

**Columbia College Bulletin
Women's College
2015-2016**

Table of Contents

Academic Calendar	4
The Women’s College Mission Statement	8
Admissions.....	11
Financial Information.....	14
Financial Aid.....	17
Student Affairs	19
General Academic Information.....	22
Definition of Semester Hour	22
Registration	23
Specialized Credit Issues	27
Credit Restriction Policies	33
Grading Policies.....	36
Degree Completion	40
Academic Programs	41
Academic Divisions	46
Undergraduate Studies	46
Division of Arts and Communication Studies	51
Division of Behavioral Study and Human Inquiry	56
Division of Business, Mathematics, and Sciences	62
Division of Education	68
Division of Languages and Literatures	72
Course Descriptions	78
Board of Trustees.....	192
Officers of the College.....	192
Faculty.....	192
INDEX	196

The purpose of the Columbia College Bulletin is to provide a general description of Columbia College and its various academic units and to provide detailed information regarding the undergraduate curricula. 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 does 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.

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 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

SPRING SEMESTER

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	April 29	Residence Halls Close at 5:00 PM except for graduating students
Saturday	April 30	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.

The Women's College Mission Statement

Columbia College recognizes the historical and powerful significance in higher education of providing women with a rich, transformative tradition of engaged learning in the liberal arts. Dedicated to academic excellence, social and cultural awareness, spiritual growth, physical wellness, inspiring leadership, and multiple opportunities that bridge learning and living in a complex, diverse world, the College embraces the challenge of educating women to cultivate their voices as rigorous, discerning scholars; confident, vital citizens of a global community; and active, innovative leaders.

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

- Audiocassette tape 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.

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.

Admissions

Columbia College encourages all qualified women to apply for admission. Equal educational opportunities are offered to women regardless of race, color, religion, ethnic or national origin, marital status or disability. The College seeks to enroll students who will benefit from the academic programs and who will live together in an honorable community.

Selection to Columbia College is competitive and not determined by any single factor; rather, the College reviews each person's application to predict her success at Columbia College. Candidates must provide satisfactory evidence that, in scholarship and character, they are qualified for the education program and standards maintained at Columbia College. The College reserves the right to deny admission to any student whose record indicates that she 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. Individual interviews may be required in some cases.

DEGREE PROGRAM

Admission of First-Year Students

To be eligible for admission as a first-year student, an applicant should be a graduate of an accredited high school or its equivalent. The College recommends that 16 or more college preparatory academic units be earned in the following areas: English (4 units), laboratory science (2 units), foreign language (2 units), algebra I and II, geometry, and courses in United States history, world history, other social sciences, advanced mathematics, or natural sciences.

Application Procedure

An applicant should submit the following to the Office of Admissions:

1. **The application and a nonrefundable fee of \$25.** Applications are available in the Office of Admissions, Breed Leadership Center, Columbia College, 1301 Columbia College Drive, Columbia, South Carolina 29203 (telephone number 800.277.1301 or 803.786.3871) and online at www.columbiasc.edu.
2. **Official high school transcript.** The applicant's high school guidance counselor must mail a complete transcript to the Office of Admissions (to be submitted with Counselor Evaluation Form). A final official transcript must also be sent upon completion of the senior year.
3. **SAT or ACT scores.** Although it is not necessary for a prospective student to have taken one of these tests before submitting her application, she will be asked to indicate on her application when she plans to take the test. It is suggested that applicants take the SAT or ACT near the end of their junior year or by December of their senior year. Students should request that their test scores be sent directly to the Columbia College Office of Admissions. Columbia

College's code for SATs (CEEB code) is 5117; for ACT, it is 3850. The College combines a student's best SAT math and SAT critical reading scores. The essay portion will be required and used for placement only.

4. **High school recommendation.** The Office of Admissions requires a letter of recommendation from a high school. Additional recommendations may be submitted and required in some cases.

Campus Visits

The College highly recommends a campus visit, if possible. Students and parents should make appointments in advance. Several Open House programs are offered each year and include talks with current students and faculty members, campus tours, and opportunities to attend classes.

First-year Student Application Deadlines, Notification, and Acceptance

Columbia College strongly encourages early application. The admission decision is based upon high school grade point average, scholastic rank in class, SAT or ACT test scores, and other personal information.

To accept an offer of admission, a student must submit a reservation deposit as early as possible (\$200 for resident students; \$100 for commuting students). The deposit is not refundable after May 1 for first semester applicants or after November 1 for second semester applicants. All deposits will be credited as payment on tuition and fees when the applicant registers.

Summer School Admission for First-year Students

Prospective first-year students may earn credits at Columbia College during the summer session prior to Fall entrance. First-year students who plan to enter in the summer should contact the Office of Admissions.

Admission of International Students

Academically prepared women from countries other than the United States are encouraged to apply for admission. Applicants should be aware the curriculum is presented entirely in English. Students may apply as first year students or transfer students. Credentials necessary for international admission are the following: (1) a completed application form with a \$25 nonrefundable application fee, (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), (3) high school guidance counselor or teacher recommendation/evaluation (additional recommendations may be submitted), (4) SAT or ACT scores (information on these tests are available from various sources in other countries and in the USA), and (5) 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.

Only after the above five requirements are met will a letter of acceptance or denial be sent from Columbia College. If accepted, the student must complete the following three requirements before the Form I-20 (Certificate of eligibility of the Immigration and Naturalization service of the United States Department of Justice) is released to the student: (1) official bank statement demonstrating that she has adequate financial resources to cover her share of all expenses for the entire period of study at Columbia College, (2) \$200 (US) non-refundable reservation deposit (these funds will be credited toward tuition and fees upon enrollment), and (3) physical examination report (the report must be completed and translated in English and signed by a physician).

There are other important financial requirements international students at Columbia College must take into consideration: (1) all international students must enroll in the college's health insurance plan at their expense, (2) all international students must pay for books and miscellaneous expenses, and (3) all international students choosing to stay in the United States during any portion of the summer must secure and pay for rent and other expenses.

Admission of Transfer Students

Credentials necessary for admission are the following: (1) a completed application form with a \$25 nonrefundable application fee, (2) official transcripts from all colleges previously attended (high school transcripts and SAT or ACT scores when fewer than 30 semester hours of college credit have been earned at the time of application, or upon request by the Admissions Committee), (3) a statement of good standing from all colleges previously attended, and (4) a completed Transfer Recommendation Form. A campus visit is highly recommended. Transfer students may be required to complete placement tests prior to registration for certain courses. Columbia College reserves the right to deny admission to any student whose

record indicates that she 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. Details regarding transfer credit can be found on pages 34 and 35.

Admission of Students Formerly Enrolled in the Evening Program

Credentials necessary for admission are the same as for transfer students. A student must take at least 12 semester hours in her major at the College, after transfer, not including pass/fail coursework or credits earned while in the Evening Program. Work taken in the Evening Program will contribute to the hours attempted, hours earned and the quality points earned at Columbia College. A student whose cumulative grade point average is below 2.10 may apply for academic renewal after an absence of three calendar years from the College. All students must complete at least 25 percent of all courses required by the degree at the College. Evening Program credit can be applied toward this regulation. A student must meet the degree requirements published for the semester immediately prior to her transfer from the Evening Program.

Readmission of Former Degree Students

Students seeking readmission should make an application. The student will be requested to update their educational data, biographical data, and health records. A student whose cumulative grade point average is below 2.00 and 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. 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, 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. Credentials necessary for admission are the following: (1) application form with a \$25 nonrefundable application fee, and (2) official transcripts from all colleges previously attended.

Non-Degree Courses

Students applying for admission to any non-degree course are not required to pay an application fee. If a student enrolled in a non-degree course decides to seek admission to a degree program, all requirements for admission at that time must be met, and the application fee must be paid. 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.

Admission as a Joint-Enrollment Student

Columbia College offers classes in various curricula to qualified female high school students. This opportunity permits students to earn college credit and to become acclimated to the college environment. Enrollment in the program would appeal particularly to a college-bound student who has completed the majority of her high school requirements. The classes offered will be those regularly scheduled for college credit. Basic requirements for admission to the joint-enrollment program are as follows:

1. Enrollment in the college preparatory program in high school
2. Rank in the top 25 percent of her class.
3. A total score of at least 1000 (critical reading and math) on the SAT or PSAT.
4. Classification as a high school senior during enrollment at Columbia College.
5. Written approval and authorization from the high school.

For information and application forms, contact the Office of Admissions.

Admission as a Non-Degree Student

A student wishing to enroll primarily for credit to be transferred to another college is not required to submit a regular application for admission. Such a student must submit a Special Student Application Form along with a statement of good standing and permission to enroll from the institution where she is currently enrolled. For information and application forms, contact the Office of Admissions.

Auditors

Students who wish to audit courses must apply to the Office of Admissions.

Financial Information

Office of Financial Services

Third Floor, Allison Administration Building
803-786-3244

Application Fee

Applicants seeking admission to Columbia College as first-year students or as transfer students from other colleges are required to submit a \$25 application fee with the admission forms. **This fee is nonrefundable.**

Room and Space Reservation Deposits

When a new student's application is processed and acceptance is granted, a reservation deposit is due. Students desiring an early decision pay a \$300 deposit; new boarding students pay a \$200 deposit; and new commuting students pay a \$100 deposit. **Deposits paid by new students are not refundable after May 1 for fall semester applicants or after November 1 for spring semester applicants.**

Students already enrolled in the College are notified in the spring of each year to reserve their rooms or class spaces for the following academic year. Returning resident students must pay a \$100 deposit before participating in the room selection process for the next fall semester. Information on the room selection process is distributed by the Office of Residence Life well in advance to allow students ample time for planning. **Room deposits are not refundable after May 1 for fall semester or after November 1 for spring semester.**

Reservation deposits will be credited as payment on tuition and fees when the student registers for the semester for which the deposit was made.

Fee Schedule 2015-2016

Tuition and Fees

	Per Semester	Fall and Spring
Tuition and Fees – Full-time	\$14,050	\$28,100
Meal Plans		
21-Meal Plan (all First-year)	\$1,850	\$3,700
15-Meal Plan	\$1,725	\$3,450
10-Meal Plan (Seniors Only)	\$1,600	\$3,200
Commuter 10-Meal	\$1,600	\$3,110
Commuter 5-Meal Plan	\$700	\$1,400
Housing Rate:		
Residence Halls	\$1,850	\$3,700
Cottages (Juniors and Seniors)	\$1,850	\$3,700

Private Room Charge:

Rates for private rooms vary according to classification and location.

Deposits are applied toward semester fees.

Cost of music lessons will be an additional charge of \$300 per semester for one hour of study per week or \$150 for one-half hour of study. Credits for applied music must be considered as part of the normal course load. Special music students (those not taking other college work) should enroll through the Pre-College and Adult Education Programs.

Special fees may apply to selected courses. Off-campus internships in certain courses may require an additional fee. The amounts vary and will be announced before the internships begin.

The cost of textbooks is not included in the tuition or fees.

Full settlement of the charges is required by the due date of the bill to ensure reservation in registered classes.

Credit cards

Columbia College accepts VISA, American Express, and MasterCard for payment of fees. Students can 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 10-month plan starts July 5 and allows students and families to spread all or part of their annual education expenses over the school year in equal monthly payments. Tuition Management Systems, Inc. charges a small annual enrollment fee which also includes life insurance coverage for the unpaid balance. Call Tuition Management Systems (TMS) at 1.800.722.4867 or go to www.afford.com for more information or to enroll. Columbia College may restrict enrollment in this plan based on the student's payment history.

Special Charges

* Extra hours over 18 per semester (except music ensembles)	\$740 per hour
Part-time students (limit 11 hours per semester).....	\$740 per hour
Full-time fees apply when registration exceeds 11 hours per semester.	
Auditing (no applied courses).....	\$225 per course
Joint enrollment (high school students).....	\$740 per hour
Parking permit.....	\$15
Consortium fee.....	\$50
Summer Session tuition.....	\$385 per hour

* Charges will be assessed unless official withdrawal occurs during the add/drop period.

Special Alumnae Discounts

Columbia College degree alumnae: Women 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.

No scholarship aid or tuition discount applies to audited courses or graduate study.

For more information on tuition call 803.786.3244. To apply for financial aid, contact the Office of Financial Aid, Room 311 in the Allison Administration Building 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.

Fees are nonrefundable.

Room charges are nonrefundable according to the terms of the housing contract signed by all resident students.

Unused board, prorated by the week, will be refunded only during the first 28 days of the semester. This applies to students who officially withdraw and to students who leave the residence hall but remain as commuting students.

NO REFUNDS ARE ALLOWED AFTER 28 CALENDAR DAYS OF THE SEMESTER.

Note that in accordance with federal regulations, students receiving federal financial aid funds are subject to a Return of Title IV Policy depending on the date of their official withdrawal petition. Please contact the Office of Tuition Accounts for more information.

Students can not receive a refund generated by Columbia College funds. If a student receives gift aid from federal, state, or private sources in excess of what is needed to cover tuition, room, board, fees and books; Columbia College aid will be reduced so that the account balance is zero.

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 Evening Program and other offerings will be announced in separate publications.

Study Abroad

Columbia College has consortial arrangements with the University of Salamanca in Salamanca, Spain, and with the Catholic University of the West, the CIDEF, in Angers, France. Students can attend those institutions where instruction is not in English by paying tuition, room and board to Columbia College and registering for classes through the College. Students are responsible for paying for their transportation to the sites and for other incidental expenses.

