driver's side. Temporary use of automobiles requires a temporary permit available at the Columbia College Police Department. Citations with associated fines will be issued to the operators of unregistered vehicles. Repeated citations will result in towing of vehicle and loss of privileges to operate a vehicle on campus as well as possible suspension of driving and/or vehicle registration privileges in accordance with South Carolina law. To retrieve an impounded vehicle, you must pay all associated costs, including costs of fine for parking violations, towing charges and storage fee.

Visitors' Parking

Visitors' Parking is clearly marked and located throughout campus as well as specified lots. Visitors may park in Lot A and Lot B (corner of Columbia College Drive and Colonial Drive), Lot G (Colonial Drive), Lot I (Columbia College Drive) or city parking spaces. Visitors who park in visitor lots are not required to display a College or a temporary permit. Divisions or individuals inviting groups or other individuals to campus must inform those groups or individuals of the parking regulations.

Traffic Regulations

1. Parking is not allowed adjacent to yellow lines or curbs or in fire lanes. Violators present a clear impediment to emergency vehicles and parking in these areas will result in immediate towing. The responsible operator will be required to pay towing and storage charges in addition to a fine.
43. Spaces marked "RESERVED," "STAFF," "VISITOR" or labeled with a number, are reserved for visitors, faculty, and staff between the hours of 7 a.m. and 4:30 p.m. Monday-Friday. Any registered vehicle may use these spaces between the hours of 5:30 p.m. and 7 a.m., and anytime during the weekend, unless otherwise instructed.
44. Spaces marked "HANDICAPPED" are reserved only for those displaying a legal handicapped decal. Others will be towed.
45. Faculty, staff, or students may request a visitor parking permit (in the hosting individual's name) from the Police Department. Permits may be issued for periods up to two weeks. For longer periods, a standard registration and decal are required. Road patrol police officers will issue temporary parking permits, valid for 24 hours, when the Police Department administrative office is closed.
46. Evening College students may park in parking Lots A and B (corner of Columbia College Drive and Colonial Drive), Lot C (corner of Clarendon Street and Burke Avenue), Lot D (Burke Street), Lot G (Colonial Drive), Lot I (Columbia College Drive), areas not reserved, or city parking.
47. Special organizations authorized by the College Administration to utilize the College facilities for specified periods of time may purchase parking decals from the Police Department. Special organizations may park in Lots A and B (corner of Columbia College Drive and Colonial Drive), Lot C (corner of Clarendon Street and Burke Avenue), Lot D (Burke Street), Lot G (Colonial Drive), Lot I (Columbia College Drive), areas not reserved, or city parking.
48. Fines must be paid or a written appeal received within ten (10) business days from the date of the citation. Fines vary from \$10-\$100 and may be paid at the Police Department between 9 a.m. and 5 p.m. Monday-Friday. The citation should accompany payment. Fines not paid within ten days will automatically double. DO NOT MAIL CASH. Outstanding student fines will be added to a student's tuition account.
49. If a violation occurs on campus, and the vehicle is not registered with the Columbia College Police Department, the citation will be issued to the legal owner of the vehicle. The owner will be sent a letter notifying him/her to submit payment within thirty days or report to the Columbia College Police Department. Outstanding violations may result in suspension of driving and/or vehicle registration privileges under South Carolina law.
50. Occasionally, it is necessary to close roadways and other areas for special events. In such cases, traffic barriers are prominently placed and notices are posted. Closures are usually announced in the weekly calendar of events, *Around Campus*. These notices are official traffic regulations and must be obeyed.
51. Vehicle operators must observe all traffic signs and regulations on campus. The speed limit on campus is 15 miles per hour.

Violation Citation Appeals

Appeals of violation citations must be filed in writing at the Police Department within ten (10) business days of the date of issue. The appeal must include the reason for the appeal, the summons number, vehicle license number, decal number

and name, address, and telephone number of the person appealing the citation. The appeal will be reviewed and answered within seven business days. If a complainant believes that the Police Department has not followed due process, she/he may file a written appeal with the Vice President for Finance.

Moving Violations

The Columbia College Police Department utilizes South Carolina Uniform Traffic Summons. All moving violations are subject to criminal enforcement in a court of competent jurisdiction.

The receipt of a traffic ticket in Richland County requires the recipient to either appear in Traffic Court for trial or post a bond prior to trial. Some violations require a mandatory court appearance.

