

BENEDICT COLLEGE GRADUATE CATALOGUE

2023–2024



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

#TheBESTofBC™

BENEDICT COLLEGE
1600 HARDEN STREET
COLUMBIA, SC 29204

www.benedict.edu

The cover for the 2023-2024 Benedict College Catalogue was designed by Ms. Gabrielle Montgomery, Creative Services Director, at Benedict College.

BENEDICT COLLEGE GRADUATE CATALOGUE

2023-2024



Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's 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.

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

DR. ROSLYN CLARK ARTIS
PRESIDENT AND CEO





Benedict College

MISSION

Benedict College is committed to providing transformative learning experiences characterized by high quality academic, co-curricular and extra-curricular programming, intentionally designed to develop superior cultural and professional competencies for a diverse student body.

VISION

Benedict College (BC) aspires to 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.

Benedict College is an institution where each student's experience in academic, residential, and co-curricular activities should be transformative, and customer-service focused. Benedict's faculty and staff work in a collaborative, transparent environment where data-based decisions are grounded by empathy and compassion.

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

Inclusivity, innovation in technology and enterprise, transformative educational experiences, 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 empower them to contribute to the sustainability and economic growth of the communities where they live, work, and play.

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 culturally competent professionals, that empowers all students to realize their highest potential.

CATALOGUE RIGHTS

This catalogue is effective May 1, 2023, 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 based on 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



TABLE OF CONTENTS

MISSION.....	5
VISION.....	5
CATALOGUE RIGHTS	6
ACADEMIC CALENDAR – 2023	8
INTRODUCTION.....	9
PRESIDENTS OF BENEDICT COLLEGE.....	11
ACCREDITATIONS.....	12
MEMBERSHIPS AND AFFILIATIONS	12
CAMPUS.....	12
ADMINISTRATION, FACULTY, AND STAFF.....	13
GRADUATE PROGRAM ADMISSIONS POLICY.....	14
OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS	18
STUDENT SERVICES AND PROGRAMS.....	22
ACADEMIC/STUDENT SERVICES UNITS	27
ACADEMIC POLICIES, PROCEDURES AND REGULATIONS.....	33
TYRONE ADAM BURROUGHS SCHOOL OF BUSINESS & ENTREPRENEURSHIP	50
MBA PROGRAM OF STUDY	52
COURSE DESCRIPTIONS - MBA CORE & REQUIRED COURSES.....	53
SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES	57
MSM PROGRAM OF STUDY.....	59
MSM COURSE DESCRIPTIONS	60
BENEDICT COLLEGE BOARD OF TRUSTEES 2022-2023.....	63
BENEDICT COLLEGE FULL-TIME GRADUATE FACULTY	65
INDEX.....	66

ACADEMIC CALENDAR – 2023
BENEDICT COLLEGE GRADUATE PROGRAMS

DATE	ACTIVITY
May 15	MBA & MSM Summer I Classes Begin
May 29	Memorial Day Holiday
June 16	MBA & MSM Summer I Classes End
June 21	MBA & MSM Summer II Classes Begin
June 26	Last Day to Register, Add Classes, and Complete Financial Clearance Last Day to Drop a Course without the WC Designation
July 4	Independence Day Holiday
July 15	Virtual Reading Day/Instructional Day for Students and Faculty
July 17	Last Day to Drop a Class and Receive the WC Designation Last Day to Officially Withdraw from the College
July 20	MBA & MSM Summer II Classes End
August 7	MBA & MSM Classes Begin
August 31	Fall Convocation
September 4	Labor Day Holiday
November 13	Last Day of Regular/Block Class

INTRODUCTION

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 celebrated 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.

There are more than 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."

Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's 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.

Five of the College's degree programs hold national accreditation: The School of Education, Social Work, Environmental Health Science, Studio 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, BA., 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., Pd.D.	1965-1967
Luns C. Richardson, A.B., M.A., Pd.D.	1972-1973
Betty S. Shearin, B.S.	1984-1985
Ruby W. Watts, B.A., M.A., Ph.D.	1993-1994
Ruby W. Watts, B.A., M.A., Ph.D.	2017-2017

ACCREDITATIONS

Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's 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 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 Benedict College Studio 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).

The Environmental Engineering program is accredited by the Accreditation Board for Engineering and Technology (ABET)

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, administrative and service, residential, athletics and student support, maintenance, a residential rental property filled and vacant lots.

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 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: Special Assistant for Planning and Institutional Effectiveness, 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; 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.

GRADUATE PROGRAM ADMISSIONS 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 Graduate Program 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).
- Score(s) on the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) - 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 Graduate Program 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 Graduate Program 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 Graduate Program Admissions Committee with the approval of the Graduate Program Director.

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

Additionally, a student must petition the Graduate Program Director for acceptance of a course that is more than 6 years old. The Graduate Program 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 appropriate school.

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 Graduate Program 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:

- A completed online graduate admission application
- A \$25 non-refundable application fee
- Statement of Interest
- Resume
- Two Letters of Recommendation
- Interview with Graduate Program Admissions Committee
- Score(s) on the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) - 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. See table below for admissions timelines for the Graduate Programs:

Application Deadlines

Priority admissions

Regular admissions

Late admissions

Dates

November 1st

January 1st

March 1st

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 2.5 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 have to 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 re-admission. Courses completed prior to the five-year date must be retaken.

Application Material Submission

Master of Business Administration

Application materials can be sent to MBAdmissions@benedict.edu or Office of Admissions and Recruitment, Attn: MBA Admissions, 1600 Harden Street, Columbia, SC 29204. Official transcripts can be sent to MBATranscripts@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.

