

BENEDICT COLLEGE GRADUATE CATALOGUE

2020-2022



Founded on Faith...
Focused on the Future...

#TheBESTofBC™

The cover for the 2020-2022 Benedict College Catalogue was designed by Ms. Gabrielle Montgomery, Creative Services Director, at Benedict College.

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**Benedict College
Columbia, South Carolina 29204
1-800-868-6598**

Volume 2



**A MESSAGE FROM THE PRESIDENT
ROSLYN CLARK ARTIS, J.D., Ed.D.**

Academic excellence has characterized Benedict College since its founding 150 years ago in 1870. Countless men and women have stood on the broad shoulders of our founder and accepted her challenge to provide quality educational opportunities for deserving students. During every era of its existence, whether it was facing challenges, navigating obstacles, or achieving milestones along the way, Benedict College has stood tall and remained true to its mission. Benedict College has long answered questions, met the challenges, and sent her graduates out into the world empowered to be “powers for good in society.” They continually strive to do good, be better, and become #TheBESTofBC!

Our students have always been the conduit through which the awesome transformative power of education has been conveyed. The descendants of former slaves heard about and yearned to come to Benedict Institute, where their deferred dreams could be realized. In the 150 years since her founding, generations have come to Benedict College to pursue their educational aspirations.

The present day mission of Benedict College, is to graduate students who are prepared to assume competent, responsible, and compassionate leadership roles in every area of human endeavor. From aspiring cybersecurity data analysts, to enterprise builders and owners, to noble classroom teachers who empower successive generations, there is a place for you here at Benedict College.

This catalogue provides the latest information about the College’s administrative policies and plans, academic programs, student services and activities, and student-support units. It outlines emerging, innovative, cutting-edge educational programs and initiatives that will shape the current and future at Benedict College, and that embrace our responsibility for shaping the next generation of world leaders.

I continue to ask our students and the entire Benedict College “Family” to:
 achieve more;
 dream more;
 give more;
 learn more;
 study more; and strive evermore
 to represent #TheBESTofBC.

Please read this catalogue very carefully to learn about the many opportunities that await you at Benedict College. The College will continue to pursue its noble and historic legacy of teaching, research and service to the community as it has done From Its Founding... and as she moves steadfastly, To Our Future!

MISSION STATEMENT FOR BENEDICT COLLEGE

Benedict College will be a leader in providing transformative learning experiences for a diverse student body, defined by superior cultural and professional competencies that are nurtured and developed by faculty, staff and stakeholders who value innovation, customer service, community and industry engagement.

A VISION FOR BENEDICT COLLEGE

Benedict College is a college where each student's experience in academic, residential and co-curricular activities is transformative and customer-service focused; at the same time, Benedict faculty and staff work in a collaborative, transparent environment where data-based decisions are also girded in compassion.

Benedict College is a place of full-time learning from the classroom, to the playing field, to the residence hall and out into the community where the legacy of "BC" as inclusive, pioneering, and "family" is respected and cherished.

Transformative education, innovation in technology and enterprise, and commitment to community all merge in a dynamic environment where students receive an education that prepares them to enter the global marketplace with exceptional cultural and professional competencies that will empower them to contribute to the sustainability and economic growth of the communities where they live, work and play.

Therefore, Benedict College is not only a power for good in society, but Benedict is committed to providing a transformative learning environment, created by highly trained and equipped professionals, that empowers all students to realize their highest potential.

Catalogue Rights

This catalogue is effective August 1, 2020. It is intended to provide information about the College's operating policies and procedures, academic regulations, and requirements for graduation. Benedict College reserves the right to modify, change, or alter without notice all fees, charges, tuition, expenses, and costs of any kind. In addition, the College reserves the right to add, delete, or change without notice any courses, programs, policies, or procedures contained in this catalogue in order to keep such matters current or to implement the mission of the College. Such changes will be effective at the time designated by the College.

Statement of Non-Discrimination

Benedict College is committed to equal opportunity, affirmative action and non-discrimination on the basis of race, creed, religion, age, sex, national origin, handicap and other legally protected status in all educational programs, activities, and conditions of employment.

Certification Statement

I certify that this catalogue is true and correct in content and policy and states progress requirements for graduation.

Janeen P. Witty, Ph.D.

Vice President for Academic Affairs



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ACADEMIC CALENDAR – 2020-2021

BENEDICT MBA PROGRAM

<u>DATE(S)</u>	<u>DAY(S)</u>	<u>EVENT</u>
August 3-7, 2020	Monday-Friday	<i>The BEST Launch</i> - MBA Orientation
August 10, 2020	Monday	Fall Classes Begin
August 14, 2020	Friday	Last day for MBA late registration and schedule modification
October 5, 2020	Monday	Registration for Spring Semester begins
October 23, 2020	Friday	Last day to drop a class and receive a WC designation
October 30, 2020	Friday	Last day of class
November 3-9, 2020	Tuesday-Monday	Online Final Examination Period
November 16, 2020	Monday	Final grades are due by 5:00 pm
January 4-8, 2021	Monday-Friday	<i>The BEST Launch</i> MBA Orientation
January 11, 2021	Monday	Spring Classes Begin
January 22, 2021	Friday	Last day for MBA late registration and schedule modification
February 5, 2021	Friday	Last day to apply for May graduation/participation and pay graduation fees
March 8-12, 2021	Monday-Friday	Spring Break
March 19, 2021	Friday	Last day to drop a course without the WC designation
April 2, 2021	Friday	Good Friday – College is closed
April 13, 2021	Tuesday	Last day to drop a class and receive a WC designation
April 27, 2021	Tuesday	Last day of class
May 5, 2021	Wednesday	Rehearsal for Commencement
May 8, 2021	Saturday	Spring Commencement Convocation

A BRIEF HISTORY OF BENEDICT COLLEGE

The history of Benedict College is an extraordinary story of ordinary people using their gifts to write an epic story of faith, strength, courage, leadership, service, and relentless perseverance that reflect the best traditions in African American history. In 2020, Benedict College celebrates 150 years of pushing boundaries, guiding passions, and lifting voices.

When the void in educational opportunities for recently freed African Americans in Columbia, South Carolina, needed to be filled, it was a woman, Bathsheba A. Benedict, who stepped up, led the way, and founded Benedict College in 1870. An anti-slavery activist, Bathsheba Benedict, of the American Baptist Home Mission Society purchased an eighty-acre abandoned plantation on the outskirts of the city to serve as a school for freed people. A year earlier, the Freedmen's Bureau had funded the building of the Howard School, Columbia's only public school for African Americans, but Bathsheba Benedict opened Benedict Institute to train the next generation of teachers and preachers in South Carolina. She believed that the education of the mind and the nurturing of the spirit were the greatest tools for a successful life. The Mather School, founded in 1867 in Port Royal in Beaufort County by Rachel Crane Mather, a northern teacher associated with the American Baptist Missionary Association, merged with Benedict College in 1968. The school was founded to teach newly freed slave children. The curriculum consisted of reading, writing, the Bible, English and domestic arts. Later Mather became a boarding school for girls.

Benedict Institute on December 5, 1870, set out from humble beginnings in a dilapidated slave master's mansion to prepare men and women to be "powers for good in society." Tuition and room rent were free. During the first quarter century of its existence, Benedict Institute's educational program addressed the severely limited economic and social conditions of the African American population in the South. The Institute's original objective, therefore, was to train teachers and preachers, and its first curriculum included reading, writing, spelling, arithmetic, and religion. Later, the curriculum was expanded to include the traditional college disciplines and an industrial department offering carpentry, shoemaking, printing, and painting. On November 2, 1894, the institution was chartered as a liberal arts college. Currently, Benedict College is a private co-educational liberal arts institution with over 2,000 students enrolled in its 25 baccalaureate degree programs.

During the first quarter century of its existence, Benedict Institute directed its educational programs to the severely limited economic and social conditions of the black population in the South. The Institute's original objective was to educate and train teachers and preachers, therefore, Benedict's first curriculum included reading, writing, spelling, arithmetic, and religion. Later, the curriculum was expanded to include traditional college disciplines, which also included an industrial department offering carpentry, shoemaking, printing, and painting.

On November 2, 1894, the South Carolina Legislature chartered the institution as a liberal arts college and the name "Benedict Institute" was formally changed to "Benedict College." From its founding, Benedict College was led by a succession of northern white Baptist ministers and educators. However, the year 1930 signaled the succession of African American male presidents that continued until June 30, 2017, when Dr. Roslyn Clark Artis was unanimously appointed by the Benedict College Board of Trustees as the 14th President of Benedict College. She is the fourteenth and first-female President in the 149-year history of the college.

Benedict College has been highly regarded and exceptionally ranked for its programs by several academic and traditional publications. For example, Benedict College was ranked as one of the top baccalaureate colleges in the nation by Washington Monthly magazine for creating social mobility, producing cutting-edge scholarship, and research.

Benedict offers several high-demand fields of study in cybersecurity, mass communication, sport management, business administration, engineering, computer science, biology, psychology, and education. Benedict has a diverse faculty of which 70 percent are full-time, and 60 percent hold doctorates or the equivalent.

Over the past ten years, three out of five Benedict College graduates attended professional or graduate schools. There are over 18,000 proud Benedict Tigers throughout the nation. Benedict College has been a community leader for over 150 years and is a significant contributor to the region and South Carolina, with a local and annual economic impact of over \$130 million.

Going against trends, Benedict College has enrolled 50% male students while maintaining an equal female population. This Midlands HBCU welcomes students from all 46 counties in South Carolina, 30 states across America, and 26 countries across the world. The College made front-page news in the spring of 2018 when it became the first South Carolina college to lower its tuition by 26 percent. Cutting tuition drew praise from the Commission on Higher Education, South Carolina's education oversight body. The commissioner noted the move that Benedict College has made should be applauded because it offers students more access to higher education and affordability.

In March 2018, Benedict College hosted South Carolina HBCU presidents, in collaboration with the White House Initiative on HBCUs and UNCF with the goal to change the narrative on the impact of historically black colleges and universities (HBCUs). Columbia Mayor Steve Benjamin, a member of the Benedict College Board of Trustees, joined the 8 South Carolina HBCU presidents in examining a recently released landmark study commissioned by UNCF, HBCUs Make America Strong: The Positive Economic Impact of Historically Black Colleges and Universities. The report demonstrates that Benedict College is a valuable economic engine in the community, generating substantial financial returns year after year, contributing \$130 million and 1,218 jobs in total economic impact. A Benedict graduate working full-time throughout his or her working life can expect to earn \$1.1 million in additional income because of their Benedict College degree.

Whatever era there has been, whatever challenges that have existed, and whatever milestones that have been achieved, Benedict College has stood tall for more than 150 years and answered the questions, met the challenges, and sent more than 18,000 of her graduates back to their families, back into their communities, across the nation, and around the world to be transformative agents in the places, where "the golden sunshine falls."

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Five of the College's degree programs hold national accreditation: The School of Education, Social Work, Environmental Health Science, Art, and the Tyrone Adam Burroughs School of Business and Entrepreneurship.