Columbia College maintains an exchange program with universities in Ireland through the Business Education initiative (BEI), University of Dortmund in Germany, and Sookmyung University in Seoul, Korea. These programs have limited openings so students need to apply to participate through the Global Studies Committee. Students who attend these schools pay tuition to Columbia College. They may pay room and board to Columbia College (and have the college pay the

overseas institution up to the amount of CC room and board) or they may make arrangements to pay room and board themselves. Students are responsible for paying their transportation to the sites and for their incidental expenses.

In General, for students interested in participating in other study abroad programs, Columbia College is happy to try and enable these experiences when possible. Federal financial aid and state financial resources can often apply to the expenses of such programs. Columbia College grants and scholarships are NOT applicable to this type of study.

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

1. The student applies for admission to Columbia College and is accepted.
2. 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.)
3. In the event additional documentation is required, or errors were made on the FAFSA, students will receive notification of additional requirements.
4. The student applying for assistance will receive an official award notification from the Office of Financial Aid.
5. 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.
6. 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, she will become ineligible for federal financial aid. A student is considered making Satisfactory Academic Progress and eligible for financial aid if 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 Leadership 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 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.

Student Affairs

Student Affairs is the collective name for a number of offices that work closely with students in the out-of-class learning environment. Student Affairs consists of the offices of the Dean of Students, Residence Life and Housing, Student Activities, Career Services, Chaplain, Counseling Services, Student Support and Special Resources, Health Services, and Campus Scheduling. Services provided by these offices are generally offered at little or no charge to students. Student Affairs staff members provide students with a variety of opportunities, activities, programs, and events that support learning in and out of the classroom, assist the student in becoming engaged in the campus community, enhance a student's leadership skills, and promote success during and after college. Detailed descriptions of the individual offices can be found in the *Student Handbook*.

The policies listed below are related to the work of the Student Affairs division. These policies are reprinted here for convenience. If there are any discrepancies between the content in this section and similar material in the *Student Handbook*, the *Handbook* is considered to contain the correct wording of the policies.

Residency Requirements

Student is required to live on campus during her first two years of enrollment at Columbia College. Exceptions will be granted to students who live with a parent, a legal guardian, or an individual who legally claims that student as a dependent. Exceptions to this policy must be requested in writing and will be reviewed and approved by the Director of Residence Life and Housing and Dean of Students.

Immunizations: Required

All students entering Columbia College must present a valid immunization certificate (dated, signed, or stamped by a health care professional/office) documenting that the student has received those immunizations required by the College. Failure to comply will result in delayed registration for the subsequent semester.

Pursuant to South Carolina law, the Columbia College institutional policy, and endorsement by the American College Health Association, the following immunizations and screening tests are REQUIRED:

Students born after December 31, 1956:

- 2 Measles (Rubella), 1 Mumps, and 1 Rubella (2 MMR doses meet this requirement)
- Tuberculosis Screening (PPD) within the last 6 months. If you are an international student. If you have traveled outside the United States, a PPD is required three months after you return to the States. A PPD is required regardless of prior BCG inoculation.

Several options are available to achieve compliance with the Columbia College Immunization Policy.

- Private Physician
- Medical Centers
- **Your local Health Department can provide the second MMR, Td booster and tuberculosis screening.**

Columbia College will keep a student's immunization record on file for the duration of her tenure at Columbia College. Any student wishing to receive a copy of her immunization record should contact the Division of Student Affairs at 803.786.3856.

New Student Orientation

New Student Orientation is a three-part process, with the first session held in June and the second session held just prior to the start of the academic year in August. The final segment of the program is in the form of a three-hour credit course – Liberal Arts 100 – held during the fall semester. During Orientation, students become acquainted with other new students, faculty, and staff; receive information designed to assist them in achieving academic and personal success; and select courses for the fall semester. New students are expected to attend and participate in the entire three-part orientation process. Transfer students attend a specially designed Welcome Program offered in August and January.

A Community of Honor

Members of the Columbia College community believe that the Honor System represents more than a set of simple rules. It is a way of living within a community of scholars. The central purpose of the Honor System is to sustain and protect a community characterized by intellectual integrity and personal trust in which students have the freedom to develop their intellectual and personal potential without undue or unfair restraint. The Honor System functions in conjunction with the Student Code of Conduct published in the *Student Handbook*. All students are expected to know and abide by these codes.

Honor Code

- I. Every student shall be honor bound:
 - A. to refrain from cheating, including plagiarism.
 - B. to refrain from stealing.
 - C. to refrain from lying.
- II. Any student failing to abide by the Honor Code is subject to suspension or expulsion from the College.

Intercollegiate Athletics

Columbia College is an active member of the National Association of Intercollegiate Athletics (NAIA) and the Appalachian Athletic Conference. The College's athletic teams compete in basketball, soccer, softball, tennis, and volleyball.

Scholarships are offered to qualified athletes. For more information about the athletics program, please contact the director of athletics at 803.786.3723.

Post Office

Columbia College maintains a post office in the Harrelson Student Service Center to handle United States mail and intra-campus communications. Each student is assigned a campus post office box through the Office of Student Affairs. Postage may be purchased from the Campus Post Office during normal business hours (Monday–Friday 10:30 a.m.–4:30 p.m.)

United Parcel Service (UPS) DHL and Federal Express delivers packages to the Campus Post Office daily (Monday – Friday except Holidays). Students receiving packages are sent notification via campus mail. The Campus Post Office does not process outgoing packages for UPS, DHL and FedEx. Students will be required to process their packages via the internet and then drop their packages off at the Campus Post Office for pickup.

C-Square Bookstore

The C-Square Bookstore, located in the Harrelson Student Service Center, provides new and used textbooks. The Bookstore also sells insignia clothing and gift items, school supplies, computer software, food and sundries, and greeting cards. Books are bought back every day at the current guide value and as much as half of the purchase price at certain times of the year, usually at the end of each semester. Normal business hours are Monday-Thursday, 9:00 a.m.–6:00 p.m., and Friday, 9 a.m.–5 p.m.

Use of Automobiles

Properly licensed and insured vehicles may be operated on campus only if they are registered with the Columbia College Police Department. All vehicles operating on campus must display a College decal, which can be obtained from the Columbia College Police Department, located at 4825 Burke Street, during regular office hours (Monday–Friday, 9 a.m.–5 p.m.) Vehicle use on campus is governed by the regulations provided by the Columbia College Administration and the Police Department. The regulations are distributed, posted and enforced by the Police Department. Columbia College does not assume liability for vehicles operated or parked on the campus.

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.columbiacollegesc.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.

Classification	Minimum Semester Hours
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

General Information: The semester hour is the basis for all credits. Full-time attendance is 12 semester hours. In a regular semester, the recommended credit load is 16 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 combined)	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
Graduating 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
Graduating senior, GPA or 2.00 or higher	2	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.

Advisor Roles and Responsibilities

Goal of Academic Advising

Please note that it is the responsibility of each student to monitor her academic progress and make sure that the requirements for graduation are fulfilled.

The goal of collegiate advising at Columbia College is to guide students in appropriate course selection, help students stay on track and serve as professional mentors through the undergraduate learning process. Advisors are also encouraged to use this time to help students plan more holistically for their futures in the careers they have selected. All incoming students at Columbia College are assigned a team of advisors, consisting of a **Faculty Advisor**, **Career Coach**, and a **Community Mentor**. Students are required to meet with all members of their advising team every semester, prior to early enrollment for the next semester

Advisor's Roles and Responsibilities

Role of a Faculty Advisor

Faculty advisors provide students information about course rotations, course requirements and appropriate sequencing of courses as well as providing general academic advice and support.

To that end, the **faculty advisor will:**

- (1) Be available to meet with each student each semester to review her academic progress.
- (2) Explain institutional policies and procedures, general education, major, and graduation requirements.
- (3) Help each student evaluate her academic progress realistically and suggest appropriate courses for the coming semester(s).
- (4) Be informed of academic requirements and prerequisites as well as course rotations that are specific to the program in which the student is majoring.
- (5) Help students to develop decision-making skills, self-evaluation skills, and a suitable career/educational plan.

Role of a Career Coach

Career Coaches at Columbia College are committed to assisting students in career and/or graduate school exploration to ensure they are professionally prepared to be a more productive, effective, and desired talent in the workforce and their communities. Activities center on a four-year comprehensive plan to provide a transformative and individualized experience for each student.

To that end, the **career coach will**:

- (1) Assess each student's career interests, strengths, weaknesses, likes, and dislikes in order to establish career/professional goals.
- (2) Track students' progress towards these goals over their four years.
- (3) Provide information about areas of study and corresponding career options so that students choose appropriate majors, minors, and concentrations.
- (4) Host and encourage students to take advantage of on/off campus career development workshops and opportunities.
- (5) Provide ongoing support to successfully implement the student's individualized career plan.

Role of a Columbia College Mentor

The mentor program is designed to aid our young women in fostering meaningful, real-world connections. It is our belief that young women need mentors and flourish when they have access to outside perspectives that come with their best interest in mind.

To that end, the **mentor will**:

- (1) Foster meaningful, consistent, professional and ethical relationships.
- (2) Help the student to learn more about varying career choice and work/life balance.
- (3) Guide the student's plans toward career preparation and/or advanced study goals.
- (4) Model appropriate professional dress and etiquette.
- (5) Share experiences with the student that may help to shape her educational/professional career.

Student's Roles and Responsibilities

Please note that it is the responsibility of each student to monitor her academic progress and make sure that the requirements for graduation are fulfilled.

Academic Advising Preparation

Students will

- (1) Arrange a meeting with her faculty advisor during advisement each semester according to the advisor's availability.
- (2) Complete the *Pre-Advising Session Worksheet* ([located on KC](#)) and come to the advising meeting with suggested classes based on the current course schedule.
- (3) Inform the advisor of schedule changes, course withdrawals, early alerts, and other unexpected events in her progress during the semester.
- (4) Complete the registration agreement and personal information (located on KC) prior to the advising appointment.
- (5) Complete registration for each semester during the allotted time for her classification.
- (6) Have no outstanding charges in the business office which will inhibit pre-registration or registration.
- (7) Meet all requirements for the anticipated degree as stated in the Academic Bulletin.
- (8) Coordinate requirements of various programs when seeking a minor(s) or a double major.

Career Advising Preparation

Students will:

- (1) Arrange a meeting with her Career Coach within the first few weeks of the semester.
- (2) Foster confidence to develop self-knowledge related to career choices.
- (3) Exhibit courage to seek out career and educational planning and information.
- (4) Show commitment to take responsibility for developing career decisions, employment, and/or graduate and professional school plans.
- (5) Build competence to manage their careers upon graduation.

Professional Advising/Preparation

Students will:

- (1) Plan to attend the Mentor/Mentee matching event in the fall semester and correspond with their mentor at least 4 more times before the end of the semester.
- (2) Strive to foster a meaningful, consistent, professional and ethical relationship.
- (3) Learn more about their mentor's position, company, and industry.
- (4) Allow their mentor to guide their plans toward career preparation and/or advanced study goals.
- (5) Receive feedback on ways to grow professionally.

College's Roles and Responsibilities

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
- (5) Provide each senior student an update on 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 the registrar's office. 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.

Clearance to Register

To be cleared to register for classes for any semester, a student must have no outstanding charges in the financial services office. 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 advisor, the registrar's office, 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 the 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 Evening College

Any student in the Women's College may apply to co-enroll in one course per semester in the Evening College. Enrollment in additional Evening College courses is possible if the Women's College student meets the Evening 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 and 165	6
	4-5	Mathematics 160, 165, and 260	9
Chemistry	3	Chemistry 121	4
	4-5	Chemistry 121 and 122	8
Chinese Language and Culture	4-5	General Education Modern 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	3	French 121	3
	4	French 121 and 122	6
	5	French 221 and 222	6
German Language and Culture	4-5	General Education Modern Language Requirement	6
Human Geography	3-5	Geography 164	3
Italian Language and Culture	4-5	General Education Modern Language Requirement	6
Japanese Language and Culture	4-5	General Education Modern 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 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 Modern Language requirement	6
German Level II	63	General Education Modern 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 Modern 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)	5	Mathematics 160	3
	6	Mathematics 160 and 165	6
	7	Mathematics 160, 165 and 260	9
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 Modern Languages and Mathematics

A student's placement in a subject will determine the courses she or he will be eligible to register for in that subject. Additional coursework may be required.

Modern Languages:

All students are required to take a placement test in either French or Spanish, whether or not they have previously studied either language. Directions for completing the placement test will be sent to first-year and transfer students as part of their orientation packets. Two groups of students are exempted from the placement test requirement: (1) Students with college credit for a modern spoken language from another accredited institution (earned through dual enrollment or transfer credits) and (2) students who have taken AP, IB or CLEP exams and earned designated scores (see chart under "Specialized Credit Issues" in this Bulletin).

Mathematics:

- (1) Students planning to major in mathematics, the sciences, business, computer and information science or to pursue a Bachelor of Science degree must take the calculus readiness test for appropriate placement.
- (2) Students who do not fall under category 1 and have 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 categories 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.
2. 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.
3. 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.
4. 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 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.)
5. 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.
6. 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 in 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 for Academic Credit

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 an internship opportunity to connect the often theoretical, traditional classroom and the workplace. These internship experiences take many forms; therefore, the student should consult with her advisor, Career Services, the relevant program coordinator, and the potential faculty supervisor as soon as possible.