Master of Sport Management

Application materials can be sent to MSMAdmissions@benedict.edu or Office of Admissions and Recruitment, Attn: MSM Admissions, 1600 Harden Street, Columbia, SC 29204. Official transcripts can be sent to MSMTranscripts@benedict.edu or Office of Admissions and Recruitment, Attn: MSM 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 within two weeks after all required credentials have been received for evaluation. 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 Program Admissions Committee: (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 and parents on the best way of financing their Education at Benedict. The College also maintains a Student Accounts Department that offers guidance on strategies or payment options to assist with financing a college education and loan repayment. Both offices welcome consultations with parents and students. They can be reached at 1-800-868-6598 or (803) 705-4418 / (803) 705-4547.

The Office of Financial Aid and Scholarships is in Bacoats Hall Office Hours
Monday, Wednesday & Thursday 1:00 PM – 4:00 PM
Tuesday & 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 [previewed 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. Although Army ROTC scholarships do not pay the cost of room and board, each scholarship recipient is awarded free room and board at Benedict College. Each scholarship recipient also receives a tax-exempt monthly stipend, over four years. Applicants must be U.S. citizens, in the upper 25 percent of their high school senior class, score at least 930 on the Scholastic Aptitude Test (SAT) of 19 on the (ACT), possess leadership potential and good moral character, and be willing to serve in the Army on Active Duty, in the Army Reserves, or in the National Guard. Students must maintain a 2.5 GPA to retain full-time status.

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:

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

BC RETAIL MARKETPLACE

The BC Retail Marketplace (formerly, the Campus Bookstore) is a collaboration between the Tyrone Adam Burroughs School of Business & Entrepreneurship, the BC Business Development Center, and the BC Women's Business Center. Visitors can purchase college paraphernalia or other merchandise from the vendors of the Small Business Retail Incubator located inside of the Marketplace at 2300 Haskell Avenue.



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 of 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 Dean of Students, Residential Life Coordinators, Residential Life Assistants, and a team of Residential Advisors.

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 online through the Tiger Portal, College website, 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 15th. For fall semester, housing applications should be filed before June 30th.

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 Dean of Students 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 damage that they cause to the College's property and will be required to pay for replacement or restoration costs. Residents who damage or vandalize housing facilities can expect disciplinary action. If damage occurs within a common area, and a staff member is unable to identify the individuals responsible for damages, all residents within that common area will be subject to damage charges. The Office of Residential Life is located on the 1st floor of Mather Hall and can be reached at (803) 705-4381.

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.

The Director of Counseling and Self-Development Services provides behavioral health treatment for students, including short-term psychotherapy, group counseling, and crisis intervention. We also provide extensive outreach to students. The Director assists students with not only the normative developmental issues that one might anticipate in a college counseling setting (i.e., intimate relationships, individuation, cultural adjustment, and identity development) but also with more serious or longstanding struggles (i.e., major depression, bipolar disorder, and psychosis). Our clients are diverse in terms of their sexual/affectional orientations, ethnicities, ages, genders, religions, socio-economic statuses, abilities, and cultural backgrounds. The Office of Counseling and Self-Development is located on the second floor of the Benedict College Student Health Center at 2315 Laurel Street and can be reached at (803) 705-4741.

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 Health Services is located at 2315 Laurel Street and can be reached at (803) 705-4719.

STUDENT ACTIVITIES

The Student Activities Department is responsible for planning and coordinating co-curricular 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 Student Activities Coordinators or an officer or adviser of the respective organization. For additional information, see the Student Activities Handbook. The Office of Student Activities is located at 1616 Oak Street 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 on the Benedict College website under the Campus Police page 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 2330 Laurel Street and can be reached at (803) 253-5400.

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 Campus Minister's position provides pastoral care to students and encourages spiritual and moral growth; plans and directs faith-based programs and activities; promotes the Baptist Colleges' vision and identity.

The department's greatest priority is to prepare Benedict College 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. The Religious Services Department is located in the Administration Building Suite 103 and can be reached at (803) 705-4373.

STUDENT SERVICES AND PROGRAMS

Sunday Worship

Services are held in Antisdel Chapel on Sundays at 11:00 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.

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.

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.

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.

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 based on 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 based on 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 based on gender. The Coordinator of Disability shall investigate all cases of alleged discrimination based on 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.
4. Provide campus telecommunications equipment and support.
5. Provide campus audio/visual equipment and support.
6. Provide user training, in coordination with the Human Resources Department for professional staff and faculty in coordination with the Chief Information Officer.
7. Provide all user upgrades to any supported operating system and software.
8. Partner with departments to ensure that all users have access to, are trained and are capable to navigate the standard College software suite (email, internet browser etc.).
9. 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.

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 fifteen intercollegiate sports teams. The male teams include basketball, football, volleyball, 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

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 studies and extending to coursework throughout their matriculation. Students should contact the SSC for wrap-around support to help them successfully navigate the college experience. The direct email address for the SSC is studentsuccess@benedict.edu or visit the [SSC website](#).

The SSC is in the lower level of the Learning Resources Center and managed by the Director of Student Retention. The SCC 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. *These services are only available to graduate students during the fall and spring semesters.*

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. Knack is an online tutoring program where students have access to a network of qualified and vetted peer tutors who are available to provide help with courses through one-on-one or group tutoring sessions. Sessions can take place via Knack's online classroom or on-campus at approved locations. The SSC sought to formalize tutoring efforts and implore the use of an online management tool and application such as Knack Tutoring. The use of this platform provides timely data via dashboard and analytics on frequency of visits based on courses, account creation, and completed tutoring sessions. *The availability of these services may be limited or unavailable for graduate students, especially during the summer sessions.*

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 are 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.

CAREER DEVELOPMENT SERVICES (CDS)

Benedict College's Career Development Services (CDS) recognizes it is no longer sufficient to provide just career skill - but students need to be ***career ready***. Our vision is to implement innovative programming and interactions that prepare 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.

We ask our students:

- Who are you?
- What are your strengths?
- What is your calling (passion) and how does it connect to our world?