PRESIDENTS OF BENEDICT COLLEGE

Timothy L. Dodge, D.D.	1871-1876
Lewis Colby, D.D.	1876-1879
E. J. Goodspeed, D.D.	1879-1882
Charles E. Becker, D.D.	1882-1895
Abraham C. Osborn, D.D., L.L.D.	1895-1911
Byron W. Valentine, A. M.	1911-1921
Clarence B. Antisdell, D.D., L.L.D.	1921-1930
John J. Starks, A.B., A.M., D.D., L.L.D.	1930-1944
John A. Bacoats, A.B., A.M., B.D., D.D., L.L.D.	1944-1965
Benjamin F. Payton, B.A., B.D., M.A., Ph.D.	1967-1972
Henry Ponder, B.S., M.S., Ph.D.	1973-1984
Marshall C. Grigsby, B.A., Th.M., D.Mn.	1985-1993
David H. Swinton, B.A., M.A., Ph.D.	1994-2017
Roslyn Clark Artis, B.A., J.D., Ed.D.	2017-Present

ACTING/INTERIM PRESIDENTS OF BENEDICT COLLEGE

T. J. Hanberry, A.B., M.S., Ped.D.	1965-1967
Luns C. Richardson, A.B., M.A., Ped.D.	1972-1973
Betty S. Shearin, B.S.	1984-1985

Ruby W. Watts, B.A., M.A., Ph.D.
Ruby W. Watts, B.A., MA, Ph.D.

1993-1994
2017-2017

ACCREDITATIONS

Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Benedict College.

The School of Education is accredited by the Council for the Accreditation of Educator Preparation (CAEP). This accreditation covers initial teacher preparation programs at Benedict College.

The Social Work program is accredited by the Council on Social Work Education (CSWE).

The Environmental Health Science Program is accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC).

The Art Program is accredited by the National Association of Schools of Art and Design (NASAD).

The accounting and business administration programs in the Tyrone Adam Burroughs School of Business and Entrepreneurship are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Documents describing accreditation may be reviewed upon request in the President's Office or the Office of Academic Affairs.

MEMBERSHIPS AND AFFILIATIONS

American Council on Education

Columbia Chamber of Commerce

Council of Independent Colleges

National Association of Independent Colleges and Universities (NAICU)

South Carolina Independent Colleges and Universities

Southern Association of Colleges and Schools (COC)

South Carolina Chamber of Commerce

The Forum on Education Abroad

CAMPUS

Benedict College is in the heart of Columbia, South Carolina, the State's capital city. The campus occupies approximately one hundred acres of land. Additionally, the College's land occupation expands to nearly 244 acres when all residential and life complexes and lots are included. Approximately twenty acres lie within an area bordered by Taylor, Harden, Laurel and Oak Streets and is referred to as the "Main Campus." A ten-acre area of College facilities is located east of Oak Street, bordered by Taylor, Oak, and Richland Streets, as well as Two Notch Road. A new athletic complex has been constructed on approximately sixty acres of land on Two Notch Road. The ten-acre area and the sixty-acre site are referred to as the "East Campus." Presently, there are more than forty buildings on the combined campuses. Five categories of building usage on the main and extended campuses enable the College to operate programs and activities designed to achieve its mission of teaching, research, and service. The categories of usage are as follows: academic and research (22), administrative and service (17), residential, (8), athletics and student support (14), maintenance (1), residential rental property (21), filled and vacant lots (54).



ADMINISTRATION, FACULTY, AND STAFF

Benedict College is governed by a self-perpetuating Board of Trustees. The Board makes a conscious effort to be as representative as possible and includes among its members qualified individuals representing higher education, the church, business and community leaders, and student, faculty, and alumni members. The Board is assisted in its work by several standing committees.

The President of the College is the Chief Executive Officer of the College. He/she is appointed by the Board of Trustees and is charged with the day-to-day operation of the College. In carrying out his/her duties, the President is assisted by these principal administrators: the Chief of Staff; the Vice President for Academic Affairs; the Vice President for Business and Finance; the Vice President for Institutional Advancement; the Vice President for Student Affairs; the Vice President for Enrollment Management and the Athletics Director.

Faculty members are appointed to one of nine academic departments (plus the Military Science Program) as well as to certain administrative or non-teaching positions. They are further classified by rank and may earn tenure after satisfying certain conditions of service and upon recommendation by the President and approval by the Board of Trustees. Most faculty appointments are for an academic year.

Non-teaching staff members serve in professional, clerical, or technical positions and are usually appointed for a period of nine to twelve months.

ADMISSION POLICY

BENEDICT COLLEGE gives serious consideration to every applicant who is committed to taking full advantage of the opportunity it provides him/her to obtain a graduate education. The College makes its educational opportunities available to all such applicants interested in participating in its programs. However, each applicant must provide evidence of a reasonable probability of success in graduate school before he/she can be admitted. The College reserves the right to deny admission to any applicant it judges unlikely to benefit from its programs.

Full Admission

Applicants for admission to graduate studies at Benedict College will have to submit a completed application packet and pay a non-refundable application fee. Additionally, the MBA Admissions Committee reviews the following requirements:

- Undergraduate Grade Point Average (GPA)
- Official transcripts (sent directly to Benedict College from the issuing undergraduate and graduate institutions attended)
 - **NOTE:** Students who completed their post-secondary education outside of the United States must have their transcripts translated into English by certified translators and evaluated by a United States evaluation service (i.e., WES or AACRO).
- Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) Scores - Optional
- Two letters of recommendation
- Resume
- Statement of Commitment and Interest
- English Proficiency*

* International applicants must demonstrate proficiency in English, which can be accomplished in different ways, including, but not limited to the following: TOEFL score, score from other English proficiency exam, academic work at an English-speaking institution, or MBA Admissions Committee interview. **NOTE:** International students from English-speaking countries will not need to establish English proficiency.

Conditional Admission

Applicants who fail to satisfy the GPA or other requirements may be considered for conditional admissions, provided they have other appropriate and acceptable compensating strengths. An individual admitted conditionally may be permitted to take up to 12 hours of graduate credit.

Applicants without an undergraduate degree in business or who lack an adequate level of business knowledge may be admitted as a conditionally matriculating student. Such applicants will be required to satisfy certain prerequisites before consideration for full admission can be considered. To fulfill any prerequisite requirements, a graduate student may be required to take undergraduate courses or foundation courses that carry no graduate credit.

Transfer Credit

A student may transfer up to 9 hours of credit toward the MBA from a regionally accredited college or university. The coursework must be designated graduate level and must be substantially the same in terms of content as the coursework required by the College. Additionally, the coursework must be completed with a grade of B or better.

Benedict College, however, reserves the right to determine if a transfer course will be accepted toward the degree and the number of credits that will be accepted. The decision regarding transfer credit will be made by the MBA Admissions Committee with the approval of the MBA Director.

Transfer credit may not, however, be earned during any period a student is on suspension.

Additionally, a student must petition the MBA Director for acceptance of a course that is more than 6

years old. The MBA Director will consider the request in consultation with an ad hoc committee, consisting of graduate business faculty. The actions of the committee will be ratified by the Graduate Council and Dean of the Tyrone Adams Burroughs School of Business and Entrepreneurship.

Transient Admission

An individual pursuing a master's degree at another regionally accredited institution, may enroll as a transient student and transfer the credit(s) to the home institution. Such individuals, however, must be in good standing at their home institution. In order to be considered and admitted as a transient student, the applicant must complete the requisite application packet and pay a non-refundable application fee.

International Admissions

Benedict College feels that cultural exchange is mutually beneficial. Therefore, the enrollment of students from other countries is encouraged. International applicants must demonstrate sufficient proficiency in English, which can be accomplished in different ways, including, but not limited to the following: TOEFL score, score from other English proficiency exam, academic work at an English-speaking institution, or MBA Admissions Committee interview. **NOTE:** International students from English-speaking countries will not need to establish English proficiency.

The international student may be admitted by submitting the following documents to the MBA Admissions Office:

- Completed online graduate admission application
- Non-refundable application fee
- Statement of Interest
- Resume
- Two Letters of Recommendation
- Interview with MBA Admissions Committee
- Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE)

Scores – Optional;

- Official undergraduate and graduate transcripts
- Affidavit of support from sponsor and/or financial statement from sponsor.
- Two passport photos, and
- A copy of passport

All documents must be submitted by the application deadline.

In addition to the admission requirements applicable to all native students, an international student must also satisfy all requirements as prescribed by the U.S. Immigration and Naturalization Service for approval to study in this country. Applicants from English-speaking countries must meet regular graduate admission requirements.

When to Apply

Prospective students are urged to apply early—no later than one full semester prior to the semester of admission.

SPECIAL ADMISSIONS

Non-Degree Seeking Admission

Non-Degree Seeking Applicants must:

- Submit a completed application packet with a non-refundable application fee
- Submit official transcripts (sent directly to Benedict College from the issuing institution) indicating completion of a baccalaureate degree from a regionally accredited institution

An applicant admitted as a non-degree graduate student will be permitted to take up to 12 hours of graduate credit. The applicant is expected to maintain at least a 3.0 GPA with no more than one grade of C.

A non-degree applicant, who later decides to pursue a degree, must apply as a degree seeking student, and the applicant's application credentials will be evaluated accordingly. Such individuals cannot be assured of subsequent admission to a degree program. Additionally, courses taken as a

non-degree matriculating student may or may not be later applied toward a degree.

Readmission

A student must apply for readmission. If readmission is granted, the student is subject to the policies in effect at the time of his/her return. Students who are readmitted can only apply coursework completed at Benedict College within five years from the semester of their readmission. Courses completed prior to the five-year date must be retaken.

Application Material Submission

Application materials can be sent to MBAadmissions@benedict.edu or Office of Admissions and Recruitment, Attn: MBA Admissions, 1600 Harden Street, Columbia, SC 29204. Official transcripts can be sent to MBAt transcripts@benedict.edu or Office of Admissions and Recruitment, Attn: MBA Admissions, 1600 Harden Street, Columbia, SC 29204. Application deadlines for upcoming cohorts will be posted on the College's website.

NOTICE OF ACCEPTANCE

Applicants will be notified of action taken on their applications according to the schedule posted on the website. A tentative letter of acceptance will be sent to the applicant whose credentials are acceptable for admission or readmission to the College.

Upon receipt of a letter of acceptance, each applicant is required to pay an admissions deposit online. This amount is a non-refundable administrative cost. The College cannot guarantee a place in the class for applicants who have not paid the admission fee.

Benedict College reserves the right to reject any applicant when, in the opinion of the Graduate School Admissions Council: (1) the student's credentials do not indicate a probability of success; (2) the College does not offer an appropriate curriculum that will satisfy the applicant's proposed professional objective; or (3) the student enrollment capacity of the College has been reached, and it is necessary to impose enrollment limitations. The College also reserves the right to consider factors other than the basic characteristics of academic competence to grant admission.

OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS

Financial Aid

Benedict College maintains a well-staffed Office of Student Financial Aid and Scholarships (OSFA) that offers financial aid counseling to students on the best way of financing their education at Benedict. The College also maintains a Student Accounts Office that offers guidance on strategies or payment options to assist with financing a college education and loan repayment. Both offices welcome consultations with students. They can be reached at 1-800-868-6598 or (803) 705-4418 / 705-4547.