Specific steps students need to take in order to register for an internship for academic credit:

- Discuss the internship with the potential faculty supervisor to develop student learning outcomes, methods for reflecting on those outcomes, and to plan and secure placement.
- Fill out the Internship Form for the program area of the desired internship during advisement. The completed form is submitted to the Director of Career Services as soon as the site and site supervisor have been confirmed.
- Placement should be secured and the Internship Form submitted prior to the beginning of the semester of the internship.
- All internships require "Consent of the Instructor" as a prerequisite for registration. The faculty supervisor will notify the Registrar's Office when a student has completed the Internship Form and may then be registered for the course.
- Certain internships in some programs have additional prerequisites. These prerequisites are published in the Course Descriptions below. Students should check with their advisors that they meet these additional prerequisites before moving forward with the process.

Additional policies concerning internships for academic credit:

- Internships have course numbers ending in 70; one or two letters may follow the 70.
- Internships require a minimum of 30 hours of on-site work for each semester hour of credit.
- On-site hours performed prior to completing the Internship Form and registering for the course cannot be counted towards the hours needed for academic credit.
- Students must reflect on how the student learning outcomes are being achieved during the internship period.
- Internships are graded on a pass/fail basis.

Foreign Study

To encourage students to broaden their cultural backgrounds, Columbia College offers a number of opportunities for foreign study. Under the supervision of the Columbia College faculty, foreign study courses are offered in such areas as art, English, history, music and Romance languages.

Columbia College also has cooperative programs with other colleges throughout the United States and in several foreign countries, making it possible for students to spend a semester or a full academic year studying abroad.

Washington Semester

The College offers a semester of study each fall in Washington, D.C., for qualified students. The semester includes coursework and seminars on women in politics, along with custom-designed internships in students' areas of interest.

Reserve Officers' Training Corps (ROTC)

Columbia College students are eligible for voluntary participation in ROTC programs leading to commissions in the U.S. Army upon graduation. Two- and four-year programs are currently offered through an agreement at the University of South Carolina.

Columbia College students enjoy all the benefits accorded ROTC students at the host institution. Scholarships, available to qualified students, include monthly subsistence allowances, full tuition, and books. Students receive a maximum of nine semester hours for ROTC courses, which are counted as electives toward graduation. Students assume responsibility for inter-campus transportation.

Further information about the ROTC program is available through the Columbia College Office of Admissions and the University of South Carolina Army ROTC Office.

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 Credit Load on pages 23 and 24.

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 last semester before graduation, she must ensure that she 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 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 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 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 Columbia College programs are specified below:

Program	Maximum	Minimum
Major (B.A. degree – not certifying to teach)	48	33
Major (B.S. degree – not certifying to teach)	47	36
Minor	20	15

Teacher Certification Program	Minimum No. of Required S.H. in Specialization Program	Minimum No. of Required S.H. in Professional Education
Dance Education	45	25
Early Childhood Education		73 (combined)
Elementary Education		63 (combined)
English	36	39
Mathematics	37 – 40	33
Middle-Level Education	59 – 63	17
Special Education		69 (combined)

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 PEA courses may count towards 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.

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 27 - 31).

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 40 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 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 need only complete a total of 127 hours just as if she were a double major with a single degree. However, if she graduates with one degree prior to the other one, then she will be considered as pursuing a second degree and subject to the rules above with two exceptions: one, she may continue to use the degree requirements in the Bulletin she 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 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.

Final Work for a Degree

If a student takes transient work during her last semester before graduation, she must ensure that she 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.

End of Semester Block Schedule

During the final week of the semester, each course meets once for a two-hour period as determined by the Block Schedule. Each instructor determines the type of evaluation to be used.

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 next takes the course. In the case of a grade of "D", the student may, in writing, inform the Registrar's Office that she 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 whose first semester is a fall semester and who is placed on academic probation at the end of her first semester at Columbia College will be excluded if her cumulative GPA is less than 2.00 after her second semester. Any other student who is placed on academic probation will be excluded if she remains on academic probation for two consecutive

semesters and if her cumulative GPA is still less than 2.00. If a student is subject to exclusion at the end of the spring semester, she will be allowed to attend the summer sessions to attempt to improve her GPA.

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 will once again be excluded for academic reasons if her 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 exclusion, then Columbia College will not accept such credit by transfer should the student subsequently be readmitted to Columbia College.

Academic Renewal Policy

A student whose cumulative grade point average 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.
2. A student will be granted academic renewal one time only.
3. A student who has twice been excluded for academic reasons will be eligible for academic renewal.
4. 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.
5. Any academic credit earned at another regionally accredited institution will be evaluated according to current College transfer policy.
6. 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 major. This requirement means that at least 33 semester hours of coursework must be taken at Columbia College.
7. 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.
8. 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. If students have to miss class because of participation in a varsity athletic game or other official college business, faculty will give them the opportunity to turn in work in advance or make up work missed if at all possible. 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.

Candidates who have fewer than 64 semester hours of graded coursework at Columbia College and who demonstrate scholastic ability by the maintenance of a cumulative GPA of 3.750 or higher are awarded honor cords which they may wear at Commencement.

Degree Completion

Degree Requirements

A student is generally graduated according to degree requirements published for the semester of her 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 signs her 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 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 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 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 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 43 and 44.** Students enrolled in the Second Bachelor's Degree program should refer to the special requirements outlined on pages 35 and 36.

Students who meet the requirements for the music education articulation agreement may complete the B.A. degree requirements with 120 credit hours, all requirements for the major in music, and nine hours of graduate work in education.

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.

A student must take at least 12 semester hours in her 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 minor at Columbia College.

Application for Degree

A student must file an Application for Degree with the Office of the Registrar. Students completing requirement in December must turn their form in no later than October 1, for May completion no later than October 15, and for August completion no later than June 15. 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 expects to graduate.

Academic Programs

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*.

Liberal Arts

Columbia College's emphases on the liberal arts and women's leadership development are found within the General Education curriculum coordinated experiences, and activities available to all students. Students who complete the General Education, curriculum will develop:

- An appreciation for the liberal arts to include:
 - Aesthetic Literacy
 - Historical Literacy
 - Human Institutions and Behavior
 - Literary Knowledge
 - Philosophical Inquiry and Religious Studies
 - Scientific Literacy
- *College level, real world, professional* competencies in written and oral communication, quantitative reasoning, and information and technology literacy
- An understanding of gender perspectives and social justice
- An understanding of the nature and application of moral, ethical, and religious values
- An understanding of women in leadership and opportunities for personal growth
- An awareness and use of strategies for academic and professional excellence.

How Will This Happen?

The Columbia College experience begins with a focus on academic preparation through the General Education model. This model requires a minimum of 37 semester hours of coursework and is designed to develop students' capacity for critical thought and expression, lifelong learning, acceptance of personal responsibility, and commitment to service and social justice through a liberal art's curriculum. In addition, students are provided experiential approaches to learning that assist in the development of practical knowledge within real world experiences.

General Education Requirements

College-Level Competencies

College-Level Writing I	One course (3sh) selected from English 101 or 190P
College-Level Writing II	One course (3sh) selected from English 102 or History 190AA
Modern Language	Competency equivalent to Spanish 122 or French 122 (0 or 3 sh) (Spanish 190E and 190F satisfy this requirement.)
Oral Communication	One course (3 sh) selected from Communication 100
Quantitative Reasoning	One course or exemption by exam (3 sh) selected from Business 271; Computer and Information Science 109; Mathematics 104, 106, 107, 117, 120, 140, 150, 160; Public Health 301

Learning Domains

Aesthetic Literacy	One course (3 sh) selected from Art 204, 205, 261, 262, 361, 362, 363, 364, 366, 368; Communication 390A; Dance 105; Education 345; Honors 490MM; Music 205, 206, 207, 208; Theatre 105, 107
Historical Literacy	One course (3 sh) selected from Art 261, 262, 368; English 315; Gender and Women's Studies 300; History 102, 103, 104, 230, 310, 315; Religion 128, 228
Human Institutions and Behavior	One course (3 sh) selected from Anthropology 131, 310; Child and Family Studies 221, Geography 164; Political Science 101, 219; Psychology 102, 210, 390R; Sociology 151
Literary Knowledge	One course (3 sh) selected from English 200, 203, 210, 220, 230, 231, 240, 250, 251, 261, 310, 311, 325, 350, 355, 356, 365, 373, 375, 381, 383, 478; Spanish 305
Philosophical Inquiry OR Religious Studies	One course in Philosophical Inquiry OR Religious Studies (3 sh) selected from History 336; Philosophy 153, 154, 190D, 210, 221, 222, 290N, 290P; Religion 127, 128, 205, 210, 228, 290G
Scientific Literacy	One course with a laboratory component (4 sh) selected from Biology 100, 105, 110, 120, 130; Chemistry 100, 121; Physical Science 122, 132, 145, 190N; Physics 221 (Only Biology 110; Chemistry 121; or Physics 221 count if earning a Bachelor of Science degree.)

Values and Perspectives

Gender and Social Justice	Liberal Arts 201. Students transferring a least 56 s.h. may take Liberal Arts 201 or Communication 360
Ethical Leadership	One or more courses (3 s.h.) selected from Liberal Arts 301; Communication 320LS; Leadership Studies 101, 401LS; Philosophy 153
Multiculturalism	One course (3 s.h.) selected from Anthropology 131, 240, 310; Art 205; Business 405; Communication 190B, 300, 340; English 375, 390TT; Gender and Women's Studies 200, 300; Geography 164; Political Science 211; Spanish 351, 390T, 485

Minimum Total Required Hours in General Education: 34

ADDITIONAL REQUIREMENTS:

1. INFORMATION AND TECHNOLOGY LITERACY: Students must take one course which can satisfy any other graduation requirement selected from Art 361; Biology 120; Business 350; Chemistry 261 and 262; Computer and Information Science 109, 110; Education 485LS; History 200; Public Affairs 201; Psychology 300, 450; Speech Language Pathology 310; Writing 150, 330, 350.
2. WRITING INTENSIVE COURSES: Students must take one course identified as Writing Intensive beyond those required in the College Level Competencies selected from Art 364, 366; Business 360, 444; Chemistry 122; Communication 200, 499; Computer and Information Science 340; Dance 340; Education 318; English 205, 310, 350, 355, 356, 373, 381, 383, 390TT; History 493; Honors 490MM; Mathematics 380; Philosophy 210, 290N; Political Science 303, 493; Psychology 494; Religion 210; Sociology 151; Spanish 390T; Writing 150, 200, 305, 325, 340, 346, 348.
3. COMMUNICATION INTENSIVE COURSES: Students must take one course identified as Communication Intensive beyond those required in the College Level Competencies selected from Art 362, 363; Business 405; Communication 210, 220, 250; Education 150; English 203, 231, 261, 325; French 122, 221, 222; History 340; Leadership Studies 401LS; Political Science 265; Sociology 320; Spanish 121, 122, 190E, 190F, 221; Speech Language Pathology 482.
4. BACHELOR OF SCIENCE DEGREE: A student earning a bachelor of science degree must complete Mathematics 160 to satisfy the Quantitative Reasoning requirement and either Biology 110, Chemistry 121, or Physics 221 to satisfy the Scientific Literacy requirement. In addition, the student must complete the two semester science sequence begun in the Scientific Literacy requirement by completing, as appropriate, any four- semester-hour laboratory Biology course numbered 200 or higher, Chemistry 122, or Physics 222

NOTES:

1. General Education courses may not be used to satisfy a requirement for a major program.
2. College-Level Competency courses may not be used to satisfy a requirement for a minor.
3. No student can use a single course to satisfy any two different General Education requirements.
4. Students who have an academic credential in a language other than English are exempt from the Modern Language requirement. Students who place into Spanish 221 or higher and complete a Spanish course numbered 221 or higher with a grade of “B” or better will automatically receive credit for Spanish 121 and 122 (6 s.h.). Students who place into Spanish 122 and complete both Spanish 122 and Spanish 221 will automatically receive credit for Spanish 121 (3 s.h.) if they complete Spanish 221 with a grade of “B” or better. There is also a corresponding rule for French placement and courses.

Major Programs

By the end of the first year, each student is encouraged to select a major program of study in consultation with her first-year advisor. 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 45-47 for program requirements]

- Contractual Studies (B.A. degree)
- Contractual Studies (B.S. degree)

Division of Arts and Communication Studies [see pages 52-54 for program requirements]

- Communication Studies (B.A. degree)
- Dance Education (B.A. degree, certifying to teach)
- Dance Studies (B.A. degree)
- Music (B.A. degree)
- Studio Art (B.A. degree)

Division of Behavioral Studies and Human Inquiry [see pages 56-59 for program requirements]

- Behavioral Science (B.A. degree)
- Child and Family Studies, Child Life concentration (B.A. degree)
- Child and Family Studies, Family Law and Social Advocacy concentration (B.A. degree)
- Child and Family Studies, Services to Children and Families
- History (B.A. degree)
- History (B.S. degree)
- Political Science (B.A. degree)
- Psychology (B.A. degree)
- Psychology (B.S. degree)
- Public Affairs (B.A. degree)
- Public Affairs, Applied Leadership and Advocacy Track (B.A. degree)
- Religion and Philosophy (B.A. degree)
- Social Work (B.A. degree)

Division of Business, Mathematics, and Sciences [see pages 62-65 for program requirements]

- Biochemistry (B.S. degree)
- Biology (B.A. degree)
- Biology (B.S. degree)
- Business – Accounting concentration (B.A. degree) [Evening*]
- Business – Business Administration concentration (B.A. degree)
- Business – Business Analytics concentration (B.A. degree) [Evening*]
- Chemistry (B.A. degree)
- Chemistry (B.S. degree)
- Computer and Information Science (B.A. degree) [Evening*]
- Computer and Information Science (B.S. degree) [Evening*]
- Mathematics (B.A. degree)

Mathematics (B.A. degree, certifying to teach)
Mathematics (B.S. degree)
Mathematics (B.S. degree, certifying to teach)
Public Health Science and Delivery (B.A. degree)
Public Health Science and Delivery (B.S. degree)

Division of Education [see pages 71-72 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)
Middle Level Education (B.A. degree, certifying to teach)
Special Education (B.A. degree, certifying to teach) [Evening*]
Speech Language Pathology (B.A. degree)

Division of Languages and Literature [see pages 73-76 for program requirements]

English (B.A. degree, certifying to teach)
English, Literary Studies (B.A. degree)
Spanish (B.A. degree)
Writing for Print and Digital Media (B.A. degree)

[Evening*]: The programs are offered by the Evening College. Women's College students may major in these programs; however, many major courses will be offered through the Evening College on its time schedule. While students majoring in these programs must officially co-enroll for all Evening College courses taken, the usual co-enrollment restrictions and waiting periods are automatically waived for courses required by their major programs.