We create:

- An atmosphere for interactions where student-employer networks can connect, experiment, and grow.
- Synergistic networks that consist of students, faculty, alumni, employers, businesses, organizations, and the community
- Partnerships create trust allowing the students to understand the organization's values, character, culture, and operations

Career Development Services employs dynamic programming to foster active student engagement in career development.

Our model provides:

- Provide many facets of student, alumni development services, and lifelong learning
- Provide a central repository for access to information and those resources (connections)
- Focus on interactions and relationship: networking with students, alumni, faculty, employers, service providers
- Provide quality experiential learning opportunities for each student
- Provide measurable objectives and understand what drives student outcomes
- 100% STUDENT engagement

Career Development Services include:

- Career assessments
- Resume development and critique
- Study abroad/away career services
- Badging and micro-credentials
- 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 (Handshake, First Hand, LinkedIn Learning, and Standout)
- Graduate school fairs
- Leadership and service trainings
- Employment, internships, and scholarship information
- Career workshops
- Employer & graduate school information sessions
- Employer recruiting & networking events
- Service-learning & civic engagement

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

BENEDICT COLLEGE VETERANS RESOURCE CENTER

The Benedict College Veterans Resource Center (VRC) serves as the primary office on campus to assist veterans, active-duty members, and their dependents in supporting their educational needs; assists with educational benefit requirements; and connects them to campus resources.

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.

Military Service Schools

Benedict College awards credit for military courses or training reflected on the Joint Services Transcript (JST). The transcript must be requested by the student to be sent directly to the Office of the Registrar. The student must be admitted, and the official transcript must be on file in the student's academic record before an evaluation is completed and course credit awarded. Transfer military hours are included in the Benedict College credit hours attempted and earned but not in calculation of the Benedict College GPA.

In order to be eligible for a full monthly allowance, a veteran must be registered for twelve (12) or more credit hours per regular semester or nine (9) semester credit hours for the summer. Those registered for less than 12 semester credit hours during the regular semester or less than nine (9) semester credit hours during the summer are eligible for part-time compensation. Veterans are responsible for reporting any changes in enrollment status or schedules to the Veterans Resource Center. All requests for verification by veterans must be submitted by the last day to add classes in any given semester or summer session.

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)
- Vocational Rehabilitation (Chapter 31)
- Post 9/11 GI Bill® (Chapter 33)
- Survivors and Dependents (Chapter 35)
- Selected Reserve Educational Assistance Program (Chapter 1606)

A student may apply for VA Benefits online at <https://www.va.gov/education/how-to-apply/> to determine eligibility. 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 of Veteran Affairs, veterans must submit a copy to the Veterans Resource Center to begin the certification process.

Benedict College requires all students who are eligible for military educational benefits to complete the following:

- Submit a Certificate of Eligibility
- Complete a VA-Profile Certifying Request Form <https://www.benedict.edu/veterans-resource-center/va-profile-certifying-request-form/> (**This form must be completed every semester.**)
- Benedict College will require additional payment or fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Specific information regarding each Veteran's program may be obtained from the Veterans Resource Center located inside the Benedict College Business Development Center at 2601 Read Street, Columbia, South Carolina 29204. The Director of the Benedict College Veterans Resource Center can be reached at (803) 705-3258.

Veterans' Affairs Standards of Academic Progress

Academic progress will be measured at the end of each semester. Failure by a student to maintain satisfactory academic progress (SAP) will result in that student being placed on academic probation for the following term. Failure by the student to maintain SAP during the probation term will result in academic suspension (termination of veteran's benefits) for one term. A student who failed to maintain SAP may present documentation of mitigating circumstances. The interruption will be reported to the Veterans Administration within 30 calendar days of the change in status using VA Form 22-1999b. (**See catalogue for SAP Policy**)

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.

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

Academic Load

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

Green to Gold Program

The Green to Gold Active-Duty Option Program is a two-year program that provides eligible, active-duty enlisted soldiers an opportunity to complete a baccalaureate degree or a two-year graduate degree and earn a commission as an Army Officer.

For assistance in the application process, click the [U.S. Army Green to Gold Active Duty Option Program Information Booklet](#). The booklet provides detailed information about the program. It also has a checklist that explains what information is required, sample documents, and waiver request that can help to submit a complete packet.

LEARNING RESOURCES CENTER

The Benjamin F. Payton Learning Resources Center (Library) provides adequate and appropriate library and information resources, services, and support for its mission and that of the College to fulfill its obligations to students, faculty, and staff to serve as a strong informational resource for the community in which it serves and 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 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 library is comprised of a technology-enhanced Mobile Multimedia Center and an Archives Center. The library is open 81 hours a week, including nights and weekends.

The Learning Resources Center book collection consists of more than 130,000 printed volumes with access to over 300,000 electronic books (eBooks). The library maintains 3,436 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 educational streaming videos through Kanopy and owns 2,650 physical media pieces. The library subscribes to both electronic and print scholarly journals, electronic databases, eBooks, online journals, and streaming educational videos. These resources are accessible electronically and are readily available to students, faculty, and staff, both on campus and remotely. The library's electronic resources can be accessed from any technology device with internet capability- 24 hours, 7 days a week. The currency of library collections as well as their formats are continuously evaluated by faculty and librarians through collection development policies.

The Benjamin F. Payton Learning Resources Center makes available a variety of technology-oriented and resource sharing services. Through the College's website and library's web page, students and faculty have access to the library staff; online catalog; electronic and online resources; reference, government, media, archival resources; reference, research, and online assistance; PASCAL's book delivery services; interlibrary loan; library policies and procedures, and other types of related services. The library's integrated library management system (ILMS), ExLibris (June 2020), allows students, faculty, and staff to search Primo, the library's online catalog. Books, journals, government publications, and media resources, in both electronic and print formats, are accessible from the library's online catalog, from campus or remotely. The ILMS also provides an interconnected platform for shared resources among 55 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 collective print resources.