The Office of Student Financial Aid and Scholarships is located in Bacoats Hall

Office Hours

Monday & Wednesday 1:00 PM – 4:00 PM
Tuesday & Wednesday 9:00 AM – 12:00 PM
Friday by appointment only
(call your counselor)

Applying for Financial Aid

All students who wish to be considered for financial aid to help meet their college expenses are urged to submit all necessary applications by the College's priority funding date of March 15th. Applications received after March 15th including the (FAFSA) cannot be assured of consideration for priority funding and may not receive all possible funds available.

Students must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov as early as October 1st.

Each eligible student will receive an award letter specifying the amount of financial aid granted and the conditions of the award.

Types of Financial Aid

Graduate or professional students may be eligible to receive aid from the following federal student aid programs:

- The William D. Ford Federal Direct Loan (Direct Loan) Program This is the largest federal student loan program. Under this program, ED is your lender rather than a bank or other financial institution. There are two types of Direct Loans that graduate or professional students enrolled in a program leading to a degree or certificate may receive:
- Direct Unsubsidized Loans—Eligible students may borrow an Unsubsidized loan for each academic year.
- Direct PLUS Loans (Grad PLUS)—Eligible graduate or professional students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a PLUS loan. A credit check will be completed during the application process. Get more information about federal student loans at StudentAid.gov/loans.

SCHOLARSHIP AWARDS

SCHOLARSHIP ADMINISTRATION PROGRAM GOALS:

1. Offer scholarships to eligible students including academic, athletics, and performing arts.
2. Identify scholarship opportunities for students.
3. Assist students with completing scholarship application processes.
4. Monitor internal and external scholarship policies, rules, and regulations.

SCHOLARSHIP AWARDS

Scholarships or awards are applied after all financial aid is exhausted. Funds provided for scholarships may be used for tuition, on campus room and board, books, and course fees. Due to budgetary considerations, all students who meet eligibility requirements may not receive a scholarship. Based on variations in programs, scholarships are only renewed for students who remain continuously enrolled full time and meet renewal requirements.

ATHLETIC SCHOLARSHIPS

Athletes may apply for grants-in-aid packages for participation in athletics, in addition to regular financial aid. Information on athletic scholarships may be acquired from the Director of Athletics.

Other Scholarships for Study Abroad/Exchanges Available to United States Citizens

Following is a partial list of institutions that offer scholarships for study abroad:

The Fulbright Scholarship www.fulbright.org

The United Negro College Fund www.uncf.org

The Boren Awards for International Study www.borenawards.org

The Ambassadorial Rotary Scholarships www.rotary.org (Does not require US Citizenship)

The Go Merry Scholarships for Graduate Students www.goingmerry.com/blog/scholarships-for-graduate-students

UNITED NEGRO COLLEGE FUND SCHOLARSHIPS

Benedict College is a United Negro College Fund (UNCF) School; therefore, Benedict College students are eligible to participate in the UNCF Scholarship Program. Scholarship criteria vary, and many of the awards have been designated for students on the basis of specific requirements. Virtually all scholarships require financial need. Some are based on residence while others are for students with a particular major and classification. In previous years, Benedict students have received scholarships ranging from \$500 to \$22,000. Scholarships frequently change during the year; therefore, the most current listing of scholarships may be [viewed at www.uncf.org](http://www.uncf.org).

ARMY ROTC SCHOLARSHIPS

The Army ROTC Scholarships Program offers financial assistance to outstanding young men and women who are interested in the Active Army, Army National Guard or Army Reserve. These Scholarships pay full tuition and academic fees, and provide a flat rate for books and supplies. Upon graduation, all qualified cadets are commissioned into the United States Army as Second Lieutenants and will serve the Country as Leaders on Active Duty, or in the Army Reserves, or Army National Guard.

Impact of Academic Sanctions Upon Financial Aid

Financial Aid Warning

Students who are placed on Academic Probation while receiving financial aid will also be placed on financial aid warning. Students will continue to receive financial aid while on financial aid warning.

Financial Aid Suspension

Students who are placed on academic suspension while receiving financial aid will also be placed on financial aid suspension. Students will not receive financial aid while on financial aid suspension.

SCHEDULE OF EXPENSES

The current schedule of student expenses may be obtained from the Office of Student Accounts or the College's website.

The Office of Student Accounts is located in Pratt Hall.

Office Hours

Monday - Thursday 1:00 PM – 4:00 PM

Friday by appointment only

(call your counselor)

ACCOUNT SETTLEMENT

Students may settle their accounts through Financial Aid and/or cash payments, cashier's checks, credit cards, and money orders. Personal checks will be accepted provided the following information

is printed on the check: complete address, home telephone number, work telephone number, and driver's license number. The College also offers payment arrangements to further assist with account settlements.

The costs of attending Benedict College include, but are not limited to tuition, room and board, and fees assessed at the lowest possible level without sacrificing quality and excellence in the services provided. In estimating the total cost of expenditures for a college year, students should include the costs of books, supplies, travel, educational tools, and personal items in their financial packages.

The current costs for boarding and non-boarding students to attend Benedict College are published and distributed by the Office of Student Accounts.

REFUNDS

A student is entitled to a refund once the student's account reflects a credit balance. A credit balance is not created until most or all of the financial aid awarded is received by the College. The Billing Statement received at registration will show the expected credit balance a student will receive once all funds are received by the College, if applicable. This amount is subject to change if the student's financial aid award should change for any reason or any additional charges are assessed to the student's account. Institutional funds are nonrefundable.

GENERAL REFUND POLICY

Refund checks are generated within 14 days of the date that the credit balance is created. Any amount refunded in excess of the student's account credit balance because of subsequent adjustments is the responsibility of the student and any over payments will be due to Benedict College. Refund checks are generated in the student's name unless it is a Parent PLUS Loan refund; then it is generated in the parent's name and mailed to the parent. Students are not eligible for refunds from scholarships, any other institutional funds or, in most cases, outside scholarships unless authorized by the awarding agency.

If students withdraw from the College, officially or unofficially, they may be entitled to partial refund of tuition and/or room and board charges. This will depend on the date of the withdrawal in conjunction to the refund schedules listed below.

Students who withdraw from the College during the first five weeks after classes begin may be eligible for a partial refund of tuition and/or room and board charges. Refunds of tuition are calculated on the following scale:

Withdrawal during the regular semester

1st or 2nd week	80%	5th Week	20%
3rd Week	60%	6th Week or later	0%
4th Week	40%		

Refund Schedule - Summer Sessions

1st - 4th day of class	80% of Tuition	After 8th day of class	No refund
5th - 8th day of class	60% of Tuition		

Room and Board and semester fees are not refundable during the summer session.

STUDENT SERVICES AND PROGRAMS

CAMPUS BOOKSTORE

The Campus Bookstore is located at 2300 Haskell Avenue. It provides textbooks as well as other supplies for students including college paraphernalia and academic supplies.



STUDENT SERVICES AND PROGRAMS

A variety of student services and programs in the Student Affairs area serve the needs and interests of all students enrolled at Benedict through the cooperation of the administration, faculty, staff, and the following positions: Vice President for Student Affairs, Directors of Residential Life, Campus Police, Food Services, Religious Services, Student Activities and Student Health Services.

RESIDENTIAL LIFE

The college-housing program sets the stage for student learning by providing a living environment that is conducive to academic pursuits, personal growth and the development friendships within each residence area. Because the living experience is an integral part of the educational process, all students except local commuters live in campus housing and participate in a college meal plan at the College. The campus facilities house approximately 1,627 full-time students. Each residence area is generally supervised by the Director of Residential Life, Area Coordinators, a Residential Life Coordinator, a Residential Life Assistant and a team of Residence Hall Assistants.

Students should request room reservations as soon as they are accepted for admission to the College. With the request, they must also send a room reservation fee of \$100.00 in a money order or cashier's check made payable to Benedict College, 1600 Harden Street, Columbia, South Carolina 29204. The room reservation fee is non-refundable. Continuing students are required to request housing each academic year. Procedures and deadlines for requesting housing are communicated to continuing students.

Applications for summer housing must be filed before April 15. For fall semester, housing applications should be filed before June 30.

On-campus housing is provided to all eligible students on a first come first served basis. On-campus housing is provided in single-sex residence halls. Each student in on-campus housing must have a Housing Application and a signed Residence Hall Agreement on file in the Office of

Residential Life. Students with special health needs are expected to report their specific housing requirements to the Director of Residential Life in a timely manner via the Housing Application or the College Nurse.

All Residence Halls have computer laboratories for the students to use.

Students are liable for any damages that they cause to College property and will be required to pay for replacement or restoration cost. Residents who damage or vandalize housing facilities can expect disciplinary action. If the staff is unable to identify the individuals responsible for damages, all residents in that area for common area charges.

THE OFFICE OF COUNSELING AND SELF-DEVELOPMENT SERVICES

The Office of Counseling and Self-Development Services provides a broad range of quality programs to assist students at the college. All the services reflect our strong commitment to the individual needs of students enrolled in Benedict College. To accomplish its mission, Counseling and Self-Development has a well-developed set of goals that are consistent with the College's mission.

STUDENT HEALTH SERVICES

Benedict College provides a Student Health service which includes, a Health Center staffed by experienced nurse and an emergency treatment arrangement with appropriate referrals to local medical facilities as needed. Benedict College provides quality and confidential health services to our students, promote healthy lifestyles through health prevention activities, establish partnerships with other health organizations to assist in providing services and to assist students with chronic medical conditions to manage their illness with their lifestyles and promote self-sufficiency whenever possible. Triage services are provided at no cost to students except for physical examinations and some vaccinations. A brochure detailing medical services provided can be obtained from Residence Hall Directors, the Health Center, the Office of Student Affairs or the Office of Residential Life.

STUDENT ACTIVITIES

The Student Activities Department is responsible for planning and coordinating extracurricular activities to meet the needs of students for relaxation and enjoyment during their leisure hours. The Office of Student Activities provides a broad based program of educational, social, cultural, spiritual and recreational programs and activities for students, faculty, staff, alumni, and guests on campus. Programs provide out-of-class informal and formal learning opportunities that complement a curricular environment.

Students who wish to participate in activities, join an organization, pursue special interests, or assist in the planning of campus events should contact the Director of Student Activities or an officer or adviser of the respective organization. Activities are held during the week from 6:00 p.m. to 11:00 p.m. Weekend activities end by 1:00 a.m. For additional information, see the [Student Activities Handbook](#). The Office of Student Activities is located on the first floor of the David H. Swinton Campus Center, and can be reached at (803) 705-4408.

CAMPUS POLICE

In any large organization, there is always a concern for safety regulations, guidelines, and policies that are designed to protect and assist the users of this diverse community. The Department of Campus Police is comprised of sworn state-certified police officers, dispatchers, and administrators. The officers are professional and courteous while addressing the law enforcement and security needs of Benedict College and the surrounding communities bordering the College's property. The department is also responsible for enforcing parking rules and regulations on campus. A parking pamphlet is published and distributed annually to the students, faculty and staff at Benedict College. The pamphlet thoroughly outlines the regulations designed to accommodate and assist as many persons as possible with limited parking on campus. In addition, a Rights-to-Know booklet and Personal Safety Tips booklets are published annually. Both publications are available to students, faculty, staff and visitors. The Campus Police Department is located on 2400 Haskell Avenue, and can be reached at (803) 252-5400.