Minor Programs

By the end of the junior year, each student wishing to select a minor program should do so in consultation with her 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 within a four-year period.

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

Undergraduate Studies [see pages 47-50 for program requirements]

Gender and Women's Studies
Girls Studies
Global Studies
Leadership Studies

Division of Arts and Communication Studies [see pages 54-55 for program requirements]

Art
Art History
Communication
Dance
Music

Division of Behavioral Studies and Human Inquiry [see pages 59-61 for program requirements]

African American Studies
American Studies
Cultural Anthropology
Ethics
History
Organizational Leadership, Advocacy and Social Justice
Philosophy
Political Science

Psychology
Religion
Services to Children and Families
Social Work

Division of Business, Mathematics, and Sciences [see pages 65-67 for program requirements]

Applied Computing
Biology
Chemistry
Computer and Information Science [Evening*]
Management
Mathematics

Division of Education [see page 72 for program requirements]

Speech-Language Pathology

Division of Languages and Literature [see pages 76-77 for program requirements]

Creative Writing
English, Literary Studies
English, Writing for Print and Digital Media
French
International Studies
Public Relations
Spanish
Writing

[Evening*]: The programs are offered by the Evening College. Women's College students may minor in these programs; however, many minor courses will be offered through the Evening College on its time schedule. While students minoring in these programs must officially co-enroll for all Evening College courses taken, the usual co-enrollment restrictions and waiting periods are automatically waived for courses required by their minor programs.

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 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 freshman year in college. However, the Center considers applications from upperclass 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 interest in the Center with her 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 admission to Contractual Studies.

Upon approval of a student's contract, a representative of the Center notifies the student of her admission and sends a copy of her contract to her 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 plans to receive credit. The Advisory Council evaluates the contract's attention to the student's educational goals, to her 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 academic concentration through the Center for Contractual Studies and should be a long-term, original work in her 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 her new major with the Registrar. If a student is not fulfilling the terms of her contract, the Advisory Council can require her to leave the program. After a student withdraws from the Center, her work will be evaluated by the Registrar to determine which courses in her contract will apply toward graduation and the requirements for her major.

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

Gender and Women's Studies

Co-Director: Corinne (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. Required courses are Gender and Women's 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 300, Political Science 201, Political Science 350, Psychology 210, Psychology/Sociology/Social Work 235, Religion 255, Spanish 390T, 451, or courses approved by the Director of the Gender and Women's Studies Program.

Minor in Girls Studies

The interdisciplinary minor in Girls Studies introduces students to the gender-related issues that affect the development of adolescent females in both theory and practice, drawing from diverse but related areas of study such as Women's and Gender Studies, Education, Psychology, Public Health, Sociology, and the Humanities. Students will become familiar with the status of girls in South Carolina, as well as nationwide and globally, identifying areas of need for advocacy. Students will explore the complexity of identity formation of adolescent girls as it relates to class, race, ethnicity, nationality, religion, and ability, also gaining an awareness of movements and organizations which empower girls. Through involvement in the *Girls Studies: An Interdisciplinary Journal for Undergraduate Research*, hosted by Columbia College, students will edit and format the

work of undergraduate peers across the country and abroad, furthering their understanding of issues in Girls Studies and providing experience working in online media.

Requirements for a Minor in Girls Studies:

16 to 18 semester hours including Gender and Women's Studies 200, 300, and Writing 220 (1-3 s.h.) Six semester hours chosen from Education 210, 211, 285, English 478, Child and Family Studies/Psychology 208, Child and Family Studies/Social Work 301, 312, or Public Health 262. Three semester hours selected from Art 362, 364, Child and Family Studies 221, Communication 360, English 340, 355, 382, French 451, Gender and Women's Studies 290, 390, History 215, 340, 435, History/Political Science 405, Liberal Arts 201, 301, Philosophy 300, Political Science 201, 350, Psychology 210, 235, Public Health 264, Religion 255, or Spanish 451.

Global Studies

Minor in Global Studies

The interdisciplinary Global Studies Minor provides students with an education across the disciplines in the principal issues confronting today's globalized world as well its historical precursors. Students are given the tools to understand the process of globalization and its effects; and they are empowered to shape their world as the next generation of global leaders in their chosen fields. The curriculum focuses on four thematic pillars of globalization: Culture & Society, Business and Languages, Governance & Conflict, and Environmental Studies (Sciences). Such a curriculum draws on insights (i.e., already existing classes) from disciplines across the humanities, social sciences, and natural sciences to give students the theoretical and methodological skills as well as the knowledge base necessary to understand our complex and rapidly changing world and to contribute to building a better future for us all.

Requirements for a Minor in Global Studies:

A total of 18 semester hours of which the following 12 semester hours are required:

- 3 semester hours of Political Science 200
- 3 semester hours of second language study in addition to or above the General Education Core requirements. For bi- or multi-lingual students, this requirement could be waived. Students in this situation would only need 9 hours of the required 12.
- 3 semester hours of coursework focused on intercultural competence. Either Communication 340 or Business 405 fulfills this requirement. Students with ESL or TESOL certification (documented) are exempt from this required course.
- 3 semester hours of approved experiential learning in the international field. The experiential learning requirement could be satisfied as a study abroad experience (including semester abroad, summer abroad, or academic travel opportunity) or as an internship experience with a profit or non-profit organization that deals with global clients or issues. Approved study abroad experiences include but are not limited to a semester in France, Germany, Ireland, Mexico, South Korea, Spain, and other established CC exchange programs. Academic travel opportunities include but are not limited to Art 360; Education 360 (in connection with travel abroad); Honors 490 (in connection with travel abroad); Religion 236. Study abroad or travel experience in addition to the required 3 semester hours will not be counted toward the Global Studies minor.

The 6 or 9 semester hours to be elected by each student may be chosen from the list below, however, the chosen classes have to come from two different thematic areas. These electives may also count towards General Education requirements. Other courses with a global focus can be considered and approved by the Global Studies Committee. Special problems courses and independent projects as part of the Global Studies minor must be approved by the Global Studies Committee.

No course may count more than once within the minor.

The elective courses may be chosen from the following thematic areas:

- Culture and Society: Anthropology 131, 140, 240, 310; Art 205, 362, 368; Dance 107, 320, 340; Geography 164; Music 206, 207, 208, 365, 366; Religion 127, 340, 440
- Business and Languages: Business 401, 405; Communication 340; English 200, 261, 382, 383, 410; French 341, 351, 420, 440, 450, 451, 481, 485; Spanish 305, 310, 351, 375, 390T, 420, 451, 452, 460, 481, 485
- Governance and Conflict: History 102, 103, 310, 315, 336; Political Science 211, 225, 265, 303, 405
- Environmental Studies (Sciences): Biology 321

Honors Program

Director: John Zubizarreta, Ph.D.

Assistant Director: Ute Wachsmann-Linnan, Ph.D.

The Honors Program at Columbia College provides an enriched academic experience to the outstanding student who is seriously committed to academic excellence. The program emphasizes the spirited exchange of ideas in a challenging classroom environment. A variety of teaching methods stimulates the student's intellect and creativity, encouraging her to develop her own ideas in a knowledgeable and reasoned framework of reflective learning.

The special features of the Honors Program are realized principally through challenging, creative course offerings, innovative faculty, and numerous opportunities for scholarly development. Traditional catalog courses, specially designed seminars, and up to three hours of independent study are available through the Honors Program. The "Honors Choice" allows honors students to earn up to four hours of contracted honors credit for regular courses.

Faculty in honors are chosen for their breadth of knowledge and experience and their ability to motivate students to learn. Honors faculty choose to work with academically talented students because they enjoy the challenge of collaborating with bright minds and the rewards of engaging in the intellectual risks of honors education. Close contact with and individual direction from faculty help define the honors experience.

The Course of Study

In order to complete the program and graduate with a Bachelor of Arts *cum honore*, honors students must earn 24 semester hours in honors courses, including the Senior Seminar (Honors 490, 3 s.h.) and Honors Project (Honors 498, 3-4 s.h.).

To remain in the Honors Program and graduate with its distinction, a student must maintain a cumulative GPA of at least 3.4 and complete the prescribed honors course of study. If a student's GPA falls below a 3.4, she may have the one-time chance of one semester to bring up her average.

Courses are offered from a variety of disciplines in order to give honors student's opportunities to fulfill many General Education requirements and earn honors credit at the same time. Such courses may come from the natural sciences, humanities, social sciences, and the arts. Some honors courses also serve in various majors and minors.

Admission to the Program

Prospective students interested in the challenges and opportunities of honors may contact Dr. John Zubizarreta, Director of Honors, Columbia College, 1301 Columbia College Drive, Columbia, SC 29203. They may also inquire by e-mail at jzubizarreta@colacol.edu. More information about honors students, faculty, courses, activities, and opportunities and an online application form are available on the Honors Program Web site.

The Honors Program selects students based on the following criteria:

1. High School Grade Point Average.
2. High school class rank.
3. SAT or ACT scores.
4. Level and type of high school coursework.
5. Leadership qualities, special talents, and participation in school or community activities.
6. Application and brief essay.

A qualified student already enrolled at Columbia College may also apply to honors by contacting the director and securing two letters of recommendation from professors. The recommendations should comment on the student's motivation, prior success, ability to work independently and creatively, willingness to take risks in pursuing academic challenges, preparation for rigorous intellectual engagement both within and outside classrooms, and potential for excellence.

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

p. VI b iv

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 101, Liberal Arts 201, Liberal Arts 301, and Leadership 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 major programs in Communication Studies, Dance Studies, Dance Education, Music, and Studio Art. It also offers minor programs in Art, Art History, Communication Studies, Dance, Music, and Theatre.

Art

The Studio Art program at Columbia College offers a focus on art, design, and art history within a broad liberal arts context. The program offers a B.A. in Studio Art major with the choice of studio emphases in drawing, graphic design, painting, photography, and/or printmaking. The program also offers a Minor in Art and a Minor in Art History.

Majors and minors have opportunities in studio and academic studies to work with, study and/or experience the visual arts from diverse cultural sources, historical periods, and media. In addition, the art program provides survey and activity courses for the nonmajor seeking learning experiences in the visual arts area.

Communication Studies

The division offers a B.A. in Communication Studies and a minor in Communication Studies. General Education courses in communication are offered to all students. The programs seek (1) to help students develop the knowledge, skills, and attitudes they need for effective communication and to (2) to actively engage students in the process of leadership development.

Dance

The Dance Program at Columbia College offers a creatively rigorous community that encourages the student to investigate, generate, and articulate her unique artistry through dance. With a comprehensive, progressive study in the dance

discipline, the student will gain the experience needed to engage as a leader in the field, enriching the human experience through performance and choreography, dance education, and arts advocacy.

The identity of the Columbia College Dance Program is built upon and enriched by the following synthesized elements:

Columbia College Dance Company (CCDC)

Engagement in Columbia College Dance Company contributes to the community through development of leadership, production skills, performance, and creativity.

Dance Company: Dance 189/289/389/489

Movement Practices

A rigorous slate of dance techniques, exploration of dance traditions, and understanding of somatic science and wellness develops the student's individual artistry.

Dance Traditions I, II: Dance 117/217

Contemporary Dance Technique I, II, III, IV, V: Dance 141/241/341/441/451

Contemporary Repertory: Dance 143/243/343/443/453

Somatic Re-Education: Dance 207

Dance Analysis and Patterning: Dance 307

Dance Research

Inquiry through dance composition, aesthetics, and historical/cultural praxis develops the student's access to personal authority as an artist.

Introduction to Dance Studies: Dance 107

Choreography I, II, III: Dance 206/308/420

Topics in Contemporary Dance History: Dance 220

Dance in Sociopolitical Contexts: Dance 320

Dance Aesthetics: Dance 340

Dance Education

Pedagogy, communication, social action, and arts advocacy develop the student's understanding of her role as an articulate teacher and engaged citizen within the arts field.

Dance Education I, II: Dance 233/234

Dance Pedagogy: Dance 351

Music

Music, like all the arts, is both a reflection of society and an enhancement of the quality of life. The mission of the Music program is to provide opportunities for each student to develop the capacity for critical thinking, creative expression, and committed leadership. By opening the doors for each student to develop as a music leader, we help create an informed public that will in turn, enrich the human experience for all.