The library's Computer Research Center (CRC) is located on the main level of the library. It serves as a computer lab for the students to access the library's electronic resources and services through the internet. The Mobile Multimedia Center (MMC), located on the library's court (ground) level, boasts a variety of media hardware and software that augments students, faculty, and staff needs for interactive tools and instruction. The Learning Resources Center receives system support from the Library Information Technology Manager as well as the College's Chief Information Officer and information technology staff.

The Benjamin F. Payton Learning Resources Center offers student-focused library services to include: 1) reference, 2) circulation, 3) research instruction, 4) computer access, 5) print, copy, and document scan, 6) media, 6) archival, 7) PASCAL Delivers book service, and 8) interlibrary loan (ILL). These services encompass reference and circulation services which are accessible from the centrally located information services desk on the main level of the library.

The library's Information Literacy Program is tailored to meet the needs of students and faculty through informal and formal library instruction. Formal library instruction programs place emphasis on research methodology and critical thinking, and the development of lifelong research skills for students. 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 invaluable collegial library partnerships. The library is also 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 also an active member of the Society for the American Archivist. The library adheres to the standards of the American Library Association.

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

COMPUTER FACILITIES

The Benedict College graduate students have 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 graduate programs at Benedict College.

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 has cleared the registration process, including being financially cleared by Student Accounts, and attends at least one class on his/her schedule.

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 6 hours during the summer term are considered a part-time student.

COURSE CHANGES

Students may add and drop courses within the time designated in the applicable Academic Calendar. 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 active class 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 Benedict 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 so that the appropriate academic actions can be completed. Documentation must be presented by the student and approved by the Office of Student Affairs 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 members within one week after they return to class. Faculty members are required to accept official college excuses for absences without penalty unless the student has been deemed excessively absent, as defined below. 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 course) by actively participating in class or otherwise engaging in an academically related activity. Examples of such activity include but are not limited to completing the attendance survey, 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 are 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 15th and logs out, without any further activity, the student did not attend the online class on that day and will not receive credit as being "present" for that class period. Attendance in all online courses will be based upon completion of activities and active participation, rather than merely signing in.

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, Canvas. Many course components, including the syllabi, resource materials, assignments, etc. will be posted in the learning management system (Canvas).

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 Canvas. Online courses are clearly designated in the master course schedule and are offered 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 department chair, and the school dean. A student may not earn academic credit for a course he/she has previously audited.

POLICIES AND PROCEDURES FOR CONSORTIA COURSES

Benedict College is a member of several collegiate consortia through which cross institutional enrollment in online courses is permitted up to six (6) semester credit hours per academic term. These courses are labeled "Consortium Courses" and are denoted for student enrollment purposes with "CC" in place of course section numbers. Each course requires approval from the Vice President of Academic Affairs, Director of Specialized Programming, deans, and department chairs based on their review of information such as course descriptions, course credit hours and level, syllabi, current or projected course availability at Benedict College, and faculty credentials.

Upon completion of each CC course, the registrar of the teaching institution submits the final grade in the CC portal. Benedict's Office of the Registrar and Student Records then posts the final grade on the student's Benedict College transcript. This practice makes it possible for: (1) Benedict College to apply financial aid to the cover the cost of the courses; (2) Students to improve GPAs by substituting consortium course grades for Ds, Fs, or Ws; and (3) Full-time students to count the courses towards degree progression.

Previously posted final grades will remain on the Benedict transcript, however, the CC grades will be counted in the Benedict College GPA and the credits hours will also be counted in the "attempted" and "earned" categories for Satisfactory Academic Progress calculations. CC courses are not considered transient or transfer courses.

Benedict College will not intervene in grade disputes in cases where a Benedict student is

dissatisfied with the final grade issued by the teaching institution. Additionally, students are responsible for adhering to course participation and policies of the teaching institution, which includes logging in on the course start date, submitting assignments, securing textbooks and learning materials, and following through on all required actions as stated on the syllabus and by the teaching institution.

Course drop dates are determined by the teaching institution, and Benedict College students must adhere to these dates accordingly. Benedict College will not intervene in disputes regarding course drops, withdrawals, and/or refunds in cases where the student did not correspond with the teaching institution per the deadlines for each CC course.

Consortia Course Enrollment Eligibility

Students must:

1. Be enrolled full-time at Benedict College during the academic term in which they are seeking to take a CC course (CC courses will be included in determination of full-time status);
2. Be in good academic standing. Students who are on academic probation are NOT eligible to enroll in CC courses;
3. Be financially cleared at Benedict College in the academic term in which the student seeks to enroll in CC courses; and
4. Graduate students may complete no more than 15 CC semester credit hours in their program of study.

CC Enrollment Actions

Students must request CC enrollment actions (add, drop, withdraw) through the Director of Specialized Programming or their graduate program director or dean.

Communication to Students about Course Requests

After a CC course request is submitted on behalf of the student, the Teaching Institution will send one of two e-mail communications to the student's school email address:

1. **Denied**, which requires the staff to find another course for the student
2. **Approved**, which gives the student key information about the course start date etc.

Billing Students

Students pay their Home Institution's tuition rate per credit hour for the CC course; financial aid may be applied to cover CC course cost.

Students who exceed full-time enrollment due to the addition of CC courses will be charged overload tuition and fee rates per the published Benedict College tuition and fee schedule.

Students are responsible for all learning material costs, including textbooks, as determined by the teaching institution. Textbooks for CC courses are **not** included in the Benedict College tuition and fees.

Transcribing Courses

Benedict College will use a "CC" section designation and a course number that is the same as the equivalent Benedict course. Course numbers may vary from the strict Home Institution equivalent, but in all cases approved CC Courses have been determined to promote equivalent learning outcomes.