RELIGIOUS SERVICES

Benedict College was funded through the faith of the American Baptist Women's Missionary Society. The institution was developed to train newly freed slaves to become ministers and teachers. The Religious Services Department is committed to being the best of its kind – a multi-dimensional spiritual and moral resource for students, faculty, staff and community. It will ensure an opportunity for students to comprehensively address their spiritual development.

The department's greatest priority is to prepare Benedict students to be knowledgeable, effective and innovative professional and lay leaders in religious institutions. It also upholds the fine tradition and mandate for the College to put God first in all its services and activities. All are invited to share in the religious Services Department's efforts to emphasize moral and ethical development on campus, to provide an environment and activities for spiritual development, and to play its part in spreading the Gospel of Jesus Christ through Sunday Worship, Bible Studies, Prayer and Fellowship Activities. In addition, all students are encouraged to join Brothers and Sisters in Christ (BASIC), a dynamic campus Christian organization for students.

STUDENT SERVICES AND PROGRAMS

1. Sunday Worship

Services are held in Antisdel Chapel on Sundays at 11 a.m. during the fall and spring semesters. Students and staff volunteer to usher and help lead worship. Guest preachers from South Carolina and the nation are also brought in to speak occasionally.

2. Bible Studies and Prayer Services

Bible studies are held weekly in the residential life facilities and in other designated locations. Prayer Service is held weekly. However, the chapel is a sacred place that may be used throughout the week by students who wish to pray, read or just sit quietly.

3. Guidance

The Campus Minister is available to work with students whose issues and concerns seem too large for them to handle. Appointments may be scheduled, along with meetings or crisis intervention. The Campus Minister is on call day and night.

4. Chapel Choir

Interested persons must become a member of Brothers and Sisters in Christ and ask to serve on the Chapel Choir, dedicating about five hours a week for rehearsals and services. No auditions are required. The Choir sings hymns, spirituals and traditional gospel music.

5. Fellowship

Student religious organizations include Brothers and Sisters in Christ (BASIC), The Fellowship of Christian Athletes (FCA), and the Muslim Student Association (MSA). Each group offers fellow students engaging activities that reflect their faith.

STUDENT GRIEVANCE POLICY (NON-ACADEMIC)

Benedict College recognizes the importance of providing a prompt and efficient procedure for the resolution of a student grievance. The Student Grievance Committee was established to resolve grievances in a fair and equitable manner. A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the College community that in any way adversely affects the status, rights or privileges of any student. A student must seek redress within 90 days of the alleged grievance. The burden of proof rests with the person making the complaint.

Any student alleging violation of rights on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veteran's status, or marital status shall contact the Office of Student Affairs. The Vice President for Student Affairs shall designate the appropriate College officer to investigate the allegations. The Human Resources Officer shall investigate all cases alleging discrimination on the basis of race, color, religion, ancestry, sexual orientation, national origin, ethnicity, veteran's status or marital status. The Title IX Coordinator shall investigate all cases alleging discrimination on the basis of gender. The Coordinator of Disability shall investigate all cases of alleged discrimination on the basis of physical or mental disability.

DISCIPLINARY SUSPENSION

The College will not accept transfer credits for courses taken at another college during the period in which a student is on disciplinary suspension.

OFFICE OF INFORMATION TECHNOLOGY SERVICES

The Office of Information Technology (OIT) is under the direction of the Chief Information Officer (CIO). The aim of the CIO is to lead the Benedict College community in the strategic pursuit of highly effective information systems, resources and services with the goal of enhancing the digital environment and experience for students, employees, alumni, guests, and other constituents. The Office of Information Technology department is charged with the following responsibilities:

1. Provide campus networking, computer equipment and software for interdepartmental computing needs such as email, Internet access, and integrated databases.
2. Assist employees in planning, selecting, and acquiring hardware and software in appropriate cycles.
3. Install and maintain publicly accessible computing facilities.
2. Provide campus telecommunications equipment and support.
3. Provide campus audio/visual equipment and support.
4. Provide user training, in coordination with the Human Resources Department for professional staff and faculty in coordination with the Dean of Instructional Technology.
5. Provide all user upgrades to any supported operating system and software.
6. Partner with departments to ensure that all users have access to, trained and re capable to navigate the standard College software suite. (email, internet browser etc.)
8. Customize and install purchased applications in partnership with departments and units across the campus.
10. Collaborate with academic department heads on the most effective non-instructional software selection and acquisition.

BENEDICT COLLEGE COMMUNICATION CENTER

The Benedict College Communication Center was established in 2014 to enhance the Enrollment Management efforts of the College. Located in Bacoats, the Center is an information hub supporting admissions, recruitment, retention and graduation rates by serving as the primary contact for all outgoing calls to new, pending and returning students. The Communication Center also assists with consistently contacting alumni, family and friends for the purpose of raising funds for the College, as well as, keeping them abreast of events and activities occurring at Benedict College.

The Communication Center continues to support the above efforts; however, has now expanded to become a blended center (incoming and outgoing). The Benedict College Call Center now serves all incoming Operator, Financial Aid, Admissions and Recruitment and IT Department calls for the College. This expansion was initiated so that the College can give consistent, efficient, effective customer service to ensure that all incoming calls are answered and transferred to the appropriate person or department, in a timely manner.

The Center communicates with stakeholders via telephone, text message, email and One Call Now.

ATHLETICS

The Intercollegiate Athletic Program at Benedict College is governed by the Southern Intercollegiate Athletic Conference (SIAC) and the National Collegiate Athletic Association (NCAA) Division II. The athletic program sponsors fourteen intercollegiate sports teams. The male teams include: basketball, football, baseball, tennis, indoor and outdoor track and field and cross country. The female teams include: basketball, softball, volleyball, cheerleading, tennis, indoor and outdoor track and field and cross-country. Student athletes must be in good academic standing to compete in intercollegiate athletics. Student athletes must apply for regular financial aid before athletic scholarships are awarded.

Student-athletes who are placed on academic probation will matriculate according to the College's academic probationary guidelines. Students who remain on academic probation will not be eligible to receive scholarship funding for the next academic year.

Student-athletes may attend summer sessions to attempt to improve academic status at which time eligibility will be reviewed.

Students participating in club sports must adhere to the same institutional guidelines for extra-curricular activities. Club sports include football, basketball and soccer.

ACADEMIC/STUDENT SERVICES UNITS

ACADEMIC SUPPORT SERVICES

CENTER FOR TEACHING AND LEARNING AND STUDENT SUCCESS CENTER

The Center for Teaching and Learning (CTL) is committed to promoting a spirit of innovation, collaboration, and love of learning, as well as enhancing a sense of collegiality among faculty as they expand their intellectual, teaching, and scholarly horizons. In pursuing these goals, the CTL works to enhance the intellectual climate and promote open and ongoing dialogue among all members of the college community. It serves as an advocate for academic initiatives and enterprises that relate to teaching and learning through a variety of programs, activities, and resources in achieving the college's mission.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) serves as the one-stop-shop for academic success and technological support for students. The SSC assists students in college and graduate-level work, thereby creating positive outcomes and improving the culture of student success and retention rates. It also seeks to make academic provisions to accommodate students with registered disabilities. Thus, the SSC seeks to reinforce and promote positive student performance beginning with their first year of the general education curriculum and extending to coursework throughout their matriculation.

The Student Success Center is located in the lower level of the Learning Resources Center and managed by the Director of Student Retention.

The Student Success Center provides the following services to students:

Academic Support Labs (English/Writing Lab and Mathematics Lab)

The English/Writing Laboratory and Mathematics Lab are resources for all students. Professional learning specialists and student tutors support students with assignment completion, examination preparation, study skills, and test-taking skills, and assistance with professional and career writing, as well as assistance in using technology to complete writing or math assignments.

Tutoring Services

Tutoring services are offered for students on a variety of subjects in support of their academic achievement. Students may arrange scheduled or drop-in sessions to receive support. Class exam proctoring, workshops, and orientation sessions for special academic activities are also coordinated for students. In addition, Study Nights events are hosted close to the mid-term and final examination periods to prepare students for successful completion of academic requirements in challenging subject areas. Students are assisted by volunteer faculty, staff, peer tutors, and technology support staff.

Accessibility Services

Benedict College is committed to full compliance with the provisions of the Americans with Disabilities Act of 1990, as amended ("ADA"), and Section 504 of the Rehabilitation Act of 1973, as amended ("Section 504"), and the regulations implementing those laws. The ADA and Section 504 require Benedict College to provide qualified students with disabilities with opportunities for participation in the learning environment through the provision of reasonable accommodations and/or auxiliary educational aids or services. Benedict College is responsible for analyzing the appropriateness of an accommodation, aid, or service in its specific context and will make provisions unless doing so would cause an undue burden or fundamentally alter the nature of the service, program, or activity.

Instructional Technology Training and Support

Instructional Technology support staff is available to assist faculty and students in effectively utilizing various applications and platforms in support of our academic programs.

Success Consultations and Success Workshops

The SSC also provides one-on-one and group support for students in achieving their academic, career, and personal goals. These sessions can include an overview of academic programs, learning resources, academic policies, and procedures to assist students in successfully utilizing support

resources and services across campus.

ACADEMIC SUPPORT UNITS

CAREER PATHWAYS INITIATIVE AND SERVICE-LEARNING PROGRAM



Benedict College's Career Pathways Initiative and Service-Learning Program's (CPISLP) vision is to implement innovative programming that prepares Benedict College students for success in diverse local and global communities. The Program's mission is to transform student scholars into career-oriented, civic-minded, and technologically qualified professionals who represent the best of Benedict College. CPISLP utilizes a three-prong approach, which includes curricular enhancements, co-curricular engagement and guided career pathways to prepare Benedict College students for their chosen career path.

- Curricular enhancements add to the rigor and depth of the academic preparation of students
- Co-curricular engagement focus on engaging students in experiential learning experiences to strengthen strategic problem-solving through applied practices such as service-learning and community service, and;
- Guided career pathways develop students' leadership and career fluency, setting the course for students' personal growth and professional development from the freshman year through graduation.

CPISLP encourages students to enhance their career potential, personal leadership skills, and civic engagement. Thus, stimulating intellectual curiosity and building self-confidence that continues throughout their matriculation and post-graduation.

CPISLP's two program areas include Career Pathways Initiative and Service-Learning Program.

Career Pathways Initiative: The Career Pathways Initiative ("CPI") employs dynamic programming to foster active student engagement in career development. Students use online career tools to participate in career planning, connect with employers, and engage in virtual career coaching.

Career Pathways Initiative services include:

- Career assessments
- Resume development and critique
- Individualized career counseling
- Mock interview preparation
- On-campus job interviews
- Job-shadowing
- Career exploration
- Career field studies
- Internships
- Alumni Networking
- Career Fairs
- Virtual and On-Site Career Readiness Seminars
- Career Technology (Purple Briefcase, Standout)
- Graduate School Fairs
- Leadership and Service Trainings

- Tigers' Career Closet

CPI coordinates campus visits of representatives from industry, government, education and graduate and professional schools. CPI hosts career and graduate school fairs and provides assistance to students with career placements after graduation.