Unless otherwise notified, Richland County Central Courtroom is held in Courtroom 1-A, 1400 Huger Street, Columbia, S.C.

If a mandatory court appearance is not required, the individual may choose to appear for trial or pay the bond, either in person to the cashier located at the Richland County Central Court or by mail addressed to Richland County Central Court,

Post Office Box 192, Columbia, SC 29202. Payment must be received prior to trial time. Personal checks are not accepted. Payment can only be made by cash, money order or cashier's check. **DO NOT MAIL CASH.**

If you fail to pay the required bond and do not appear for trial, you will be tried in your absence and your driver's license will be suspended for non-compliance. A Bench Warrant may also be issued for your arrest. ****PLEASE NOTE**** Some violations have a mandatory court appearance. If your ticket indicates that a court appearance is required, you must appear on the date and time indicated and must bring your South Carolina driver's license.

Smoking Policy

The College desires to provide a healthy environment for all students, employees, and visitors to the campus. To this end, Columbia College seeks to offer a smoke-free and tobacco-free environment to the greatest extent possible; therefore, effective June 6, 2011, smoking on the Columbia College campus became limited to the following:

Inside of a vehicle located in Parking lots A through H (see campus map) and in the paved parking lot located at the College's athletic complex. In addition, a space behind Cottingham Theatre has been designated for students to use as an alternative to smoking on the streets around campus.

All smokers are expected to use caution when smoking inside a vehicle located on campus grounds due to the fire hazard involved and to properly dispose of all cigarette butts and other trash. Electronic cigarettes are also subject to the smoking policy. All smoking devices (i.e. pipes and hookahs) are strictly prohibited on campus. Persons found to be violating the College's smoking policy can be cited by the Columbia College Police Department (tickets range from \$5 - \$25). Repeat violations involving students will be handled by the Judicial Board. This policy applies to all Columbia College students, faculty, staff and other persons on the campus (i.e. guests, visitors, contractors, and vendors). It is the responsibility of all members of the Columbia College community to uphold the College's smoking policy.

Information about smoking cessation programs available in the Columbia area can be found on the Counseling Services page of the College's website.

Fire, Emergencies, And Evacuation Of Buildings

1. In case of fire, sound the nearest alarm. If conditions permit, call 9-911 and report your exact location. Leave the building by the nearest exit and proceed at least 100 feet from the building. Do not use the elevators.
2. Remain outside the building until you receive explicit instructions from the Campus Police to re-enter. Failure to evacuate the premises after an alarm has sounded or notice to evacuate has been given will result in disciplinary action.
3. Tampering with fire alarms or fire-fighting equipment, turning in false alarms, or making bomb threats will result in disciplinary action, including the possibility of permanent expulsion from the College without refund of tuition and fees. Persons found guilty of such actions will be held liable for all expenses incurred as a result of their actions.
4. College officials reserve the right to evacuate any building or facility for emergency reasons.

Solicitation Policy

Columbia College recognizes that all members of the extended College community, which includes faculty, staff, students, alumnae, and donors, should be free from unwanted or undesired appeals, approaches, and solicitations of a

financial nature which may be considered intrusions into their privacy. The College also recognizes that it has a responsibility to ensure, to the best of its ability, that such activities do not occur without authorization of the College administration.

Official student organizations may conduct fundraisers or collect donations on campus if approved by the Director of Student Activities. Organizations must complete the Student Organization Solicitation Form available in the Office of Student Activities. Student organizations may promote their fundraisers through on-campus postings with written/stamped approval of the Office of Student Activities, or through campus mail. They may not use personal visits, telephones, or e-mails for solicitation. Student organizations requesting to hold fundraisers in the residence halls must secure additional approval of the Director of Residence Life and Housing.

The Director of the Annual Fund in the Office of Advancement must approve all requests for student organization fundraisers, sponsorships, or solicitations involving external companies, organizations, or individuals.

Columbia College allows certain commercial solicitations and promotions only when the products or services directly benefit the College community. Individuals and external organizations may request permission to sell or promote merchandise by completing the Vendor Solicitation Form available in the Office of Student Activities. This form must be approved by the Director of Student Activities. A service fee or percentage of sales is charged to vendors. Purveyors of credit cards, pornographic or sexually explicit materials, alcohol, or other drugs are expressly prohibited from selling or promoting products on the Columbia College campus. External vendors may not use College communication systems including telephone, e-mail, campus mail, on-campus meetings, and personal visits to promote or sell a product.