Theatre

General education courses with the goal of promoting an understanding of and appreciation for theatre are offered.

Major Programs

Major in Communication Studies

Program Coordinator: Tamara Burk, Ph.D.

The B.A. in Communication Studies provides students with a solid foundation in the academic discipline of Communication Studies with an emphasis on practical knowledge and real-world experience. Through the study of critical and theoretical dimensions of human communication, students develop the necessary knowledge, skills, and aptitudes to excel in both personal and career orientated contexts.

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

33 semester hours in addition to Communication 100 and Communication 340 (General Education Multicultural Requirement). Required courses are Communication 210, 220, 240, 250, 499; and 18 semester hours selected from

Communication 200, 215, 225, 230, 235, 255, 260, 300, 310, 320LS, 330, 335, 350, 355, 360, 365, English 205, and Writing 260. No more than three semester hours of internship may count toward the major.

Majors in Dance and Dance Education

Program Coordinator: Marcy Yonkey-Clayton, M.F.A.

The degree programs in Dance seek to prepare major students for careers in performance, teaching, advocacy and administration of dance as fine art. The curriculum is firmly rooted in the technical study of Contemporary dance and other diverse forms. Dedicated to an inclusive curriculum, the dance program offers studio classes at the beginning level to all students. Intermediate- Advanced coursework is designed for the dance major with enrollment determined by technical proficiency requirements and Instructor approval. In addition, training and opportunities provided through Dance Company and Leadership Semester experiences enable students to develop the knowledge and dispositions needed to engage as leaders in the dance field.

Students may choose from the Bachelor of Arts in Dance Education to certify as a teacher of dance in the Pre-K – 12 school setting and the Bachelor of Arts in Dance Studies non-certification degree program. Students are strongly encouraged through the program's advisement process to select one of three Dance certificate options aimed at deepening and focusing the BA in Dance Studies degree. The three certificate options, earned through advanced coursework in dance include: 1- Dance Performance and Choreography, 2-Dance Studio/Private Sector Ownership, 3-Dance Research and Writing.

Dance Certificate Descriptions:

Dance Performance and Choreography: Prepares the student to become a practicing dance artist as a performer and choreographer by emphasizing course study in increased dance technique and dance composition.

Dance Studio/Private Sector Ownership: Prepares the student for a profession in the business of teaching dance in the private sector by emphasizing course study in dance technique, pedagogy, and business.

Dance Research and Writing: Prepares the student for a path leading to graduate study in the arts by emphasizing course study in dance aesthetics, dance science and dance as a phenomenon.

Requirements for all Dance Majors:

All dance majors must remain active members of the Columbia College Dance Company (CCDC) every semester in attendance at the College. Participation in the CCDC requires co-requisite enrollment in at least one Contemporary dance course, one additional course from the Movement Practices Strand, and engagement in a self-directed, physical wellness practice. Dance Education majors are excused from these requirements during their final semester of directed teaching. In addition to these and the requirements specified by each major, BA-Dance Education majors must meet technical proficiency standards in Contemporary technique, demonstrating proficiency in Dance 441 or higher for at least two semesters and in one other form determined through a Program jury process.

Requirements for Major in Dance Studies (B.A. degree):

Biology 130 must be taken to satisfy the Scientific Literacy requirement for general education. Major requirements (47 hours) are Dance 107, 206, 220, 307, 308, 320, 351, 475, 481LS; 4 semester hours from Dance 189, 289, 389, 489; 16 semester hours in Contemporary Dance technique and improvisation from Dance 141, 241, 341, 441, 451; 5 semester hours in Dance Traditions from Dance 117, 217, 317, 417. Public Health 261 must be taken as a restricted elective.

Certificate Program Requirements:

In addition to adhering to the BA in Dance Studies Requirements, students who choose a Certificate program must meet these additional course requirements:

Dance Performance and Choreography: Certificate requirements (16 hours) are Dance 207, 340, 351, 370M, 420, Theatre 107; 3 semester hours from Dance 143, 243, 343, 443, 453; 3 semester hours beyond major requirement from dance 189, 289, 389, 489. In addition, candidates for the certificate must meet technical proficiency standards in Contemporary technique, demonstrating proficiency in Dance 451 for at least two semesters.

Dance Studio/Private Sector Ownership: Certificate requirements (14 hours) are Dance 207, 233, 351, 370M, 390K, 420. In addition, candidates for the certificate must meet technical proficiency standards in Contemporary technique, demonstrating proficiency in Dance 451 for at least two semesters.

Dance Research and Writing: Certificate requirements (11 hours) are Dance 207, 340, 351, 370, 420.

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

Biology 130 must be taken to satisfy the Scientific Literacy requirement for general education. A fine arts course in a field other than Dance for three semester hours must be taken to satisfy the Aesthetic Literacy requirement. Major requirements (45 hours) are Dance 107, 206, 220, 233, 234, 307, 308, 320, 351; 1 semester hour from Dance 189, 289, 389, 489; 14 semester hours in Contemporary Dance from Dance 141,241,341,441,451; 5 semester hours in Dance Traditions from Dance 117, 217, 317, 417. The following courses must be taken as restricted electives for certification (25 hours): Education 210 (3 s.h.), 212 (1 s.h.), 262 (1 s.h.), 318, 362 (1 s.h.), 485LS, and Special Education 332. Public Health 261 must be taken as a restricted elective.

Formula for calculating Credit Hours in Dance:

For non-studio courses, a semester hour of credit represents at least 3 hours of work each week. A three semester hour course includes three hours of in-class instruction plus six hours of work outside of class for each week.

For Studio courses, a semester hour of credit represents at least 3 hours each week, including 1.5 hours of in-class instruction plus 1.5 hours of work outside of class for physical wellness practice. Technique courses are 2 semester hours and include 4 hours of in-class instruction plus 2 hours of work outside of class for physical wellness practice each week.

For Choreography courses, a semester hour of credit represents at least 3 hours of work each week. Choreography courses are 2 semester hours and include 2.5 hours of in-class instruction and 3.5 hours of work outside of class for each week.

Major in Music

Program Coordinator: Randolph Love, D.M.A.

The Bachelor of Arts in Music is a comprehensive program that provides extensive instruction in technical music skills and interpretive and creative approaches to music within the context of a broad liberal arts degree. Musical skills are developed through studio instruction, ensemble participation, solo performance, study of supporting music courses, and a final capstone experience. The program's major goals for its students include developing competence and leadership in the major area of study and preparing students for a variety of careers in the field of music and for entry into graduate programs.

Areas of Study

Students may earn the Bachelor of Arts degree with concentrations in voice, keyboard or instrument (violin, viola, cello, flute, oboe, clarinet, bassoon, and French horn).

Advanced Placement:

Advanced placement in certain courses of instruction in music is possible when proficiency in that area is proven by performance or placement tests, and with the approval of the music faculty.

Requirements for a Major in Music (B.A. Degree)

48 semester hours in music, including MUA 103, 7 additional s.h. in applied instruction, and 8 s.h. in an approved ensemble, Music 101, 102, 103, 104, 201, 202, 203, 204, 210, 304, 305, 308, 365, 366, and 3 s.h. chosen from Music 370LS, 399LS, Music 313, and/or Music 413. All students must pass MUA 046 or an equivalency test by the end of their sophomore year. All students who major in music must participate in applied study and an approved ensemble each semester of enrollment as a major. Attendance at all student recitals and seminars is required for music majors.

Students interested in entering the music education articulation agreement with College of Charleston (MAT in Teaching: Performing Arts Choral Concentration) should take MUS 305, 308, EDU 203, and 9 hours of approved graduate credits in education. Completing these courses does not guarantee admission to College of Charleston.

Major in Studio Art

Program Coordinator: Stephen Nevitt, M.A.

The Art Leadership Semester:

In support of Columbia College's tradition of leadership development, the Art Program provides a variety of ways that a student can develop a Leadership Semester (typically in her junior or senior year). Both coursework and experiential opportunities are available for students to develop the confidence and competence necessary to their development as leaders in the arts.

The following options will aid students in applying the knowledge gained in the classroom to activities that will prepare them for many different sorts of leadership roles in the visual arts.

To enroll for the Art Leadership Semester, students should take Art 399LS in conjunction with enrollment for Art 360, Art 361, Art 364, Art 364, Art 366, Art 370E, Art 370G, Art 370M, Art 370P and/or Art 370S. Students will become

familiar with the competencies required in professional academic and creative research and presentation. Art 399LS may be repeated for credit multiple times.

In addition to stated requirements, each Art major will be expected to participate in an annual Portfolio Review in which the student will meet with Art program faculty members to examine recent class projects and discuss her progress.

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

The aesthetics requirement in General Education may not be met with a course in Art or Art History. Major courses (48 semester hours) include Art 108, 109, 151, 152, 261, 262, 361; twelve hours chosen from Art 200, 208, 210, 230, 271, 285; three hours chosen from Art 300, 308, 330, 371, 385; three hours chosen from Art 400, 408, 430, 471, 484; six additional upper level studio hours chosen from Art 300, 306, 308, 330, 340, 370E, 370G, 370P, 370S, 371, 385, 400, 408, 430, 471, 484, 495; three hours chosen from Art 360, 362, 363, 364, 366, 368, 370M (maximum of 3 s.h. toward major requirements). There are no restricted electives.

Minor Programs

Minor in Art

Program Coordinator: Stephen Nevitt, M.A.

Requirements for a Minor in Art

15 semester hours in Art beyond General Education requirements.

Minor in Art History

Requirements for a Minor in Art History

15 semester hours in Art including Art 261, 262, and nine semester hours chosen from Art 361, 362, 363, 364, 366, 368, and 370M (no more than six semester hours in 370M toward Art History Minor) and Art 399LS (Only when co-enrolled with Art 360, 361, 364, 366, 370M)

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, 220, and 240, and 6 semester hours from Communication 200, 215, 225, 230, 235, 250, 255, 260, 300, 310, 320LS, 330, 335, 350, 355, 360, 365, 499, English 205, and Writing 260. No more than three semester hours of internships may count toward the minor.

Minor in Dance

Program Coordinator: Marcy Yonkey-Clayton, M.F.A.

Requirements for a Minor in Dance

18 hours in Dance. Required courses are Dance 105 or 107; 206; 220 or 320 and 10 semester hours chosen from Dance 117,141,143,189, 207,217, 241,243,289,317,341,343, 389,417,441,443,451,489. In addition, Dance Minors are required to be enrolled in Dance 189/289/389/489 Dance Company for 0-1s.h. each semester they are declared as a Dance Minor. No more than 4 semester hours earned through Dance Company may be counted towards the Minor requirements.

Minor in Music

Program Coordinator: Randolph Love, D.M.A.

Requirements for a Minor in Music

18 semester hours in music to include the following: 4 s.h. in applied instruction and 6 s.h. of ensemble, Music 101, 102, 103, and 104. Music minors must be enrolled in applied music and approved ensemble for each semester they are declared as a 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 American Studies, American Studies, Child and Family Studies, Ethics, History, Organizational Leadership, Advocacy and Social Justice, 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 semester hours) are Anthropology 131; Psychology 102, Psychology 300, Psychology 349; Sociology 282; and 18 hours of electives selected from anthropology, psychology and sociology numbered above 200, no more than 9 hours may be selected from any one discipline.

Major in Child and Family Studies

Program Coordinator: Joyce Fields, Ph.D.

The major in Child and Family Studies is designed for students who have an interest in children, family and the wider social environment. The major is designed to prepare students to enter professional settings upon graduation, whether students have an interest in providing direct services to families or pursuing a career in child life. Further, the program is designed to allow students to specialize in content areas as preparation for graduate study in programs such as family therapy, family law, family medicine, family ministries, or child life. A strong service-learning component of the curriculum allows students to translate academic work into life settings.

Requirements for a Major in Child and Family Studies (B.A. degree):

For the major in Child and Family Studies, the following courses are stipulated in the general education learning domains: in the area of Historical Literacy, Religion 128; in the area of Human Institutions and Behavior, Psychology 102 and Sociology 151; in the area of Scientific Literacy, Biology 105 or 130; in the areas of Literary Knowledge, Philosophical Inquiry or Religious Studies, and Aesthetic Literacy, any course fulfilling the general education guidelines.

Major Courses: (39-48 hours): Child and Family Studies 221, 301, 316, 320, 470D or 480.

In addition, majors with a concentration in Services to Children and Families majors must take: Psychology 342, Child and Family Studies 280, 301 and 318. Twelve hours are to be chosen from the following: Business 202, 325, Child and Family Studies 205, 208, 455, 430, Education 346, Philosophy 154, 205, Psychology 360, 396, 430, 459, Social Work 201, 312, 314, Religion 341, Sociology 268, 448 or Special Education 332.

In addition, majors with a concentration in Child Life must take: Child and Family Studies, 220, 230, 380 and 430. Twelve hours are to be chosen from the following: Biology 190T, Child and Family Studies 205 and 480, Communication 230 and 290K, Psychology 210, 342, 430, Social Work 201, 312, Special Education 332.

In addition, majors with a concentration in Family Law and Social Advocacy must take: Child and Family Studies 205, 280, 318, 455, Sociology 268 or Psychology 390R, and Political Science 420. Nine hours are to be chosen from the following: Child and Family Studies 208, English 275, 285, any 300 level course in literature, Philosophy 205, Political Science 219, 355, Social Work 312, 314, Writing 210, 305, 340, 355.