INFORMATION FOR VETERANS AND ELIGIBLE DEPENDENTS

The Office of the Registrar and Student Records at Benedict College offers assistance and information on College programs and applications for education benefits to veterans and eligible dependents. The Office of the Registrar and Student Records certifies enrollment and transmits attendance records, degree requirements, and other information concerning veterans enrolled at Benedict College to the Veterans Administration.

Admission to the College should be obtained before the student applies for veteran benefits. The appropriate application forms for benefits will be sent upon request by the Office of The Registrar and Student Records, or by may be obtained by visiting the Department of Veterans Affairs website at www.G181LL.gov or calling 1(888)142- 4551 for further information on education benefits. Beginning students are urged to complete the necessary applications with the Department of Veterans Affairs at least eight weeks prior to enrollment. Upon receipt of the Certificate of Eligibility from the Department or Veteran Affairs, veterans must return it to the Office of the Registrar and Student Records to begin the certification process.

In order to be eligible for a full monthly allowance, a veteran must be registered for twelve or more credit hours per semester. Those registered for less than 12 semester credit hours are eligible for part-time compensation.

Veterans are responsible for reporting any changes in enrollment status or other previously reported information to the Veterans Administration and to the Office of the Registrar and Student Records. All requests for verification by veterans must be submitted by the last day to add classes in any given semester or summer session.

BENEDICT COLLEGE VETERANS RESOURCE CENTER

Vision

To establish and sustain a nationally recognized comprehensive "military-friendly" education support program involving application, admission, matriculation, graduation, and professional placement that successfully attracts military veterans, service members, dependents and survivors to pursue their academic and professional development interests and goals.

Mission

Establish a "military-friendly" education support program that assist veterans, service members and their families with the transition from military service into a positive academic community in pursuit of professional and personal development by connecting students to expert support services and tools to enhance their academic and professional success at Benedict College.

Veterans and Active Duty Education Benefits

Benedict College is approved by the State Approving Agency for educating service members, veterans, dependents, and reservists under Title 38, U. S. Code for the following VA educational benefits:

- Montgomery GI Bill® (Chapter 30)
- New GI Bill® - Selected Reserve Educational Assistance Program (Chapter 1606)
- Reservists called or ordered to serve in response to a war. (Chapter 1607)
- Survivors and Dependents (Chapter 35)
- Vocational Rehabilitation (Chapter 31)
- New GI Bill® Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33)
- Tuition Assistance and CAP

A student may apply for VA Benefits online at www.ebenefits.va.gov to determine eligibility. Specific information regarding each veteran's program may be obtained from the veterans.

Veterans' Affairs Standards of Academic Progress

Academic progress will be measured at the end of each evaluation period. Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 3.0 for any evaluation period will result in that student being placed on academic probation for the following term. Failure by the student to attain a cumulative GPA of at least a 3.0 during the probation term will result in academic suspension (termination of veteran's benefits) for one term. The interruption will be reported to the Veterans Administration within 30 calendar days of the change in status using VA Form 22-1999b.

Mitigating Circumstances

Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- Serious illness of the veteran
- Serious illness or death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training

Academic Load

During the regular semester, students are considered full-time for financial aid and VA purposes if they are enrolled in 12 or more semester credit hours and part-time if they are enrolled in less than 12 semester credit hours.

LEARNING RESOURCES CENTER

The Library provides the staff, services, resources and technology which enable the College to fulfill its obligations to students, faculty, and staff relative to the overall institutional mission and purpose as well as to serve as a strong informational resource for the community in which it resides.

Named for Dr. Benjamin F. Payton, the 10th President of the College, the Learning Resources Center was completed and dedicated in 1974, replacing the old J.J. Starks Library built in 1937. In 2010, the Learning Resources Center was renovated to its present day decor. The Library is a 66,972 gross square feet facility which comprise of a technology-enhanced Mobile Multimedia Center and an Archives Center. The Library is open 81 hours a week, including nights and weekends. The Library has a seating capacity of 540. A ramp is conveniently located for accessibility to the building and an elevator is accessible from all floors.

The Learning Resources Center book collection consists of more than 130,000 printed volumes with access to over 400,000 electronic books (eBooks). The Library's maintains 3,000 owned eBook titles and are making pivotal advances toward the growth of this collection. The Mobile Multimedia Center's (MMC) media collection provides access to 30,000 streaming videos through Kanopy and 2,650 physical media pieces. The Library subscribes to both electronic and physical scholarly journals. Electronic databases, eBooks, electronic journals, and streaming educational videos are accessible digitally and are readily available to students, faculty, and staff, both on and remotely, from any technology device with internet capability, whether the physical Library facility is open or closed. The currency of library collections as well as their formats are continuously evaluated by faculty and librarians.

The Benjamin F. Payton Learning Resources Center makes available a variety of technology-oriented and resource sharing services. The library's new integrated library management system (ILMS), ExLibris (June 2020), allows library users to search Primo, the library's online public access catalog (OPAC) for books, journals, government publications, and media resources in both digital and print formats, from campus or remotely. The ExLibris ILMS is intrinsic and operable to the College campus, but also provides an interconnected platform for shared resources among 56 South Carolina academic libraries. Through membership, these libraries comprise the Partnership Among South Carolina Academic Libraries (PASCAL) Organization which structurally maintains a shared library platform system that provides students, faculty, and staff at each institution with access to nearly **12 million library resources**. Additionally, through the internet, the library's web page,

<https://www.benedict.edu/library/> provides users with access to the library staff; the online catalog; electronic and digital resources; reference, government, media, archival resources; reference and digital assistance; PASCAL's book delivery services; interlibrary loan; library policies and procedures, and other types of related services. The Library's Computer Research Center (CRC), equipped with numerous computers, provides a place for library users, on the plaza (main) level, to physically access electronic databases, digital resources, and internet services. The Mobile Multimedia Center (MMC), located on the Library's court (ground) level, boost a variety of media hardware and software that augments students, faculty, and staff need for interactive tool and instructions. The Learning Resources Center receives system support from the library's Information Technologist as well as the College's Chief Information Officer and information technology staff.

The Benjamin F. Payton Learning Resources Center offers a number of student-focused and instructional services, including reference, circulation, research instruction, computer access, printing and document scan, media, archival, PASCAL Delivers book service, and interlibrary loan (ILL). Both reference and circulation services are accessible from the centrally located information services desk on the Library's plaza (main) level. The Library's Information Literacy Program is tailored to meet the needs of students, as well as faculty, and staff through group seminars or individual consultation. Student-oriented library programs place emphases on research methodology and critical thinking, instruction, self-development, and the development of lifelong learning research skills. Media Services provides access to a collection of visual, audio and digital resources that augment the College's academic curriculum. Archival Services provides access to the College's historical materials that document the origin and development of Benedict College and the achievement of its officers, faculty, staff, students, alumni, and the greater community. Acquisitions and Collection Development Services provides faculty, staff, and students with the opportunity to contribute to the development of the library's collections. In addition, the Library is a selected federal depository for U.S. government publications. All services are offered during regular hours of operation.

The Benjamin F. Payton Learning Resources Center engages in cooperative initiatives that serve to broaden the scope of academic resources for its library constituents. The Partnership Among South Carolina Academic Libraries (PASCAL) organization and the Historically Black Colleges and Universities (HBCU) Library Alliance are collegial partnerships in which the library participates. Additionally, the Library is a member of LYRASIS, the nation's largest cooperative regional network, and OCLC, Inc. (Online Computer Library Center, Inc.), an international bibliographic network. The Library is an active member of the Society for the American Archivist. The Benjamin F. Payton Learning Resources Center (Library) adheres to the standards of the American Library Association.

The Library reports to the Office of Academic Affairs, under the leadership of the Vice President for Academic Affairs and Associate Vice President for Academic Affairs.

COMPUTER FACILITIES

The Benedict College graduate student has ready access to a computer facility in any of the College's computer labs.

ACADEMIC POLICIES, PROCEDURES AND REGULATIONS

GENERAL REQUIREMENTS FOR GRADUATE DEGREES

The academic information in this section applies to the Master of Business Administration, a program in the Tyrone Adam Burroughs School of Business and Entrepreneurship. See the section below for academic information specific to that program.

When changes are made in the academic requirements, those in effect the year of the student's most recent continuous enrollment apply. Otherwise, changes are effective upon publication in this catalogue. Students enrolled in the program are responsible for familiarizing themselves with and understanding the implications of all institutional policies, procedures, and requirements affecting progress toward their academic goals. These include, but are not limited to, degree and major course requirements, and the program's grading and course repeat policies.

REGISTRATION

Students may complete early registration in the College's online registration portal during the time period designated in the applicable Academic Calendar. A student is officially enrolled at Benedict College when he/she attends every class on his/her schedule at least once and is financially cleared by Student Accounts.

ENROLLMENT STATUS (FULL/PART-TIME)

To be considered full-time, a student must enroll for a minimum of nine (9) semester hours during the summer term and twelve (12) hours during each regular semester. The maximum course load for which students may register during fall and spring semesters will be determined by the dean or program director.

Any student enrolled for less than 12 semester credit hours during a regular semester is considered a part-time student. Students enrolled in less than 9 hours during the summer term is considered a part-time student.

COURSE CHANGES

Students may add and drop courses within the time designated in the applicable Academic Calendar. Students may not drop/add courses before completing at least 60% of the term without the appropriate signatures from the Offices of Academic Affairs, Student Accounts, and Financial Aid. Course changes must be completed in the official registration system.

Before withdrawing from a class or classes, students should refer to the policies outlined by in the Financial Aid section of the catalogue in order to understand the financial implications for their student account.

SCHEDULE CHANGES

The College reserves the right to cancel or discontinue any course because of small enrollment or for any other reasons deemed necessary. In order to assure quality instruction, the College reserves the right to close registration when the maximum enrollment has been reached and to make changes in the schedule and/or instructor when necessary.

CLASS ATTENDANCE

The College believes that class attendance and participation are integral to the success of each student. Given this philosophy, faculty are required to record attendance in the applicable learning management system for all their classes for two weeks beyond the census date. Additionally, student class attendance will be verified at midterm and after 60% percent of the class has passed.

For all courses, including hybrid and online courses, specific details are to be provided by faculty in each course outline informing students of the required participation in virtual and in-person class sessions and activities. Faculty are encouraged to discuss with students the attendance and participation expectations, especially if they consider attendance as a factor in determining the final grade.

Faculty may also initiate written requests through their department chairs and deans to have students withdrawn administratively from their classes before the last day to drop a class as

designated in the Academic Calendar if students have not participated virtually or attended enough classes to master the course learning objectives.

Students are required to inform faculty in advance of class absences whenever possible. However, students may be allowed excused absences for emergencies such as the following: personal illness, severe family illness, death in the family, and court action. Students may also be excused from classes to participate in College activities such as field trips, academic tournaments, scholarly research and presentations, off-campus choir tours, band, dance and theatrical performances, ROTC, and athletic activities. Students may obtain official college excuses from the Vice President for Student Affairs upon presentation of satisfactory documentation.

Students who are absent from class for more than 50% of class sessions or learning activities (or who do not participate for two consecutive weeks) may be recommended by the faculty for administrative withdrawal.