GRADING SYSTEM

Benedict College graduate programs use 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
CR	Credit		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 an 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.

1. The adjudication of claims of plagiarism begins with the faculty member, who allows the student(s) suspected of engaging in academic dishonesty the opportunity to explain/defend his or her work. The faculty member can allow the student to resubmit their work or assign a letter grade of F for the assignment.
2. If the accused student(s) believe they have been wrongly accused, they may request a review by the program director. The program director will review the evidence and hear the responses of both the accused student(s) and the accusing faculty member. If the accused student(s) disagrees with the judgment of the program director, then the student(s) may request a review by the Dean.
3. The Dean will review the evidence and supply a judgment. If the accused student(s) disagrees with the judgment, then the student(s) may request review by the Vice-President of Academic Affairs.
4. After reviewing the evidence, the recommendations by the Vice-President of Academic Affairs will be taken. These recommendations might include: a) Written reprimand by the faculty member with a letter grade of F for the assignment. b) The assignment of a letter grade of F for the course if the document where the breach of academic dishonesty was a major requirement for the completion of the course. c) Major violations of this policy may lead to suspension from the College.
5. The accused student(s) may request a review by the President. The decision by the President is final.

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 to 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 documented illness, excused absences, or other legitimate reasons prevent the student from completing the course. Incompletes are normally only considered for students who have completed at least 60% of the course requirements. 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 Incomplete Designation Form which lists all the requirements that the student must complete in order to remove the "I" designation by the dates designated in the prevailing academic calendar, except for prospective graduating seniors, which are subject to modification according to circumstances. An Incomplete that is not adjusted during the 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 submitted by the faculty member and approved by the graduate program director and the dean. 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 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.

Prospective graduating seniors who remove incompletes after the official date of graduation for a specified semester will be considered a graduate of the next applicable academic enrollment term.

REPEATED COURSES

It is the policy of the College that a grade will not be removed from a student's record for repeated courses. In instances where a course is repeated to achieve a higher grade, the lower of the two grades is forgiven (i.e., excluded from qualitative (GPA) calculations); however, both instances are included in the quantitative calculations (credit hours attempted). Please note the following:

- Unless approved through a consortia agreement, a student may not repeat a course at another institution to remove a grade of "D" and "F" that was earned at Benedict College.
- Financial Aid may not be used to pay for a repeated course in which a grade of "C" or higher has already been achieved.
- Course credit hours may only be counted once toward graduation.

REPEATING D or F COURSES

Any course in which a student receives a grade of “D” or “F” must be repeated and the student must obtain at least a grade of “C”. 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.

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

The Office of the Registrar has partnered with Parchment to allow for transcripts to be conveniently ordered 24 hours, 7 days a week. Please visit www.parchment.com www.benedict.edu/registrar to order. Transcripts are only issued to current and former students who do not have outstanding financial balances with the College. Any outstanding balances must be cleared through the Office of Student Accounts prior to issuance of transcripts. Transcripts are processed within 3-5 business days from the receipt of the request. Time to process legacy transcripts, peak times and holidays may affect this schedule.

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 graduate program director and school dean.

QUALITY POINTS

Quality points determine rank in class 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 2.5.

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 from 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 towards hours attempted but do not count towards the calculation of the student's GPA.

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. A student is officially enrolled at Benedict College when he/she is financially cleared by Student Accounts and attends at least one class on his/her schedule.

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 withdraw from 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 withdraw or be administratively withdrawn from any courses in which they remain enrolled (Block II). A student may not request withdrawal from a completed course in which a grade has already posted on the transcript all posted grades will remain on the official record. Notably:

- Students may not request withdrawal from a Block I course once the Block I semester has ended.
- Students may not request complete withdrawal from the college if grades have been earned in Block I courses.

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 2.5 grade point average.

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

During the graduate program, candidates may earn or transfer in up to 9 semester credit hours at another institution.

A candidate 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 Graduate Program Director and Vice President for Academic Affairs.

GRADE POINT AVERAGE REQUIRED FOR GRADUATION

Graduate students must have a Cumulative Grade Point Average of at least 2.5 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 after the specific incident occurred.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES

Satisfactory Academic Progress is assessed at the end of each academic semester (including summer terms) for all enrolled students – both Undergraduate and Graduate, Full- and Part-Time, and regardless of payment method or funding source.

QUALITATIVE SAP STANDARD

To demonstrate Satisfactory Academic Progress, a graduate student must earn a minimum cumulative grade point average of 2.5. All local hours applicable toward completion of current and active degree programs will be counted in this calculation.

Minimum Cumulative GPA = 2.5

QUANTITATIVE SAP STANDARD

In addition to maintaining the GPA standard listed above, all students must have successfully completed 2/3 (66.6%) of the cumulative credit hours they have attempted. All local or transfer hours applied toward completion of current and active degree programs will be counted in this calculation.

Cumulative Earned Hours /Cumulative Attempted Hours = .666 or higher

ACADEMIC STATUS DEFINITIONS

MEETING STANDARDS (M)

Students must meet both the qualitative (GPA) and quantitative (credit hours or pace) standards listed above to be considered in good academic standing. Students who meet both standards will be designated as *Meeting Standards (M)*.

ACADEMIC SANCTIONS RESULTING FROM FAILURE TO MEET SAP STANDARDS

Graduate students who fail to meet either the qualitative or quantitative standard will be subject to the following academic sanctions.

ACADEMIC PROBATION (P)

The first time that a graduate student fails to meet either the qualitative or quantitative standard, he/she will be placed on *Academic Probation (P)* for the following enrollment period. The student will have one enrollment period to reach the required SAP standards. Students on *P-Academic Probation (P)* may enroll in Benedict courses subject to any academic and co-curricular restrictions outlined by the academic program. If a student is not enrolled in the enrollment period immediately following their placement on probation, the one (1)-term probationary period will begin when the student returns to the college.