Major in History

Program Coordinator: Hyman Rubin III, Ph.D.

The major in History prepares students to understand human cultures past and present. Students majoring in History learn to critically read and evaluate a variety of historical sources, to develop ideas based on historical evidence, and to effectively present their ideas to others in a variety of formats. The study of history has traditionally prepared students for careers in business, public service, journalism, teaching, law, and ministry.

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

33 semester hours in History beyond the General Education requirements. Major courses are History 200, 493; six hours in U.S. History chosen from History 207, 208, 345; six semester hours in European History; and six semester hours from African/Asian/Latin American History. A maximum of six semester hours in Political Science may be counted toward the remaining nine hours with approval of the program, but internships may not be counted toward the nine additional hour.

Requirements for a Major in History (B.S. degree):

36 semester hours in History beyond the General Education requirements. Major courses are History 200, 493; six hours in U.S. History chosen from History 207, 208, 345; six semester hours in European History; and six semester hours from African/Asian/Latin American History; and three hours chosen from Economics 201, Math 140, Psychology 300. A maximum of six semester hours in Political Science may be counted toward the remaining nine hours with approval of the program, but internships may not be counted toward the nine additional hours.

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 (36 hours) are Political Science 101, 225, 240, 303, 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 (36 hours) are Psychology 102, 300, 349 and 27 hours of Psychology electives numbered above 200.

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

Major courses (39 hours) are Psychology 102, 300, 349, 3 semester hours of faculty-mentored research, and 27 s.h. Psychology elective numbered above 200.

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, politics, policy, non-profit administration, and 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):

33 semester hours beyond the General Education requirements. Political Science 101 must be taken to meet the general education requirements in Human Institutions and Behavior.. Required courses are Public Affairs 493; American History (at least two courses selected from History 207, 208, 209, 345); Political Science 219, 250, 350, 420, 470LS. The remaining nine hours may be met with any of the following courses: Business 261, 262, 302; Communication 220, 240, 250, 330, 335; Economics 201; History 210, 215, 220, 225, 232, 260, 291, 292, 310, 315, 335, 336, 340, 385, 391, 392, 432, 441, 459, 472, 491, 492; Mathematics 140 or Psychology 300; Political Science 211, 225, 230, 250, 291, 292, 303, 340, 355, 360, 391, 392, 491, 492 ; Public Affairs 201; Sociology 268; Writing 305. Political Science 493 may be taken in place of Public Affairs 493. Students may also propose courses or independent studies to meet their personal educational and professional goals.

Requirements for a Major in Public Affairs, Applied Leadership and Advocacy Track (B.A. degree):

Thirty-six semester hour beyond the General Education requirements. Political Science 101 must be taken to meet the general education requirements in Human Institutions and Behavior. Required courses are American History (two courses selected from History 207, 208, 345); Political Science 219, 225 or 303, 250 or 202, 304; and at least nine hours chosen from among the following: any History, Political Science or Public Affairs course; Anthropology 310; Business 333LS, 400LS; Communication 320LS, 330, 335, 340; Geography 164; Philosophy 353; Sociology 448, 477; Writing 260, 305. Majors must also complete nine additional hours of applied coursework equally distributed across three content areas (state/local, national and international). Such experiences might include internships, applied research projects, travel study experiences, and the Model UN.

Major in Religion and Philosophy

Program Coordinator: Heather Hahn, Ph.D.

The academic study of philosophy and religion prepares students to respond to changing times, drawing from ancient wisdom traditions. We integrate traditional learning with creative approaches, encouraging students to question what constitutes a just society and to take up an active role in improving their world. Graduates of our program can go on to become lawyers, librarians, publicists, campus religious directors, church camp directors, editors, doctors, diplomats, foreign service officers, mediators, ministers or pastors, missionaries, political activists, religious educators, and professors, to name but a few professional opportunities.

Requirements for a Major in Religion and Philosophy (B.A. degree):

33 hours beyond the General Education requirements in either Religious Literacy or Philosophical Inquiry: Religion 128; either Philosophy 153 or 353; either Religion 127 or 341; 3 hours selected from Philosophy/Religion 210, 354, or 355; 12 additional hours in Philosophy; and 9 additional hours in Religion. Political Science 240 may also count toward philosophy hours. At least 9 hours must be numbered 300 or above.

Major in Social Work

Program Coordinator: Shirley Huisman, 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, (2) for entering graduate school, and (3) to become certified for beginning social work practice through the Social Work Program, which is fully accredited at the baccalaureate level by the Council on Social Work Education.

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

Biology 105 or Biology 130 must be taken to satisfy the Scientific Literacy general education requirement. Sociology 151 must be taken to satisfy the Human Institutions and Behavior general education requirement. Psychology 102 and Political Science 101 are required as restricted electives. Major courses (43 hours) are Social Work 201, 255, 268, 301, 302, 349, 350, 355, 450, 480, 487, 488, and Psychology 300.

Minor Programs

Minor in African American Studies

The African American Studies minor is intended to complement and enhance the student's work in her major discipline by offering a multidisciplinary approach to African and African American studies. Students who minor in African American Studies must meet any prerequisite requirements for individual courses that count toward the minor.

Requirements for a Minor in African American Studies

15 hours from the following: Art 366, Communication 300, English 251, English 252, French 450, History or Political Science 260, History 305, History or Political Science 335, Religion 237, Sociology or Social Work 268.

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): Art 366, Communication 300, English 240, 250, 251, 252, 340, 372, 375, 425, History 207, 208, 215, 220, 225, 250, 340, 419, 449, 458, 459, History or Political Science 260, Music 205, Political Science 101, 201, 202, 219, 220, 325, 355, 360, 420, Religion 231, 237.

Minor in Cultural Anthropology

Cultural Anthropology is one of the four fields of concentration within the discipline of Anthropology. The main focus of this branch of Anthropology is the study of cultural similarities and differences based on ethnographic research, and how people create and negotiate meaning and context within and across cultures and societies. Using an anthropological lens to explore themes such as race, gender, class, tourism, spirituality, popular culture, the environment, globalization, and conflict resolution, students develop and strengthen their intellectual and cross-cultural skills while connecting to topics that affect us as local and global citizens.

Requirements for a Minor in Cultural Anthropology

15 semester hours in addition to Anthropology 131: 6 hours chosen from Anthropology 140, 220, 240, 310 and 9 additional hours chosen from Anthropology 140, 220, 240, 310; Art 205; Business 405, Communication 340; Dance 320; Geography 164; Gender and Women's Studies 300; History 305; Music 206; Philosophy 200, 223; Political Science 211, 405; Religion 127, 341; and Sociology 268.

Minor in Ethics

Program Coordinator: Heather Hahn, Ph.D.

Requirements for a Minor in Ethics

Sixteen semester hours including Philosophy 253, 353, 398, three hours selected from Business 300, Psychology/Social Work 201, and Religion 302, and six hours of Ethics in Context selected from Biology 240, 381; Business 202, 203; Communication 340; Education 318; History 210; Leadership 201; Political Science 325, 350; Psychology 210; Religion 237, and Writing 355.

Minor in History

Program Coordinator: Hyman Rubin III, Ph.D.

Requirements for a Minor in History

18 semester hours in History.

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, Leadership 201, Philosophy 253, Political Science 201 or 202, Political Science 219, 350, 405, Psychology 201, 282, Sociology 268, Social Work 480, and Writing 305.

Minor in Philosophy

Program Coordinator: Heather Hahn, Ph.D.

Philosophy is the application of reason to the vital questions of existence—God, being, knowledge, morality, society, politics, science, and art. Philosophy courses emphasize 1) reading the original works of philosophers, 2) examining philosophical ideas in the context of their historical period and its prevailing assumptions, and 3) learning to think critically and philosophically. A minor in philosophy is excellent preparation for law school, seminary, graduate work in the humanities or social sciences, public service, or teaching.

Requirements for a Minor in Philosophy:

15 semester hours in Philosophy, 9 of which are numbered 200 or above. Political Science 240, Political Philosophy and the Pursuit of Justice, may be counted toward the minor.

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) Howard, 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 semester 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 Child and Family Studies 221 and 280, and 4 courses chosen from the following: History/Political Science 405, Psychology 459, Social Work 312 and 314, Child and Family Studies 208, 316, 318, 320, 430, and 455.

Minor in Social Work

Program Coordinator: Shirley Huisman, Ph.D.

Requirements for a Minor in Social Work:

18 semester hours. Required courses are Social Work 201, 255, 350, 355, 450 and one course from the following: Social Work 301, 302, 480, or Psychology 342.

Other Programs**Pre-Law Curriculum**

Most law schools do not insist on a specific major, but they are looking for good students with sharp academic skills in reading, analysis, and composition. Law school bulletins encourage applicants to take courses in history and political science as well as other fields. Pre-law students not majoring in history, political science, or public affairs should consider taking several of the following courses:

- American Culture
- American History
- South Carolina History
- American National Government
- Political Philosophy
- Constitutional Law
- Introduction to Sociology
- General Psychology
- Accounting
- Literature
- Writing
- Advanced Public Speaking

Persuasion
Rhetoric of Public Advocacy
Political Communication

(Many of these courses will count toward satisfaction of the General Education requirements or major requirements.)

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 Biochemistry, Biology, Business, Chemistry, Computer and Information Science, and Mathematics. It also offers minor programs in Applied Computing, Biology, Chemistry, Computer and Information Science, Management, Mathematics, 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 Biochemistry

Program Coordinator: Kirt Moody, Ph.D.

Requirements for a Major in Biochemistry (B.S. degree):

Major courses in Biochemistry (46 hours) must include Chemistry 101, 121, 122, 201, 261, 262, 332, 342, 355, and 442. Additionally students must take Biology 225, 350, and one additional 4 semester hour biology course number 300 or above. Chemistry 210, 301, or 401 must be taken during the senior year. The Quantitative Literacy requirement for General Education must be met with Mathematics 160, the Scientific Literacy requirement must be met with Physics 221, and the Bachelor of Science requirement must be met with Physics 222. Biology 110 and either Mathematics 140 or Mathematics 260 must be taken as specified electives.

Major in Biology

Program Coordinator: Kirt Moody, Ph.D.

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

Major courses in Biology (37 hours) must include Biology 101, 110, 225, 240, 350, 381, and 16 additional elective Biology hours. Chemistry 121 must be taken to satisfy the scientific literacy requirement for general education. The quantitative reasoning requirement for general education must be met with Mathematics 104, 107 or 160. Chemistry 122 must be taken as a specified elective.

Requirements for a Major in Biology (B.S. degree):

Major courses in Biology (42 hours) must include Biology 101, 110, 201, 225, 240, 350, 381, and 20 additional elective Biology hours. Up to 4 of these elective credits may be satisfied with hours based on internship, independent study and/or research. Biology 201, 301, or 401 must be taken during the senior year. Physics 221 and 222 must be taken to satisfy the scientific literacy and Bachelor of Science requirements. The quantitative reasoning for General Education must be met with Mathematics 160. Chemistry 121, 122, 261, and 262 must be taken as specified electives.

Major in Business

Program Coordinator: Yuan Li, Ph.D.

Students majoring in Business must complete 19 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 12 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 (43 hours) are the core courses (19 hours) Business 261, 262, 311, 371, 401, and 470I and the courses (24 hours) in one of the concentration areas of Accounting, Business Administration, and Business Analytics.

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

***Note:** Business 360, 363, 364, 367, 368, 465, and 466 are offered through the Evening College.

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 [Evening*] : Business 353, 409, and 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.

***Note:** BUS 353, 409, and 410 are offered through the Evening College.

[Evening*] The Accounting and Business Analytics concentrations are offered by the Evening College. Women's College students may select these concentrations. Upper-level accounting, business analytics, and all Computer and Information Science courses will be offered through the Evening College. Students concentrating in Accounting or Business Analytics must officially co-enroll for all Evening College courses taken. Co-enrollment restrictions and waiting periods will be automatically waived.

Major in Chemistry

Program Coordinator: Julia Baker, Ph.D.

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

Major courses in Chemistry (33 hours) must include Chemistry 101, 121, 122, 261, 262, 332, 355, 356, and 4 additional Chemistry hours. Physics 221 must be taken to satisfy the Scientific Literacy requirement for General education. The Quantitative Reasoning requirement for General Education must be met with Mathematics 160. Mathematics 165 and Physics 222 must be taken as specified electives.

Requirements for a Major in Chemistry (B.S. degree):

Major courses in Chemistry (42 hours) must include Chemistry 101, 121, 122, 201, 261, 262, 332, 342, 355, 356, and 8 additional elective Chemistry hours. Up to 4 of these elective credits may be satisfied with hours based on internship, independent study and/or research. Chemistry 201, 301, or 401 must be taken during the senior year. The Quantitative Reasoning requirement for General Education must be met with Mathematics 160. Physics 221 and 222 must be taken to satisfy the Scientific Literacy and Bachelor of Science requirements. Biology 110, Mathematics 165, and Mathematics 260 must be taken as specified electives.

Major in Computer and Information Science

Program Coordinator: Madeleine Schep, Ph.D.

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

Mathematics 150 must be taken to satisfy the Quantitative Reasoning requirement for General Education. 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 and 140, 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.

Note: CIS 110, 111, 211, 212, 221, 230, 250, 340, 350, 430 and 440 are offered through the Evening program.

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

Mathematics 150 must be taken to satisfy the Quantitative Reasoning requirement for General Education. 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, 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.