Students are responsible for informing the Office of Student Affairs when they will be absent or inactive for an extended period of time so that the appropriate academic actions can be completed. Documentation must be presented by the student and approved by the Office of Student Affairs in order for an Incomplete designation to be considered. Faculty are not required to provide opportunities to make up work in cases where an official college excuse has not been issued to the student.

Students are required to present the official college excuse to the faculty member within one week after they return to class. Faculty members are required to accept official college excuses for absences without penalty. Although students may be granted excused absences, such absences do not excuse students from assignments that are missed. Faculty members are required to permit make-up work for excused absences.

Students may be considered absent excessively when the number of absences from the class exceeds the number of credit hours for the course. However, faculty members will specify on their course outlines how specific class attendance may affect the grading requirements for the class.

ATTENDANCE GUIDELINES FOR ONLINE CLASSES

A student attends an online course (or the online portion of a hybrid/blended course) by participating in class or otherwise engaging in an academically-related activity. Examples of such activity include but are not limited to: contributing to an online discussion or text chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing or completing a tutorial; or initiating contact with a faculty member to ask a course-related question. Such academically related activities readily tracked and documented through the College's learning management system, email system, and in some cases, publisher websites.

Documenting that a student has logged into an online class or website is not sufficient, by itself to demonstrate academic attendance by the student. For example, if a student simply logs into an online course on September 15 and logs out, without any further activity, the student did not attend the online class on that day.

CLASS MEETING TIMES:

Traditional Classes

Except for laboratory courses and performance courses, classes meet a minimum of 50 minutes per week per credit hour. A three-credit hour course that meets only twice a week meets for a minimum of 75 minutes each time. Courses may meet for more than 50 minutes per week if in the opinion of the College additional time is needed to achieve the desired student learning outcomes prescribed for the courses.

Blended/Hybrid Courses

Taking advantage of the newest technology, the College offers courses in its curriculum through a learning management system (LMS) that allows students to access course outlines, assignments, projects, discussions, tests, and other course components. These courses include *Blended* and *Hybrid*

courses that have the same requirements as those taught entirely within the classroom including academic standards, contact hours, performance criteria, student participation, and integrity.

A **Blended** course is a course that has an online presence to augment the standard face- to-face meeting times. Benedict College utilizes the LMS, Edvance360 (E360). Many course components, including the syllabi, resource materials, assignments, etc. will be posted in the learning management system (E360).

Hybrid courses meet a minimum of 25% (up to 75%) of the required meeting time face to face. The remainder of the required course time and class activities is conducted online or independently with guidance from the Instructor. Faculty may also require students to take some tests, examinations, and present major projects on-site.

Online Courses

Benedict College offers a variety of online courses across all disciplines. The courses are designed based upon the Quality Matters Standards for best practices in online and blended courses. Each course has been certified through Benedict's eCollege Certification program. Online courses are conducted totally online and can be self-paced or Instructor driven, depending on the nature of the course. All online courses utilize free open-source educational materials that are provided within the course on Edvance360. Online courses are clearly designated in the master course schedule and are offered during for all terms. Benedict College does not offer any online programs of study.

AUDITING

Permission to audit a course may be obtained from the Registrar and Director of Student Records. The student must pay a course audit fee and obtain the approval of the instructor of the course, the school dean, and the program director.

GRADING SYSTEM

Benedict College MBA Program uses the following system of grading student performance.

Grade	Meaning	Numerical Equivalent	Quality Points Earned
A	Superior	90-100	4
B	Good	80-89	3
C	Passing, but Weak	70-79	2
D	Unsatisfactory	60-69	1
F	Failing	Below 60	0
I	Incomplete		0
W	Withdrawal - Official from the College		0
WC	Withdrawal- From a course or courses		0
WU	Withdrawal – Unofficial		0
WS	Withdrawal - Special Circumstances		0
WA	Withdrawal – Administrative (for academic, disciplinary, attendance or other reasons as determined by the College)		0
AU	Audit		0

STUDENT CODE OF ACADEMIC RESPONSIBILITY

Strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity and avoid any conduct designed to gain unfair advantage in obtaining a grade or assessing academic performance. Academic dishonesty may include but is not limited to plagiarism, cheating, falsification of records, and collusion with others to defraud. Any student found guilty of academic dishonesty will be subject to disciplinary action which may include loss of credit, suspension, or dismissal from the College.

PENALTIES

A graduate student who fails a course due to academic dishonesty will be suspended from the program for one academic year. At the end of that year, the student may apply for readmission to the graduate program. The graduate business faculty will make a decision whether or not readmit the student. If readmitted, the student can retake the course. Both grades will appear on the transcript, and the course hours attempted will continue to be calculated in figuring the student's grade point average.

INCOMPLETE GRADES

An Incomplete (I) is given, upon approval of the faculty member, when illness, excused absences, or other legitimate reasons prevent the student, who ordinarily has completed at least 60% of the course and projects to pass it a course. If the student is prevented from completing the course, taking the final examination or completing a major class project on time, he/she may request an "I" designation from the instructor.

The faculty member must complete the Approval to Assign an Incomplete (I) Designation Form, which lists all the requirements that the student must complete in order to remove the I designation by approximately December 1 (for "I" grades assigned in spring semester or summer session) or approximately May 1 (for "I" grades assigned in the fall semester). The actual dates will be designated in the prevailing academic calendar and are subject to modification according to circumstances.

An Incomplete which is not adjusted during this period becomes a failing grade of "F" unless the faculty member requests an extension, based upon extenuating circumstances, to the next prescribed deadline period. The form will be signed by the faculty member and preferably the student (if currently enrolled) and approved by the dean and graduate program director. It must be submitted to the Registrar's Office at the time that grades are submitted for the I to be accepted officially.

A student should not enroll in a class in which he/she has received an "I" (designation). Rather the student is only obligated to complete the requirements as outlined on the Approval to Assign an Incomplete Designation Form. Based upon the student's class schedule, he/she may sit in the class in which the incomplete is being removed to complete the designated assignments with permission of the faculty member.

REPEATED COURSES

It is the policy of the College that a grade will not be removed from a student's record for repeated courses. When a course is repeated to raise a grade, the higher grade will be counted in computing the grade point average. A student may not repeat a course for credit in which a grade of B or better has been earned.

Additionally, unless approved through consortia agreement, a student may not repeat a course at another institution to remove a grade of C, D, or F that was earned at Benedict College.

Students may repeat a course once to achieve a higher grade. In these instances, the lower of the two grades will be excluded from the qualitative calculations; however, both instances are included in the quantitative calculation. If a course is repeated more than once, all additional attempts are included in both qualitative and quantitative calculations.

REPEATING D or F COURSES

No more than one D or F grade may be repeated. If a student makes more than one D or F grade, the student will be dismissed from the graduate program.

GRADE REPORTS

Grades for all coursework are determined at the end of each academic term and may be viewed by students electronically. All students have a right to consult with faculty members to verify the accuracy of their grades and to receive an explanation for their grades were determined.

Students may appeal or protest the grades assigned by the faculty member through the faculty member, the faculty member's school dean, and the graduate program director. If the student is not

satisfied with the outcome, he/she may appeal to the vice president for academic affairs no later than one academic year after the grade was posted, regardless of the enrollment status of the student. The president may review these decisions at his/her discretion.

TRANSCRIPTS

Transcripts of students' academic records are issued for students currently enrolled and to former students who left the College in good financial standing. Enrolled students may request transcripts for a modest fee, payable in advance.

One transcript prepared by the Registrar will be furnished without charge to graduates, upon successful completion of academic, financial and other obligations to the College as appropriate. Former students, in good financial standing to the College, may request additional transcripts for a modest fee, payable in advance. Requesters should allow (five) 5 to seven (7) working days from receipt of request for processing transcript requests.

GRADE CHANGE POLICY

Under very strict conditions, faculty may change a grade assigned to a student. Upon approval, the grade is changed on the student's transcript by designated personnel in the Office of the Registrar. The school dean, vice president for academic affairs and the president may administratively change grades when, in their judgment, circumstances such as faculty error, incorrect calculations, unfairness, inconsistency, or violations of College policy so justify.

Acceptable reasons for changing a student's grade are:

1. Completion of work required to remove Incompletes;
2. A demonstrable error in the computation of a grade;
3. A substantial error in the evaluation of student performance;
4. Completion of course requirements not completed during preceding semester due to good cause such as illness, death in the family, military service, or other sufficient reasons;
5. Satisfaction of requirements for removing an assigned incomplete designation; and
6. Extraordinary circumstances as determined by the school dean, the vice president for academic affairs or the president.

All faculty-initiated grade changes must be approved by the department chair and school dean.

QUALITY POINTS

Quality points determine rank in class, academic honors, and satisfactory academic progress. To graduate from the Benedict College graduate program, a student must complete at least 36 semester credit hours with a cumulative quality grade point average of at least 3.0.

WITHDRAWALS

WITHDRAWAL--OFFICIAL (W)

A student may withdraw officially from the College during a given semester or session during the time period designated in the applicable Academic Calendar. For a student to withdraw officially from the College, he/she must notify the Office of the Registrar in writing of his/her intent to withdraw from the College or complete the College's official Student Withdrawal Form.

WITHDRAWAL- WITHDRAWAL (DROP) FROM COURSES (WC)

A student may withdraw or drop course(s) during a given semester or session within the time period designated in the applicable Academic Calendar in order to have the WC designation posted to his/her transcript. The hours attempted, however, will count in calculating the student's Grade Point Average.

WITHDRAWAL-- UNOFFICIAL (WU)

An unofficial withdrawal (without notification) occurs when a student no longer attends classes, but he/she fails to complete the withdrawal process outlined under Withdrawal--Official. The notification date for unofficial withdrawals for a student who attended at least one class is the midpoint of the semester or the College may use the student's last date at an academically-related activity, as documented by the College. Any graduate student attends orientation, clears registration financially, and receives a class schedule is considered enrolled in the College. Any student who

does not clear the registration process is not considered enrolled in the College.

WITHDRAWAL-- SPECIAL CIRCUMSTANCES (WS)

If a student did not provide official notification of withdrawal during the semester in which he/she was currently enrolled, the College, through the Office of the Registrar, may consider documented claims from the student to be withdrawn for special circumstances relative to illness, accident, grievous personal loss, or other circumstances beyond the control of the student. All special circumstances must be made in writing to the Office of the Registrar, with appropriate documentation, no later than 45 days after the semester ends (particularly regarding financial considerations) in which the student claims special circumstances.

WITHDRAWAL-- ADMINISTRATIVE (WA)

Students may also be withdrawn administratively from the College at any time by the registrar and director of student records upon the recommendation of the vice president for academic affairs, vice president for student affairs, or declaration by the president. Such withdrawals may be made when students fail to meet financial obligations, for disciplinary reasons, for violations of academic regulations and policies, failure to pass any courses at the midterm of any given semester, failure to attend classes regularly, violation of class attendance policies, and for the good of the College.

WITHDRAWAL FROM BLOCK COURSES

Students enrolled in block and full-semester courses may drop full-semester or second block courses within the prescribed period in the prevailing Academic Calendar. However final grades that have already been posted for Block I courses will remain on the official record (transcript). Students enrolled under these circumstances may not withdraw from the College during a semester where final grades have already been posted for courses. Students may drop or be administratively withdrawn from any courses in which they remain enrolled (Block II). However, they may not withdraw from the College in the Block II session in which grades have been officially recorded during Block I.