Note: Students on *Academic Probation (P)* will also be placed on *Financial Aid Warning*. During the period of *Academic Probation/Financial Aid Warning*, the student remains eligible to receive federal financial aid.

- If the cumulative SAP standards are met by the end of the P-probationary term, the student will return to *Meeting Standards (M)*. (Students who are *Meeting Standards* are eligible to receive federal financial aid.)
- Students who fail to meet the cumulative SAP standards by the end of the probationary term will be placed on *Academic Suspension (S)*. (Students on *Academic Suspension* will also be placed on *Financial Aid Suspension* and are not eligible to receive federal financial aid.)

ACADEMIC SUSPENSION (S)

A graduate student who was on *Academic Probation (P)* and fails to meet the cumulative SAP standards during their probationary term will be placed on *Academic Suspension (S)*.

Note: Students placed on *Academic Suspension (S)* will also be placed on *Financial Aid Suspension* and are not eligible to receive federal financial aid.

- *Academic Suspension* will be applied for at least one enrollment period (Fall, Spring, Summer I, or Summer II). During the period of *Academic Suspension*, the student is ineligible to enroll in Benedict classes.
- Students who can demonstrate that extenuating circumstances led to their academic difficulties may appeal to the program's graduate faculty council for immediate return to the college; however, in most situations, students are required to sit out for at least one enrollment period.
- Suspended students who serve their term of suspension will be required to apply for readmission to the graduate program; readmission is not guaranteed. The program's graduate faculty council will determine readmission decisions and may provide binding stipulations for re-entry.
- Re-entering students who desire to be re-considered for federal financial aid programs must also appeal to the college-wide SAP Appeals Committee. Title IV aid eligibility can only be restored by the SAP Committee. (Note: A student may be re-admitted by the graduate faculty council but may be deemed ineligible by the SAP Appeals Committee to receive federal financial aid.)
- Students approved for re-entry by the graduate faculty council who do not complete a successful SAP Committee appeal may return under the status of *Continued Graduate Probation (CG)*. Readmitted graduate students who successfully appeal for financial aid reinstatement will return under the status of *Appeal-Approved Academic Probation (A2)*.

- Academic Suspension may only be applied once in a graduate student's career. Subsequent failure by a probationary student to maintain cumulative SAP standards will result in dismissal.

ACADEMIC SANCTIONS FOR READMITTED STUDENTS:

The following academic status designations apply only to students who have been re-admitted after suspension: Continued Graduate Probation (CG), Appeal-Approved Academic Probation (A2), Meeting Standards After Readmission (MG), and Probation After Readmission (PG). Re-Admitted students must meet the terms of this SAP policy and any assigned academic plans in each enrollment period to remain eligible for continued enrollment.

CONTINUED GRADUATE PROBATION (CG)

A suspended graduate student who is approved by the graduate faculty council for readmission to their graduate program but who declines to appeal for financial aid reinstatement or is denied by the SAP Appeal Committee may be allowed to enroll with a status of *Continued Graduate Probation (CG)*. Students on *Continued Graduate Probation (CG)* may enroll in Benedict courses but are ineligible to receive Title IV federal aid.

Note: Students placed on *Continued Graduation Probation* will remain on *Financial Aid Suspension* and are not eligible to receive federal financial aid.

- If the cumulative SAP standards are met by the end of the CG-Probationary term, the student will be re-classified as *Meeting Standards after Readmission (MG)*. (Students with MG classifications are eligible to receive federal financial aid.)
- Students who fail to meet the cumulative SAP standards by the end of the CG-Probationary term but successfully meet the term requirements outlined in their academic plan will remain on *CG-Academic Probation*. (CG Students remain ineligible to receive federal financial aid.)
- Students who fail to meet the cumulative SAP standards by the end of the CG-Probationary term and who fail to meet the term requirements outlined in their academic plan will be placed on *Academic Dismissal*.

APPEAL-APPROVED ACADEMIC PROBATION (A2)

A suspended graduate student who is approved by both the graduate faculty council for readmission to their graduate program and the SAP Appeal Committee for Title IV financial aid reinstatement may be allowed to enroll with a status of *Appeal-Approved Academic Probation (A2)*. Students on *A2 Probation* may enroll in Benedict courses and are eligible to receive Title IV federal aid.

Note: Students placed on Appeal-Approved Academic Probation (A2) are eligible to receive federal financial aid.

- If the cumulative SAP standards are met by the end of the A2-Probationary term, the student will be re-classified as *MG – Meeting Standards after Readmission*. (Students who are classified as MG are eligible to receive federal financial aid.)
- Students who fail to meet the cumulative SAP standards by the end of the A2-Probationary term but successfully meet the term requirements outlined in their academic plan will remain on *A2 Appeal –Approved Academic Probation*. (A2 Students are eligible to receive federal financial aid.)

- Students who fail to meet the cumulative SAP standards by the end of the A2-Probationary term and who fail to meet the term requirements outlined in their academic plan will be placed on *Academic Dismissal (D)*.

MEETING STANDARDS AFTER READMISSION (MG)

A CG- or A2-student who subsequently returns to meeting both the qualitative and quantitative standards will be re-classified as *Meeting Standards after Readmission (MG)*.

Note: Students designated as Meeting Standards after Readmission (MG) are eligible to receive federal financial aid.

- If the cumulative SAP standards are met by the end of the MG term, the student will remain classified *Meeting Standards after Readmission (MG)*.
- If the cumulative SAP standards are not met by the end of the MG term, the student will be classified *Probation after Readmission (PG)*.

PROBATION AFTER READMISSION (PG)

An MG- student who again fails to meet both the qualitative and quantitative standards will be re-classified as *Probation after Readmission (PG)*.