Note: CIS 110, 111, 211, 212, 221, 230, 250, 313, 340, 350, 430 and 440 are offered through the Evening program.

[Evening*]: The Computer and Information Science programs are offered by the Evening College. Women's College students may major/minor in these programs; however, many major courses will be offered through the Evening College on its time schedule. While students majoring/minoring in these programs must officially co-enroll for all Evening College courses taken, the usual co-enrollment restrictions and waiting periods are automatically waived for courses required by their major/minor programs.

Major in Mathematics

Program Coordinator: Nieves McNulty, Ph.D.

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

The General Education core requirement for Quantitative Reasoning must be met with Mathematics 160. Major courses are 40 hours in mathematics courses numbered 150 or above and must include Mathematics 150, 165, 220, 260, 265, 305, one of 240 or 340 or 343, 380, 399LS, 405, 460, either 498 or one of 470 or 470A, and Computer and Information Science 211. The additional 3 hours may be chosen from any mathematics course numbered 200 or higher. Honors 498 may be substituted for Mathematics 498 with the consent of the program coordinator. In addition, Economics 201 and 202 must be taken as electives or part of some major or minor program or learning domain.

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

The General Education core requirement for Quantitative Reasoning must be met with Mathematics 160. Major courses are 37 hours in mathematics courses numbered 150 or above and must include Mathematics 150, 165, 218, 220, 260, 265, 301, 305, 325, one of 240 or 340 or 343, 380, 405, and Computer and Information Science 211.

The following 33 hours in professional education courses must also be taken: Education 150, 211, 240, 260 (1 s.h.), 318, 360 (2 s.h.), 420M, 485LS, and Special Education 332.

Requirements for a Major in Mathematics (B.S. degree):

The General Education core requirement for Quantitative Reasoning must be met with Mathematics 160. Major courses are 43 hours in mathematics courses numbered 150 or above and must include Mathematics 150, 165, 220, 260, 265, 305, one of 240 or 340 or 343, 360, 380, 399LS, 405, 460, either 498 or one of 470 or 470A, and Computer and Information Science 211. The additional 3 hours may be chosen from any mathematics course numbered 200 or higher and one Computer and Information Science course numbered 212 or higher. Honors 498 may be substituted for Mathematics 498 with the consent of the program coordinator. Physics 221 and 222 must be taken as electives or as general education courses to satisfy the Scientific Literacy learning domain.

Requirements for a Major in Mathematics (B.S. degree, certifying to teach):

The General Education core requirement for Quantitative Reasoning must be met with Mathematics 160. Major courses are 40 hours in mathematics courses numbered 150 or above and must include Mathematics 150, 165, 218, 220, 260, 265, 301, 305, 325, one of 240 or 340 or 343, 380, 405, 460, and Computer and Information Science 211. The additional 3 hours may be chosen from any mathematics course numbered 200 or higher, or a Computer and Information Science course numbered 212 or higher.

The following 33 hours in professional education courses must also be taken: Education 150, 211, 240, 260 (1 s.h.), 318, 360 (2 s.h.), 420M, 485LS, and Special Education 332.

Major in Public Health Science and Delivery

Program Coordinator: Richard Krejci, Ph.D.

The Public Health Science and Delivery major seeks to improve human health by applying knowledge from multiple disciplines to develop an understanding of public health science and the skills of public health delivery. Students learn to develop advocacy programs that incorporate current health data on critical areas of health behavior and concerns. Their understanding is grounded scientifically, but with due consideration to human rights and cultural perspectives that characterize our multi-cultural citizenry.

Requirements for a Major in Public Health Science and Delivery (B.A. degree):

The major courses in public health science and delivery (41-43 hours) include Public Health 111, 112, 270A, and 370LS; Biology 120 and 130; Psychology 102; four hours chosen from Chemistry 100 and 121; three hours chosen from Public Health 262 and Psychology 210; three hours chosen from Public Health 261 and 264; three hours chosen from Public Health 263, Psychology 240, and Sociology 240; three hours chosen from Political Science 230 and 250; three hours chosen from Communication Studies 230, 250, and 310; and three hours chosen from Computer and Information Science 100 and 109. Biology 110 must be completed to satisfy the Scientific Literacy requirement; Mathematics 140 must be completed to satisfy the Quantitative Reasoning requirement; and Political Science 101 must be completed to satisfy the Human Institutions and Behavior requirement. Service-learning will be incorporated into appropriate upper-level Public Health courses and within the required General Education courses.

Requirements for a Major in Public Health Science and Delivery (B.S. degree):

The major courses in public health science and delivery (45-47 hours) include Public Health 111, 112, 270A, and 370LS; Biology 120, 130, and 265; Psychology 102; four hours chosen from Chemistry 100 and 121; three hours chosen from Public Health 262 or Psychology 210; three hours chosen from Public Health 261 and 264; three hours chosen from Public Health 263, Psychology 240, and Sociology 240; three hours chosen from Political Science 230 and 250; three hours chosen from Communication Studies 230, 250, and 310; and three hours chosen from Computer and Information Science 100 and 109. Biology 110 must be completed to satisfy the Scientific Literacy requirement; Mathematics 160 must be completed to satisfy the Quantitative Reasoning requirement; and Political Science 101 must be completed to satisfy the Human Institutions and Behavior requirement. Service-learning will be incorporated into appropriate upper-level Public Health courses and within the required General Education courses.

Minor Programs

Minor in Applied Computing

Program Coordinator: Madeleine Schep, Ph.D.

Requirements for a Minor in Applied Computing

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

Business Track: Business 203, 310, 320, and 350.

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

Insurance Technology Track: BUS 190G, BUS 290E, Computer and Information Science 340, one of: Computer and Information Science 111 or Computer and Information Science 470.

Science Track: Mathematics 140, Computer and Information Science 211, one of Biology 120 or Physical Science 132, and one of Biology 240 or 381.

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

Writing for Digital Media Track: Writing 200 and nine semester hours chosen from Writing 150, 330, 350, 355, and 425.

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

[Evening*]: The Computer and Information Science programs, Business Analytics concentration, and Insurance Technology courses are offered by the Evening College. Most courses in these programs, including CIS 110, 111, 211, 340, 350, 430, BUS 353, 409, and BUS 190 (Fundamentals of Risk Management and Insurance), BUS 290 (Insurance Company Operations) will be offered through the Evening College on its time schedule. While students minoring in Applied Computing must officially co-enroll for all Evening College courses taken, the usual co-enrollment restrictions and waiting periods are automatically waived for courses required by their major/minor programs.

Minor in Biology

Program Coordinator: Kirt Moody, Ph.D.

Requirements for a Minor in Biology

20 s.h. including Biology 110, 225, and 12 more semester hours of Biology courses numbered 200 or higher. These hours cannot include independent studies or internships.

Minor in Chemistry

Program Coordinator: Julia Baker, Ph.D.

Requirements for a Minor in Chemistry

20 hours in Chemistry. Required courses are Chemistry 121, 122, and 261 and 8 additional semester hours of chemistry courses numbered 200 or higher (excluding independent study and internship hours)

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: [Evening*]

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.

[Evening*]: The Computer and Information Science programs are offered by the Evening College. Women's College students may major/minor in these programs; however, many major courses will be offered through the Evening College on its time schedule. While students majoring/minoring in these programs must officially co-enroll for all Evening College courses taken, the usual co-enrollment restrictions and waiting periods are automatically waived for courses required by their major/minor programs.

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.

Minor in Mathematics

Program Coordinator: Nieves McNulty, Ph.D.

Requirements for a Minor in Mathematics:

18 semester hours in mathematics courses numbered 150 or higher.

Minor in Public Health Science and Delivery

Program Coordinator: Richard Krejci, Ph.D.

The Public Health Science and Delivery minor will allow students from multiple disciplines to acquire further knowledge and to develop additional skills that can be applied and utilized in a community health care setting. Students will be given an opportunity to apply the various concepts from their major area of study to a health advocacy program aimed at enhancing public health practices. The minor will include a capstone experience that can be integrated into the student's requirements for their major. The required community health experiences will be given due consideration to human rights and cultural perspectives that characterize the multi-cultural citizenry in today's modern society.

Requirements for a Minor in Public Health Science and Delivery:

The minor in Public Health includes the successful completion of 18 semester hours. The courses for the minor in public health must include Public Health 111, 112, 120, 270A and 370LS; three semester hours chosen from Public Health 261, 262, 263, and 264; and three semester hours chosen from Mathematics 140 or Psychology 300.

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, Special Education, Speech Language Pathology, and Middle Level 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*).

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

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.

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 aesthetic literacy 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 (B.A. degree):

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

*Special Education 335, 450, and 363 will be offered by the Evening College

Major in Middle Level Education

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

Major courses (29 hours) are Education 150, 160, 211, 318, 381, 383, 385; Special Education 332; and 6 hours from Education 420N, 420E, 420M, and/or 420S. Candidates must also take the following 17 hours in Professional Education: Education 260, 360, 485LS, and 486LS.

Candidates must choose two of the following content area concentrations which will count as courses for the major: English/Language Arts (15 hours): English 200, 275, 375; Education 478; and Writing 340. Students with this concentration must choose English 220, 230, 240, 250, or 310 to meet the general education literary knowledge requirement.

Mathematics (15 hours): Mathematics 150, 160, 218, 325, 380. Students with this concentration must choose Mathematics 140 to satisfy the general education quantitative reasoning requirement.

Science (16 hours): Biology 110, Physics 221, Physical Science 122 and 125. Students with this concentration must choose Chemistry 121 to fulfill the general education scientific literacy requirement.

Social Studies (18 hours): Geography 164, History 207, 208, 220, and 3 hours each in Anthropology and Economics. Students with this concentration must take Political Science 101 to satisfy the general education human institutions and behavior requirement. Some selected courses may also be used to satisfy appropriate general education requirements.

Major in Special Education

Program Coordinator: Tracy West, Ph.D.

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

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.

Special Education 335, 450, and 363 will be offered by the Evening College. All other required courses will be available from the Women's College.

Major in Speech Language Pathology

Program Coordinator: Regina Lemmon, Ph.D.

Requirements for a Major in Speech Language Pathology (B.A. degree):

Psychology 102 must be taken to satisfy the Human Institutions and Behavior general education requirement, Mathematics 140 must be taken to satisfy the general education Quantitative Reasoning requirement, a four-hour Biology course must be taken to satisfy the general education Scientific Literacy requirement. Additional requirements include four hours of Chemistry or Physics. Major courses (36 hours) are Speech Language Pathology 257, 258, 259, 260, 310, 318, 375, 380, 384, 386LS, and 482 and 6 hours in 365. The following 9 hours in electives must also be taken: Psychology 203, Special Education 332, and one course selected from Psychology 240, 350, 430, 459, or Public Health 263.

Minor Programs

Minor in Speech-Language Pathology

Program Coordinator: Regina Lemmon, Ph.D.

The SLP minor provides the necessary background courses for graduate school preparation in this field.

Requirements for a minor in Speech-Language Pathology:

Required courses are 15 semester hours of speech language courses including Speech Language Pathology 257, 258, 259, 260, 310 and 380.

Division of Languages and Literatures

Division Head: Nancy 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 a major in Spanish and three majors in English: (1) Literary Studies, (2) Teacher Certification, and (3) Writing for Print and Digital Media. The division also offers minor programs in Literary Studies, Writing for Print and Digital Media, French, and Spanish.

The English majors seek to promote competence in the critical appreciation of literature and in written expression. The Literary Studies major prepares students for a range of professional careers, including business, higher education, and law. Those who plan to become teachers of English in secondary institutions also meet requirements for certification by the State Department of Education. The Writing for Print and Digital Media major prepares students for careers in digital media, journalism, public relations, and other vocations requiring strong writing skills.

The programs and courses in French and Spanish help students develop communication skills and cultural competence to prepare them for careers and an active life in the global community. A comprehensive major in Spanish adheres to the State and National Standards established by the American Council on the Teaching of Foreign Languages: Communication, Cultures, Connections, Comparisons, and Communities. Graduates have marketable skills that lead them into such fields as business, public affairs, social work, law, education, public health, and community service. Many students go into graduate programs and professional schools to pursue teacher certification, advanced studies in literature, and law.

Minors in French and Spanish are also available for students who wish to develop their linguistic and cultural competency beyond the General Education requirements. With the goal of contributing actively to one's global awareness as a responsible world citizen, both minors are designed to complement and augment other fields of study.

The Division of Languages and Literatures also offers study abroad opportunities in Angers, France; Salamanca, Spain; and Cuernavaca, Mexico. Students may study abroad for a semester or a summer session. Majors and minors have taken advantage of this experience and found it to be life-changing personally and an unmatched means of developing communicative and cultural competence.

Major Programs

Majors in English

Program Coordinators: Claudia Smith Brinson, M.A. [Writing for Print and Digital Media]
Melissa Heidari, Ph.D. [Literary Studies]
Allan Nail, Ph.D. [Teacher Certification]

Leadership in the English Majors

The English majors prepare graduates for leadership in their communities and in a variety of professions, including teaching, law, business, digital media, and journalism. They enhance students' critical thinking, reflective judgment, and communication skills. In addition, they challenge students to explore new ideas and provide them with opportunities to take risks as creative and critical writers, campus and community citizens, conference presenters, organization officers, active

participants in class discussions, collaborative researchers, and more. Students who elect to take English 399LS: Leadership Semester in English or Writing 399LS: Leadership Semester in Writing will work closely with a mentor to plan, reflect upon, and share with others a meaningful leadership experience related to the English discipline.