TAKING COURSES AT OTHER COLLEGES

Before taking graduate courses at another institution for transfer credit to Benedict College's graduate program, a student must be in good financial standing and must have a minimum cumulative 3.0 grade point average.

The student must secure prior approval by completing the Academic Course Approval Form. Also, a student may not repeat a course at another institution unless approved through consortia agreement.

During a regular semester, students may earn up to 9 semester hours at another institution. During the summer session, students may earn up to 9 semester credit hours (or 4.5 semester credit hours per session).

A student may not repeat a course at another institution to remove the grades of D, F, or WC designation that were earned in those same courses at Benedict College. Exceptions to this policy must be approved by the dean or vice president for academic affairs.

GRADE POINT AVERAGE REQUIRED FOR GRADUATION

Graduate students must have a Cumulative Grade Point Average of at least 3.00 in order to graduate. The total credit hours required to graduate are at least 36 but may vary depending on the student's program of study and degree sought.

STATUTE OF LIMITATIONS

A student has the right to appeal a College decision up to one academic year after the ruling was determined, unless its expiration is prescribed otherwise, after the decision has been made. The College is under no obligation to hear appeals that are more than one academic year old.

SATISFACTORY ACADEMIC PROGRESS POLICIES

ACADEMIC PROBATION, SUSPENSION, DISMISSAL

A student must have an average of 3.0 overall GPA to be awarded the Master of Business

Administration degree. When the GPA falls below 3.0, the student is placed on probation.

The student will have two consecutive sessions to achieve the required 3.0 cumulative GPA while also maintaining a 3.0 GPA for the session. If the student does not meet this requirement, the student will be suspended from the program.

The student may reapply after one year. A student on academic probation who earns an incomplete will be suspended until the incomplete is replaced by a regular grade, at which time other probation and suspension rules will be applied.

D or F GRADE

Any admitted student receiving a grade of D or F in a graduate business course will be suspended from the graduate business program. The student may reapply to the program after one year. The business graduate faculty makes the decision on whether to readmit, and, if readmitted, the stipulations that will apply.

If readmitted, the student must repeat at Benedict College the course in which the D or F was received, making at least a B. The course must be repeated the first time it is offered after the student's return.

REPEATING D or F COURSES

No more than one D or F grade may be repeated. If a student makes more than one D or F grade, the student will be dismissed from the graduate program.

C GRADE

A student who receives nine hours of C grades will be suspended from the graduate business program. The student may reapply to the program after one year. The business graduate faculty makes the decision on whether to readmit, and if admitted, the stipulations that will apply.

If readmitted, the student must repeat at Benedict College the course in which the C was received, making at least a B. A student may repeat once any business graduate course in which a C grade was earned; the second grade will count for GPA purposes but will not replace the initial C grade. Only one of the courses will count toward degree requirements.

ACADEMIC DISMISSAL

A student may receive no more than one suspension and have the opportunity to be readmitted. A second suspension results in academic dismissal.

TRANSFER COURSES WHILE ON SUSPENSION OR PROBATION

A student may not take courses for transfer credit from another institution while on suspension or probation.

ACADEMIC REQUIREMENTS GENERAL REQUIREMENTS FOR DEGREES

One graduate degree is offered by Benedict College – the Master of Business Administration (M.B.A.). The M.B.A. degree is awarded in two concentrations (management and business administration).

Requirements for this degree to be awarded include at least 36 earned semester credit hours which must include 30 prescribed semester credit hours of MBA Core Curriculum and required courses plus 6 semester credit hours in one of the major subject areas offered by the College.

The MBA Program is designed for full-time students to complete in one year provided they follow the progression plan precisely as outlined. The length of the program is further defined by the time needed by students to successfully complete all graduation requirements and earn the number of semester credit hours required as defined in its program of study.

Graduation requirements for students who complete their degrees within ten (10) years whether continuously enrolled or not, may be governed by the catalogue under which they entered Benedict

College, or any catalogue introduced subsequent to readmission. Under these circumstances, the governing catalogue is whichever one is more favorable for students to complete their degree requirements.

APPLICATION FOR DEGREE

A graduate student must apply for the graduate degree during the semester preceding the final term of study. It is the student's responsibility to complete the application, obtain the necessary signatures, and submit to the Registrar. An application for graduate fee is required. Student submitting graduation applications after the published deadline must pay a late fee.

COMMENCEMENT PARTICIPATION POLICY

Along with those students who have completed degree requirements within an academic year, other graduate students may be allowed to participate in the spring commencement ceremony, provided the following conditions are met:

- A student's account must be paid in full;
- After the Maymester, no more than nine (9) credits must remain for degree completion;
- A minimum of 3.0 GPA is required for the cumulative average of courses;
- The student must register and pay for all remaining courses prior to the graduation ceremony.

A student allowed to participate in commencement prior to completion of final course will have his/her name listed in the commencement program with the May completion candidates. A special annotation indicated expected completion will appear and no graduation honors will be indicated.

A student who participates in commencement prior to the completion of studies will also have his/her name listed in the subsequent year's commencement program. If graduation honors are earned, they will be noted in this listing.

Diplomas will be awarded only after all degree requirements have been completed.

GRADUATION WITH HONORS

Students with an average of 3.25 - 3.49 graduate Cum Laude; those with an average of 3.50 – 3.79 graduate Magna Cum Laude, and those with an average of 3.80 - 4.0 graduate Summa Cum Laude.



ACADEMIC HONORS

HONOR SOCIETIES

Alpha Chi National College Honor Scholastic Society

This is a coeducational honor society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction.

Delta Mu Delta International Honor Society in Business

Delta Mu Delta is an international honor society that recognizes and encourages academic excellence of students at qualifying colleges and universities to create a DMD community that fosters the well-being of its individual members and the business community through life-time membership.

ACADEMIC STRUCTURE AND DEGREES

The Division of Academic Affairs is organized into the Office of Academic Affairs which houses the vice president for academic affairs and the associate vice president for academic affairs. The Division also contains the associate vice president for assessment SACS liaison, and the associate vice president for research. Additionally, deans are the principal administrators in the three degree-granting schools and the School of Education, Health and Human Services. Other administrators and components of the academic structure include the Registrar and Director of Student Records, and department chairs for the nine academic departments. Other academic administrators include the Director of the Library, Director of Student Retention, Executive Director of Career Pathways Initiative and Service-Learning Program, Director, Extended Learning Services, Director of the Veteran Resource Center, Director of the Center for Teaching and Learning, the Officer-in-Charge for Military Science, and Directors of Institutional Research and Assessment, and other administrative, support and adjunct units and directors.

Division of Academic Affairs

Vice President for Academic Affairs Associate

Vice President for Academic Affairs Associate
 Vice President for Research
 Associate Vice President for Academic Assessment and Support Programs
 Dean, School of Arts and Sciences
 Dean, Tyrone Adam Burroughs School of Business and Entrepreneurship
 Director, Master of Business Administration Graduate Program
 Dean, School of Education, Health and Human Services
 Registrar and Director of Student Records
 Director of the Honors Program
 Director, Extended Learning Services
 Director, Education Preparation
 Director of the Library
 Executive Director, Career Pathways and Service-Learning
 Director of the Center for Teaching and Learning Directors
 of Institutional Research and Assessment Director, of
 Student Retention
 Officer-in-Charge, Military Science Program
 Director of Convocations and Special Events

School of Arts and Sciences

Communication and Arts Department
 Criminal Justice Administration and Social Sciences Department
 Biology and Environmental Health Science Department Computer
 Science, Engineering and Physics Department

Tyrone Adam Burroughs School of Business and Entrepreneurship

Business Administration Department Accounting
 and Finance Department

School of Education, Health and Human Services

Education, Child, and Family Studies Department Health,
 Physical Education, and Recreation Department Social
 Work Department

TYRONE ADAM BURROUGHS SCHOOL OF BUSINESS & ENTREPRENEURSHIP



School Mission:

The mission of the Tyrone Adam Burroughs School of Business and Entrepreneurship at Benedict College is to prepare competitive graduates for our global economy. The School's mission includes preparing graduates as lifelong learners for placement in business, the non-profit sector, and graduate school, and to assume leadership in their communities. Our graduates will be prudent risk managers, having a passion for life-long learning, career changes and adjustments, and discerning entrepreneurial opportunities based on the African American experience for the formation, expansion, and ownership of business enterprises.

DEPARTMENTS

Business Administration
Accounting and Finance

Program Description

The MBA Program at Benedict College is designed to meet the needs of persons who are interested in furthering their existing career path or who would like to take their career path in a different direction. Candidates for the degree will be expected to complete a minimum of 36 semester credit hours. Twenty-four (24) of the 36 hours will constitute the MBA Core. The MBA Core is required of all candidates, along with a minimum of 12 hours of required courses and electives in the concentration.

The MBA program affords two (2) concentrations to students: General Business and Management. Up to 18 hours of prerequisite courses in business may be required for candidates without an undergraduate degree in business or who lack a requisite level of business knowledge. A regular matriculating full-time student should be able to complete the degree in about one year of serious study. Students needing prerequisites and part-time enrollees will likely require more than one year to complete the degree.

The General Business concentration is designed to prepare candidates to function in a dynamic business environment. Graduates are expected to be able to think critically, communicate effectively, and have the tools to solve complex problems. Additionally, they are expected to possess technical skills, analytical skills, business savvy, and have a broad understanding of the core business functions. Candidates in General Business will be exposed to courses in accounting, economics, management, finances, and marketing.

The Management concentration is designed to prepare candidates with the managerial and leadership skills required for employment in both public and private sector organizations. Graduates will be prepared to use their management and leadership skills to solve complex organizational and social problems. Candidates will be exposed to a variety of teaching and learning situations, including problem-based learning, case methods, learning teams, large and small groups and individualized learning environments. Graduates will possess the latest tools, concepts, skills, and knowledge essential for effective management practice.

Goals of the Program

Program graduates will be potential business executives, entrepreneurs, and business leaders. They will possess an array of tools, knowledge, and skills in order to be effective in a business

environment that is shifting and becoming increasingly more global. The learning outcomes for students are listed here. Students must be able to:

- Display requisite business knowledge, and the use of critical thinking and analytical skills in the solution of business, and organizational problems
- Demonstrate the ability to utilize strong communication and interpersonal skills in the solution of business and organizational problems
- Display appropriate quantitative and technical skills in the solution of business and organizational problems

Comprehensive Examinations

MBA students at Benedict College will complete two comprehensive examinations. All incoming students will complete a pretest in their first week of the program. Graduating students will complete a posttest in the last two weeks of their final semester. The results of these tests will be used to assess the level of learning in the MBA program.

Residency Requirements

All students are required to complete a minimum of 27 credits in residence in the Benedict College MBA program.