College mailing lists are proprietary information and may not be duplicated or electronically transmitted to any person or organization for any reason. Such mailing lists may be used only by authorized College personnel to comply with state or federal regulations, to meet requirements of accrediting agencies, or to raise money from or disseminate information to internal or external constituents for the direct benefit of the college.

Only Columbia College faculty and staff may use College listserves.

Posting

Recognized student organizations, campus divisions, and approved off-campus entities may post flyers or other forms of advertisement on campus property as long as the flyers are in accordance with the Solicitation Policy. Flyers may only be posted on approved bulletin boards located throughout the campus. No posting may be placed on glass, painted surfaces, brick or in elevators. Any organization that does not comply may face repair costs for damages done to these surfaces or may lose posting privileges. Off-campus entities, students, faculty and staff wishing to advertise non-Columbia College events or services must first obtain approval from Student Activities before posting flyers on the Off-Campus Board. The Off-Campus Board is the only location where off-campus entities and non-Columbia College events and services can be advertised.

All postings (including flyers, posters, table tents, and mailbox inserts) must be approved through the following process:

52. All recognized student organizations, campus divisions, and off-campus entities must receive permission to post flyers from the Office of Student Activities. Residence hall groups (i.e., RA/As and hall councils) posting only in residence halls must receive permission from the Area Coordinator of the building or the Director of Residence Life and Housing.
53. All flyers must be stamped "approved" by the Office of Student Activities before posting (when using photocopied flyers, it is suggested that the original copy be stamped before additional copies are made). The name of the sponsoring organization, division, or group must appear on all postings.
54. Religious student organizations or entities must first get approval from the Columbia College Chaplain's Office before requesting approval from the Office of Student Activities.
55. Off-campus religious entities who wish to publicize on campus must be sponsored by an official student religious organization. The sponsoring student religious organization itself must seek approval for the entity's flyers from the Chaplain's Office and then from Student Activities.
56. Permission to hang or affix banners, posters, and the like from buildings or other exterior areas must be obtained from the Office of Student Activities.
57. All postings must be removed within 48 hours following the event. Student organizations and divisions that do not comply may lose their posting privileges for a specified period of time.
58. The College reserves the right to remove any and all postings, notices and flyers from College property.

Sidewalk Chalk

Sidewalk Chalk can only be used on sidewalks in areas where the rain will wash off the chalk.

Columbia College Intellectual Property Policy

Background: Columbia College is committed to free and vigorous intellectual exploration and expression. Hence the College is committed to providing an environment that supports the research and teaching activities of its faculty, students and staff. In the course of professional duties, faculty members create intellectual property. As a matter of principle and practice, the College encourages all members of the Columbia College community to publish without restriction their papers, books, and other forms of communication in order to share openly and fully their findings and knowledge with colleagues and the public. The long-standing academic tradition that creators of works own the intellectual property resulting from their research, teaching and writing is the foundation of the College policy.

Policy: It is the general policy of Columbia College that intellectual property shall be the property of the author or creator. Exceptions to this rule will be handled as described in the AAUP Policy Documents and Reports, Tenth Edition on pages 214-216. To resolve emerging issues and disputes concerning the interpretation of this policy and/or negotiation of intellectual property rights, the Provost will convene a panel of faculty and peers to submit recommendations to be considered by the College administration.

Complaint Process

Concerns about Columbia College policies, procedures, or practices should be discussed with the appropriate faculty or staff member in person prior to a formal written complaint. Concerns about academic issues should be reviewed with the faculty member involved, the division head or area director, then the Provost, in that order. Concerns about administrative issues should be reviewed with the area director, then the Vice President for Finance. Concerns about student life should be reviewed with the area director, then the Dean of Students. Concerns about admissions or financial aid issues should be raised with the appropriate director and then with the Vice President for Enrollment Management.

If the problem cannot be resolved in person, written complaints should be sent to the Provost, the Vice President for Enrollment Management, or the Vice President for Finance as appropriate. The Provost will address both academic and student life complaints. The resolution of written complaints will be communicated to the complainant in a timely manner. If the complaint is impossible to address quickly, the Provost or Vice President will keep the complainant informed as to the progress of the resolution.

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