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

36 semester hours, to include English 201, 205, 275, 285, 315, 495; Writing 340; 15 semester hours of literature courses, at least 3 of which are selected from English 251, 252, and 375, at least 3 of which are other American literature courses, and at least 6 of which are British literature courses. Only one course of English 415 or English 425 may count in the 15 hours of literature courses. English 325 must be taken to fulfill the general education requirement for literary knowledge. Students must take one of the following three-semester-hour courses: History 345, Political Science 101, or a threehour U.S. history class. This course may, if possible, also satisfy a general education requirement.

Students must also take the following 39 semester hours in professional education: English 200, Education 150, 211, 240, 260 (1 s.h.), 318, 360 (2 s.h.), 420E, 478, 485 (12 s.h.) and Special Education 332. Note policy statements in *The Teacher Education Handbook*.

Requirements for Major in English, Literary Studies (B.A. degree):

40 to 42 semester hours, to include English 201, 285, and 495; a one- to three-semester-hour internship or research assistantship; 3 semester hours in a 400-level advanced seminar (other than ENG 495); and 27 hours of additional courses from the categories below, with at least one course chosen from each category. A maximum of 3 of these 27 hours may be in French or Spanish. Although some courses are listed in more than one category, a single course may satisfy the requirement in only one category.

1. Global Perspectives

- ENG 200: Survey of World Literature
- ENG 261: Contemporary African Literature and Film
- ENG 382: Women's Autobiography
- ENG 383: The Modern Consciousness
- ENG 410: Seminar in Comparative Literature
- FRE 450: African Literatures
- FRE 451: Women in French Literature
- FRE 420: Archetypes in French and Francophone Literature
- SPAN 351: Discovering Culture through Film
- SPAN 375: The Short Story in Spain and Spanish America
- SPAN 420: Archetypes in Spanish and Spanish-American Literature
- SPAN 451: Hispanic Women Writers
- SPAN 452: Modern Spanish Prose and Poetry

2. National Identities

- ENG 210: British Literature to 1660
- ENG 220: British Literature 1660-1832
- ENG 230: British Literature since 1832
- ENG 231: Sex, Lies, and Anxieties in British Literature and Film
- ENG 240: American Literature I
- ENG 250: American Literature II
- ENG 251: African-American Literature through Reconstruction
- ENG 252: Twentieth-Century African-American Literature
- ENG 340: American Women Writers
- ENG 355: British Women Writers
- ENG 356: Eighteenth-Century Studies
- ENG 372: Literature of the American South
- ENG 373: American Gothic
- ENG 374: American Romanticism
- ENG 375: American Multicultural Literature
- ENG 415: Seminar in British Literature
- ENG 425: Seminar in American Literature
- FRE 440: Modern and Contemporary French Literature

- SPAN 305: Hispanic Literature of the United States
 - SPAN 460: Contemporary Spanish American Authors
3. Writers in Context
- ENG 251: African-American Literature through Reconstruction
 - ENG 252: Twentieth-Century African-American
 - ENG 325: Shakespeare
 - ENG 340: American Women Writers
 - ENG 355: British Women Writers
 - ENG 372: Literature of the American South
 - ENG 373: American Gothic
 - ENG 374: American Romanticism
 - ENG 375: American Multicultural Literature
 - ENG 382: Women's Autobiography
 - ENG 415: Seminar in British Literature
 - ENG 425: Seminar in American Literature
 - ENG 430: Seminar on an Author
4. Theories and Concepts
- ENG 205: Introduction to Mass Communication
 - ENG 275: Advanced English Grammar
 - ENG 310: Genre Studies
 - ENG 311: Popular Fictions
 - ENG 315: Development of Modern English
 - ENG 381: Film and Literature
 - ENG 410: Seminar in Comparative Literature
 - ENG 478: Young Adult Literature
 - ENG 485: History of Critical Theory
5. Writing
- WRIT 150: Blogging
 - WRIT 200: Intro to Reporting for Print and Digital Media
 - WRIT 210: Advanced Composition
 - WRIT 305: Writing for Business and Public Affairs
 - WRIT 325: Feature Writing for Print and Digital Media
 - WRIT 330: Writing for Digital Media
 - WRIT 340: Methods of Teaching Writing
 - WRIT 346: Intro to Writing Short Fiction
 - WRIT 347: Intro to Writing Poetry
 - WRIT 348: Intro to Writing Creative Nonfiction
 - WRIT 350: Introduction to Narrative with Digital Video
 - WRIT 355: Media Ethics and Law
 - WRIT 360: Writing for Public Relations
 - WRIT 365: Substantive Text Editing
 - WRIT 405: Intermediate Reporting and Writing for Print and Digital Media
 - WRIT 415: Intermediate Public Relations Writing
 - WRIT 425: Intermediate-Level Narrative with Digital Video

Requirements for a Major in Writing for Print and Digital Media (B.A. degree):

43 semester hours beyond the general education requirements for College Writing 1 and 2. These 43 hours must include English 205, 275; Writing 200, 330, 350, 355, 365, 495; one hour of Writing 222; 3 hours of Writing 370 and/or 470; 15 additional hours selected from Writing 150, 260, 305, 325, 346, 347, 348, 350, 360, 405, 415, 425; Art 151, 271, 285, 371; Business 310, 325; Communication 310, 330, 340; and Computer and Information Science 109, 230. No more than 6 hours outside of Writing may count towards these 15 hours.

Major in Spanish

Women's College Program Coordinator: Rocío Zalba, Ph.D.

Study Abroad Coordinator: Paloma Fernández Sánchez, Ph.D.

A **Spanish Major** prepares students for non-teaching positions in which the knowledge and skill of Spanish are required. The need for educated professionals with strong foreign language skills has taken on great importance in South Carolina as the state's demographics and economy have changed. The growth in the Hispanic population and the number of international companies based in the state drive the demand for second-language speaking employees. Columbia College majors in Spanish enjoy opportunities for full participation in a multi-cultural arena.

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

Thirty-seven semester hours in Spanish: Spanish 222, 250, 310, 340, 341, 399LS, and 495; six semester hours chosen from Spanish 316, 351, 375, 420, 451, 452, 460, and 465; six semester hours chosen from Spanish 312, 365, 370, 481, and 485; and an additional six semester hours from any course numbered 300 or higher except 305. Students who place in Spanish 250 are not required to take Spanish 222 and are required to take only thirty-four hours for the major. Students who place above Spanish 250 are not required to take Spanish 222 or 250 and are required to take only thirty-one hours for the major.

Minor Programs

Minors in English

Program Coordinators: Claudia Smith Brinson, M.A. [Writing for Print and Digital Media]
Melissa Heidari, Ph.D. [Literary Studies]

Requirements for a Minor in Creative Writing:

15 semester hours of coursework: Writing 346, 347, 348, followed by six hours of independent study during which the student will complete a creative project consisting of a collection of her original works.

Requirements for a Minor in English, Literary Studies:

15 semester hours of English courses numbered 200 or above.

Requirements for a Minor in English, Writing for Print and Digital Media:

15 semester hours of writing courses, including Writing 200 and Writing 355.

Requirements for a Minor in Writing:

15 semester hours of writing courses numbered 200 or above.

Minor in French

Program Coordinator: Corinne (Coco) Mann, Ph.D.

Requirements for a Minor in French:

18 semester hours of French courses numbered 221 or above beyond the general education modern language competency requirement. Students who place in French 222 are not required to take French 221 and are required to take only 15 hours for the minor. Students who place at the 300 or 400 level need only 12 hours at those levels to complete the minor.

French minors who choose to study abroad or who engage in an internship in they interact in French with native speakers are expected to take French 399LS for 1 s.h.

Minor in International Studies

Requirements for a Minor in International Studies:

18 semester hours in addition to General Education and including Political Science 225, Political Science 303, Spanish/French 485, and Geography 164; six semester hours chosen from the following (two disciplines must be represented): Political Science 260, 325, 335, 345; History 384, 441, 459, 464, 471, 472; Business 401; Spanish 351; French 351; English 200, 440; Religion 127, 350; Art 261, 262, 263; Music 206; Dance 115, 116, 215, 216, 315, 316, 415, 416; Leadership 200, 300.

Minor in Public Relations

Program Coordinator: Emily Ward, M.A.

The minor in Public Relations is designed to prepare the student for a career requiring strong written and oral communications skills. Students are expected to gain competencies in writing, speaking, persuading, producing materials, understanding media, and exhibiting journalistic ethics. The learning outcomes will be met with both theoretical and hands-on approaches.

Requirements for a Minor in Public Relations:

Students will complete 18 semester hours. Nine required semester hours: Writing 260, 355, 360. Nine semester hours from the following, at least six of which must be Communication classes: Communication 310, 330, 355, Writing 330, 350, 370P, 415.

Minor in Spanish

Women's College Program Coordinator: Rocío Zalba, Ph.D.

Study Abroad Coordinator: Paloma Fernández Sánchez, Ph.D.

Requirements for a Minor in Spanish:

18 semester hours of Spanish courses numbered 221 and above. Students who place in Spanish 222 are not required to take Spanish 221 and are required to take only 15 hours for the minor. Students who place in Spanish 250 are not required to take Spanish 222 and are required to take only 12 hours for the minor. Students who placed above Spanish 250 are not required to take Spanish 250 and are required to take only 9 hours for the minor.

Board of Trustees

Rev. Dr. George A. Ashford, Jr.
Ms. Charlotte L. Berry
Dr. Wanda Bigham
The Reverend Lee C. Bines
Ms. Charlotte Stackhouse Broome '75
Ms. Benita Chinn
Ms. Judy Davis, Board Vice-Chair
Ms. Jean E. Duke, Board Chair
Mr. Joe Edens, Jr.
Dr. Elizabeth W. Edwards
Mr. Toby W. Goodlett
Ms. Helen Nelson Grant '81
Ms. Lou Kennedy
Mr. Marion A. Knox, Jr.
Ms. Becky Laffitte

Ms. Barbara B. League
Mr. John H. Lumpkin, Jr.
Mrs. Marlena Redfern Myers '64
Ms. Dianne H. Parker
Ms. Kay Price Phillips '65
Mr. Jeffrey Selig
Mr. John C.B. Smith
Dr. Carol Ann Stewart
Ms. Carol Rich Storey '68
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 Professor

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

INDEX

Academic Calendar.....	4	Grade Point Average (GPA).....	37
Academic Honors	39	Grade Reports	38
Academic Information	22	Grading System	36
Academic Probation.....	37	History Courses	129
Academic Renewal	38	Honor Code	21
Accreditation	8	Honor Graduates.....	41
Admission Procedures	11	Honors Courses	133
Admission to Teacher Education.....	68	Honors Program.....	48
Advanced Placement	27	Incompletes.....	36
Alumnae Association.....	10	Independent Study	32
Anthropology Courses	78	Internships	32
Art Courses	79	Leadership Studies.....	49, 134
Athletics.....	21	Leave of Absence Policy	26
Audited Courses.....	31	Liberal Arts Courses	136
Automobiles.....	21	Library	9, 138
Biology Courses.....	85	Location of College	8
Board of Trustees.....	192	Major Programs	43
Bookstore (C-Square Shop	21	Major Requirements	33
Business Courses	88	Mathematics Courses.....	139
Center for Contractual Studies	45	Minor Programs	44
Chemistry Courses.....	92	Minor Requirements	33
Child and Family Studies Courses	95	Mission Statement	8
Class Absence	38	Music – Applied	143
Classification of Students	23	Music - Ensemble	145
CLEP	29	Music – General Courses.....	147
Communication Courses.....	97	Non-Degree Courses.....	13
Computer and Information Science Courses	100	Officers of the College	192
Confidentiality of Student Records.....	39	Online Registration.....	26
Contractual Studies	103	Orientation.....	20
Course Descriptions.....	78	Overload	23
Credit by Examination/Advanced Placement	27	Pass/Fail Credits	31
Credit Load	23	Philosophy Courses	151
Credit Restriction.....	33	Physical Education - Activities.....	154
Dance Courses	104	Physical Science Courses	156
Degree Requirements.....	40	Physics Courses	159
Division of Arts and Communication Studies	50	Placement Exams.....	31
Division of Behavioral Study and Human Inquiry	55	Political Science Courses.....	160
Division of Business, Mathematics, and Science	61	Post Office	21
Division of Education	68	Pre-Law Curriculum	61
Division of Languages and Literatures	72	Psychology Courses.....	163
Economics Courses.....	108	Readmission of Excluded Students.....	38
Education Courses	110	Readmission of Former Degree Students	13
English Courses	119	Refund Policy	16
Exams- Evaluation.....	30	Registration.....	23
Exclusion	38	Religion Courses.....	169
Expenses	14	Repeated Courses	37
Faculty	192	Reserve Officers' Training Corps (ROTC)	33
Financial Aid	17	Second Bachelor's Degree	35
Financial Information	14	Semester Hour	22
Foreign Study	32	Social Work Courses	172
French Courses	123	Sociology Courses	175
Gender and Women’s Studies.....	47	Spanish Courses.....	177
Gender Studies Courses	126	Special Education Courses	180
Geography Courses.....	128	Speech Language Pathology Courses	183

Student Affairs.....	20
Students with Disabilities	10
Summer School.....	12
Theatre Courses	186
Transcripts	39
Transfer Students	12

Transient Students	33
Tuition	14
Washington Semester	33
Withdrawal from College	26
Withdrawals from Courses	26
Writing Courses.....	188