PROGRAMS OF STUDY

MBA Core Curriculum Requirements (Minimum of 24 credit hours)

Course Prefix	Course Name	Credit
ACCT 5103	Managerial Accounting	3
BADM 5123	Quantitative Methods	3
BADM 5143	Business Analytics	3
ECON 5143	Managerial Economic Analysis	3
FINC 5033	Advanced Corporate Finance	3
MGMT 5223	International Business	3
MGMT 5323	Project Management and Operations	3
MKTG 5313	Marketing Management	3

Concentration General Business Concentration

(Students must select 6 hours from the required courses and 6 hours from the electives listed below)

Required Courses (6 credit hours)

Course Prefix	Course Name	Credit
MGMT 5333	Business Policy and Strategic Management	3
BADM 5193	MBA Capstone	3

General Business Concentration Electives (Select 6 credit hours from the following courses)

Course Prefix	Course Name	Credit
ACCT 5423	Advanced Financial Accounting	3
ECON 5153	Economics of Business Decisions	3
ECON 5163	Macroeconomics and Business Forecasting	3
FINC 5103	Financial Management	3
MKTG 5323	Marketing Research	3
MKTG 5333	Promotional Strategy	3

Management Concentration

(Students must select 6 hours from the required courses and 6 hours from the electives listed below)

Required Courses (6 credit hours)

Course Prefix	Course Name	Credit
MGMT 5333	Business Policy and Strategic Management	3
BADM 5193	MBA Capstone	3

Management Concentration Electives (Select 6 credit hours from the following courses)

Course Prefix	Course Name	Credit
MGMT 5103	Quantitative Aspects of Management	3
MGMT 5113	Advanced Business Law	3
MGMT 5203	Governing Across Sectors	3
MGMT 5303	Evaluations of Federal Programs	3
MGMT 5503	Power and Politics in Organizations	3
MGMT 5563	Organizational Behavior and Development	3
MGMT 5663	Sustainable Business Ventures	3

MBA Foundation Courses for Non-Business Majors

Candidates without an undergraduate degree in business or who lack a requisite level of business knowledge will be required to take one or more business foundation courses.

Course Prefix	Course Name	Credit
ACCT 5003	Foundations of Accounting	3
BADM 5013	Foundations of Business Statistics	3
ECON 5013	Foundations of Economics	3
FINC 5013	Foundations of Finance	3
MGMT 5003	Foundations of Management	3
MKTG 5303	Foundations of Marketing	3

The 18 hours of MBA foundation courses shown previously may be higher if a student needs to take a course in pre-calculus. The MBA Director and the student advisement team will work with each candidate to develop an individualized plan of study detailing all requirements.

COURSE DESCRIPTIONS - MBA CORE

ACCT 5103 Managerial Accounting (3)

This course emphasizes the use of accounting information in making managerial decisions related to planning and controlling operations. Topics covered include budgeting, cost systems, analysis of financial data, and other planning and control tools.

BADM 5123 Quantitative Methods (3)

The course introduces the students to statistical analysis, including measures of central tendency and variability, presenting and analyzing data, probability theory, discrete and continuous distribution, normal distribution, estimation of parameters, chi-square, regression, and correlation analysis, with the application of these techniques to business situations. It also examines the role of statistical analysis in business by exploring advanced statistical methods. Students learn to use regression analysis and linear programming to make business decisions.

BADM 5143 Business Analytics (3)

This course introduces mathematical models that can be used to improve decision-making within an organization. Topics will include introductions to descriptive statistics, inferential statistics, optimization, simulation, regression analysis, time series analysis, and tools such as Microsoft Excel, Visual Basic for Applications (VBA) and R for problem solving and decision support in all areas of business, including supply chain networks, operations, finance, economics, and marketing. Students will make extensive use of Excel and several spreadsheet-based add-ins to solve real business problems, improve business processes, and help make important business decisions.

ECON 5143 Managerial Economic Analysis (3)

Analysis of business decisions, applying tools of economic theory: i.e., decisions on demand, production, cost, pricing, profits, and investments.

FINC 5033 Advanced Corporate Finance (3)

This course is designed to provide an opportunity to apply the tools and concepts of modern financial theory to corporate financial decisions. Attention is devoted to understanding how corporate financial analysis is an important aspect of strategic decision making and the advantage/limitations of different financial theories with respect to their practical application

MGMT 5223 International Business (3)

In this course, students learn the theories of international trade, cultural, legal, political, economic and religious differences affecting international marketing, and management challenges in an international environment.

MGMT 5323 Project Management and Operations (3)

The first half of the course will include systematic investigation of the concepts and issues in designing, operating, and controlling productive systems in both manufacturing and services. The

second half of the course will examine the principles and techniques for managing projects in business decision making, including project design, planning and control, network diagramming, scheduling algorithms, and resource management. Software packages and applications for project management are studied, and project management skills are developed through case analyses and team projects.

MKTG 5313 Marketing Management (3)

This course covers analysis, planning, and control of the marketing function. Emphasis is placed on the procedures and techniques of decision making relative to marketing problems.

COURSE DESCRIPTIONS FOR GENERAL BUSINESS

ACCT 5423 Advanced Financial Accounting (3)

This course provides students with a comprehensive understanding of consolidated financial statements and how to prepare them. Attention is given to accounting principles, methods, and techniques that relate to particular types of business and nonbusiness entities, including corporations, partnerships, government units, estates and trusts, and nonprofit organizations.

BADM 5193 MBA Capstone (3)

This course offers students the opportunity to engage in critical thinking, use analytical skills, and practice teamwork. Students will work in teams to solve business problems. Additionally, students will complete their capstone project (e.g., thesis, consulting project) in this course. This course must be taken in the last semester of coursework before completing the MBA degree requirements.

ECON 5153 Economics of Business Decisions (3)

Economic concepts in the decision-making process. Topics include scarcity; marginal analysis and tools of optimization; demand and supply analysis and market structure; economic efficiency; regression analysis; risk analysis and game theory and international economic issues.

ECON 5163 Macroeconomics and Business Forecasting (3)

Advanced studies of the interrelations of markets in national and international economies; mechanisms of monetary policy and interest rate effects, foreign exchange rates and inflation; relations between national saving, fiscal policy, the foreign debts and capital investment; short-run and long-run effects of economic policy; tax policy, government spending and economic growth; types of economic forecasts; value and limits of forecasts.

FINC 5103 Financial Management (3)

Theory and practice of corporate finance including asset management cost of capital, capital budgeting, and optimization of problems and socio-economic aspects of financial management. Computer technology may be employed when applicable.

MGMT 5333 Business Policy and Strategic Management (3)

Integration of principles and policies of business management from the fields of accounting, economics, marketing, finance, statistics, ethics and management in the solution of broad company problems and in the establishment of company policy. Emphasis on interaction of disciplines is efficient administration of a business. Course employs a case analysis approach

MKTG 5323 Marketing Research (3)

Planning, execution and evaluation of marketing research activities. Emphasis on the techniques and methodology used in the collection, analysis and interpretation of economic, demographic and sociological data for use in marketing decision making.

MKTG 5333 Promotional Strategy (3)

Opportunities and challenges for an organization through advertising, personal selling, sales promotion and publicity. It includes analysis of the legal and ethical problems involved in this area. Case studies and a project assignment are used.

COURSE DESCRIPTIONS FOR CONCENTRATION IN MANAGEMENT

BADM 5193 MBA Capstone (3)

This course offers students the opportunity to engage in critical thinking, use analytical skills and practice teamwork. Students will work in teams to solve business problems. Additionally, student will complete their capstone project (e.g., thesis, consulting project) in this course. This course must be taken in the last semester before completing the MBA degree requirements.

MGMT 5103 Quantitative Aspects of Management (3)
Introduces statistical methods needed for evaluating and choosing among policy options. Topics include probability; decision-making under uncertainty; the organization, interpretation, and visual display of complex data; prediction and inferences about causality; hypothesis testing; and linear and multiple regression. Develops analytical skills and the ability to apply theory to complex, real-world problems.

MGMT 5113 Advanced Business Law (3)
This course is designed to expose the student to certain legal and regulatory issues, including corporate social responsibility and business ethics. Attention is given to special topics including sales and lease transactions, negotiable instruments, credit rights and bankruptcy, secured transactions, contracts, antitrust/IP, corporation/partnerships, criminal and civil litigation issues, agency, and torts.

MGMT 5333 Business Policy and Strategic Management (3)
Integration of principles and policies of business management from the fields of accounting, economics, marketing, finance, statistics, ethics and management in the solution of broad company problems and in the establishment of company policy. Emphasis on interaction of disciplines is efficient administration of a business. Course employs a case analysis approach.

MGMT 5503 Power and Politics in Organizations (3)
Power and influence processes are pervasive and important in organizations, so leaders need to be able both to understand power and to act on that knowledge. Therefore, this course has three objectives: (1) increasing students' ability to diagnose and analyze power and policies; (2) increase skills in exercising power effectively; and (3) helping students come to terms with the inherent dilemmas and choices involved in developing and exercising influence. Topics covered include: sources of power, dealing with resistance and obstacles; obtaining allies and supporters; maintaining power; preparing oneself to obtain power; diagnosing the political landscape; and the use of language and symbolism in exercising power.

MGMT 5563 Organizational Behavior and Development (3)
This course is designed to look at the evolutionary development of organizational theory and behavior at the micro and macro levels of analysis, and examines the relationship to economic, social, political and technological changes in society.

MGMT 5663 Sustainable Business Ventures (3)
This course focuses on environmentally sustainable business ventures. Students will explore issues associated with businesses that solve environmental challenges. Specifically, students will analyze the opportunities and threats that impact sustainability of these businesses.

COURSE DESCRIPTIONS FOR FOUNDATION COURSES

ACCT 5003 Foundations of Accounting (3)
This course introduces students to the basic principles and concepts of recording, summarizing, and reporting financial information. During the second half of the course, there is an emphasis on accounting issues related to partnerships, corporations, and manufacturing operations.

BADM 5000 Business Foundations (0)
This course is designed for non-business majors who are seeking to complete MBA foundation coursework via online modules.

BADM 5013 Foundations of Business Statistics (3)
This course focuses on the study of the statistical tools used to analyze business and economic problems. Topics include descriptive statistics, the concepts of probability, discrete probability distributions, and continuous probability distributions

ECON 5013 Foundations of Economics (3)

This course introduces students to the operation of the American economic system with a concise presentation of economic theory and policy with real world applications to problems of inflation, unemployment, poverty, discrimination, and globalization.

FINC 5013 Foundations of Finance

(3)

This course analyzes the activities involved in raising and administering funds used in business. The problems of planning for and financing recurring long- and short-term needs are stressed. Attention is also given to matters such as those associated with security, insurance, mergers, and financial reorganizations.

MGMT 5003 Foundations of Management

(3)

The principal focus of this course is to present the development of management theory chronologically, indicating the disciplines from which management theory emerged. Attention is placed on the key sub-disciplines of management theory: organizational behavior, human resource management, and management strategy. Essential concepts and research within these sub-disciplines are explored to provide a basis for practicing "evidence-based" management - management driven by the knowledge generated through cutting edge theory and research.

MKTG 5303 Foundations of Marketing

(3)

This course takes an integrated, analytical approach to both macro- and micro marketing problems. Primary concern is focused on micro marketing - that is, viewing one particular firm. This course fosters a broad understanding of marketing problems, which gives the student a foundation for more comprehensive references relative to marketing.

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Ivabella Walters, Assistant Professor, Accounting, and Finance Department; B.S., Claflin University; MBA, Webster University; D.B.A., Walden University

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