Note: Students on Probation after Readmission (PG) will also be placed on Financial Aid Warning but will remain eligible to receive federal financial aid.

- If the cumulative SAP standards are met by the end of the PG term, the student will be reclassified as *Meeting Standards after Readmission (MG)*.
- If the cumulative SAP standards are not met by the end of the PG term, the student will be placed on *Academic Dismissal (D)*.

ACADEMIC DISMISSAL (D)

A student classified as *Continued Graduate Probation (CG)*, *Appeal-Approved Academic Probation (A2)*, or *Probation after Readmission (PG)* who fails to meet either the cumulative SAP standards or their assigned academic plan standards during their probationary term will progress to *Academic Dismissal*. Dismissed students are ineligible to continue in the current graduate program.

- While approvals are rare, students who can demonstrate that extreme extenuating circumstances led to their academic difficulties may appeal to the graduate faculty council and SAP Appeals Committee for return to the college. The appeal must be submitted within one calendar year of the *Dismissal* action. Students are limited to one (1) dismissal appeal in their graduate career.

SPECIAL CONSIDERATIONS

Transferred Credits:

Only those credits that are accepted and applied toward the student's current, active academic degree program(s) will be considered in SAP computations.

Withdrawals:

Withdrawals are not included in the qualitative calculations. However, withdrawals from any course applicable to the student's current and active academic degree program(s) will be considered in the quantitative computations.

Incompletes:

Incomplete grades are not included in the qualitative calculations. However, credit hours for Incomplete courses are counted as hours attempted but not earned in quantitative

computations. Probationary students are urged to satisfy course requirements and have incompletes removed as quickly as possible to remove the negative impact upon their academic record. SAP computations are conducted only at the end of each enrollment period, therefore, the effect of removing an incomplete will not be factored into the student's academic status until SAP is recalculated at the end of the subsequent enrollment period.

Repeated Courses:

Only grades of C or better may be counted toward the graduate degree. All grades of D or F must be repeated and can only be completed at Benedict College. The lower of the two grades will be excluded from the qualitative calculations; however, both instances are included in the quantitative calculation. A course may be repeated only once to achieve a higher grade; therefore, failure to achieve a grade of C or better on the re-take of any required course will result in dismissal from the current graduate program.

Academic Program Changes (Change of Major or Minor):

Only those credits that are applicable toward the student's current, active academic degree program(s) will be considered in SAP quantitative and/or qualitative computations.

ADDITIONAL CONSIDERATIONS

Notification of Academic Sanctions:

Notifications of Academic Sanctions, Timelines for Academic Appeals, and Appeal Decisions will be communicated to students in writing via their official Benedict email address. Notifications are normally provided within two weeks of the close of each semester. Students receiving suspension or dismissal sanctions will automatically be removed from any pre-registered course enrollments.

Academic Work Completed While on Academic Suspension or Dismissal:

While the college encourages students on suspension and dismissal to take steps to improve their academic performance, the college will not accept transfer credits for courses taken at another institution during the period that a student is on academic suspension or dismissal.

READMISSION AFTER ACADEMIC SUSPENSION OR ACADEMIC DISMISSAL

Graduate readmission decisions are administered by the graduate faculty council of the applicable program. The privilege of requesting readmission does not imply an obligation on the part of the College to grant the request. The College reserves the right to deny readmission on the merits of the individual case or, if students are readmitted, to indicate the conditions under which they are to be readmitted.

Applicants for readmission who have attended another institution while on *Academic Suspension* or *Academic Dismissal* from Benedict College must submit official transcripts of such work to the Office of Admissions and Recruitment before readmission consideration will be granted. However, the College will not apply these transfer credits toward a Benedict degree program. In addition, the maximum time frame guidelines will be applied to these students.

If readmitted, the student will be required to complete an academic plan during registration. The academic plan will outline the academic and activity requirements/restrictions to be applied during the ensuing semester or (semesters) in order to maintain academic eligibility.

THE APPEALS PROCESS

Students subject to academic sanctions have the right to appeal. The official letter of academic action is sent from the Office of the Registrar and will inform students of their right to appeal the impending sanction during a time period that allows a decision to be made for the applicable enrollment period.

Appeals are considered by the college-wide SAP Appeals Committee, composed of representatives from Academic Affairs, Financial Aid, the Office of the Registrar, and the Office of Admissions and Recruitment. The Committee is charged by the College to determine financial aid eligibility for graduate appeals.

APPEAL CATEGORIES

1. Those requesting immediate readmission without serving the Suspension

These appeals require proof of extenuating circumstances that significantly impacted the student's academic performance and demonstration that the situation has been resolved.

2. Those who have served their Suspension or Dismissal who are seeking reinstatement of financial aid eligibility

Removal or completion of an academic sanction does not signal the removal of *Financial Aid Suspension*. Students who have received a *Financial Aid Suspension* must appeal to the SAP Appeals Committee to determine financial aid eligibility. Reinstatement of financial aid requires proof of extenuating circumstances that directly affected the student's academic performance.

SUBMISSION OF APPEALS

Appeals may be submitted online via the Tiger Portal, emailed to SAP.committee@benedict.edu, or mailed to the Vice President for Academic Affairs at 1600 Harden Street, Columbia, SC 29204 by the date stipulated in the student's official letter of academic action.

Written appeals must include:

1. a clear explanation of any extenuating circumstances that contributed to the student's academic difficulties during the period in which the student failed to meet SAP standards e.g., hospitalization or extended severe illness; death of an immediate family member; eviction or housing insecurity, etc.);
2. objective documentation to support and confirm information stated in the appeal (e.g., hospital discharge paperwork showing the dates of hospitalization; funeral programs or obituaries; eviction notice or cancellation of rental agreement, etc.);
3. an explanation of how the student will perform better if readmitted and description of what has changed in the student's situation that will allow them to demonstrate that they are making satisfactory academic progress at the next evaluation.

APPEAL DECISIONS

Students will be notified in writing of the committee's decision via an email to their official Benedict College email address.

SAP Appeals Committee decisions are considered final and may only be challenged on the basis that the appeals process was flawed. Students may request an administrative review of the Committee's decision by providing evidence that all their documentation was not considered or that the process was otherwise flawed. All requests must be made in writing within 72 hours of receipt of the committee's decision. Such requests for administrative review must be submitted via email to SAP.Committee@Benedict.edu.

Requests for review of academic sanctions must be submitted to the Office of the Vice President for Academic Affairs 1600 Harden Street, Columbia, SC 29204 or emailed to Academic.Affairs@Benedict.edu

STUDENT GRIEVANCE POLICY (ACADEMIC)

Whenever a student has a complaint or grievance against a faculty or academic staff member, the first attempt should be to settle the matter through a conference with the involved faculty or academic staff member. If the matter cannot be adjusted amicably through a student-faculty or academic staff member conference, the student should present the grievance to either the Graduate Program Director or the Dean of the School.

The Graduate Program Director or Dean of the School will attempt to mediate the complaint between the student and the faculty or academic staff member. A written report shall be maintained of all conferences conducted and the decision reached on the merit of each complaint. The report shall contain the student's statement of the complaint and the date(s) action was taken.

If the student or the faculty or academic staff member is dissatisfied with the action taken by the Graduate Program Director or the Dean of the School, the matter may be appealed to the Graduate Program Special Committee. In such case, a written report of previous conferences will be presented to the Graduate Program Special Committee and the student should complete the Written Complaint and Resolution Form.

Student complaints will usually embrace matters such as those set out below. However, matters not appearing on this list may be considered if violations of students' rights allegedly are involved:

1. Scheduling Problem
2. Conflict with Faculty or Academic Staff Member
3. Disagreement with Assessment by Faculty Member (Grades)
4. Discrimination (i.e., race, gender, disability, etc.)
5. Improper Classroom Management
6. General Academic Concern
 - a. Family Issues
 - b. Medical Issues

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 based on 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 based on 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 based on gender. The Coordinator of Disability shall investigate all cases of alleged discrimination based on physical or mental disability.

ACADEMIC REQUIREMENTS GENERAL REQUIREMENTS FOR DEGREES

Two graduate degrees are offered by Benedict College: the Master of Business Administration (MBA) and the Master of Sport Management (MSM).

Requirements for the two graduate degrees include at least 36 earned semester credit hours which must include 30 prescribed semester credit hours of the respective Graduate Program Curriculum plus 6 semester credit hours in one of the major subject areas offered by the College.

The Graduate Programs are 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 seven (7) 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 as approved by the graduate program director and the dean. 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. Students submitting graduation applications after the published deadline must pay a late fee.

ACADEMIC HONORS

HONOR SOCIETY

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 SACSCOC liaison and the Associate Vice President for Research. Additionally, deans are the principal administrators in the four degree-granting schools. The academic structure is given below:

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 & SACSCOC
Liaison Dean, School of Communications, Arts, and Social Sciences
Dean, School of Science and Engineering
Dean, Tyrone Adam Burroughs School of Business and Entrepreneurship
Director of the MBA Program
Dean, School of Education, Health, and Human Services
Director of the MSM Program
Registrar and Director of Student Records
Director of the Honors Program
Director of Extended Learning Services
Director of the Veterans Resource Center
Director of the Library
Director of the Career Development Services
Director of the Center for Teaching and Learning
Director of the Student Success Center
Director of Specialized Programming
Director of Accessibility Services
Officer-in-Charge, Military Science Program

School of Communications, Arts, and Social Sciences

Communication and Arts Department
Criminal Justice Administration and Social Sciences Department

School of Science and Engineering

Biology, Chemistry, and Environmental Health Science Department
Computer Science, Physics, and Engineering Department

Tyrone Adam Burroughs School of Business and Entrepreneurship

Business Administration Department
Accounting and Finance Department
Master of Business Administration Graduate Program

School of Education, Health, and Human Services

Psychology and Educational Studies Department
Health and Sport Management Department
Social Work Department
Master of Sport Management Graduate Program

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.

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 in the concentration.

The MBA program offers one (1) concentration to students: General Business. 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.

Goals of the Program

Program graduates will be potential business executives, entrepreneurs, and business leaders. They must 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 below.

Students will 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.

MBA PROGRAM 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 General Business Concentration Electives)

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
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 & REQUIRED COURSES

ACCT 5103 Managerial Accounting | 3 SCH

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 SCH

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 SCH

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.

BADM 5193 MBA Capstone | 3 SCH

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 5143 Managerial Economic Analysis | 3 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 ELECTIVES

ACCT 5423 Advanced Financial Accounting | 3 SCH

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 5133 Executive Communication Skills | 3 SCH

Students will develop communication skills through assigned class leadership roles, relevant readings and videos, and class assignments. The format of the course will follow a business meeting format. Written and verbal skills will be emphasized. Development and delivery of effective virtual and in-person presentations will be included.

BADM 5153 Community Impact Project | 3 SCH

Students engage in a group consulting project for a nonprofit, public organization, or select social enterprise.

ECON 5153 Economics of Business Decisions | 3 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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.

MGMT 5103 Quantitative Aspects of Management | 3 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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 SCH

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.

SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES

Department of Health and Sport Management

School Mission

The mission of the Health and Sport Management Department is to prepare students for careers in health, athletics, and sport industries to serve as administrators, managers, and innovators. Through the undergraduate and graduate degree programs, our students develop knowledge and skills that promote inclusive and transformative experiences incorporating innovative technologies for a global world.

Master in Sport Management (MSM)

Program Description

The MSM Graduate Program at Benedict College is designed to meet the needs of individuals that are interested in starting or furthering their existing career path or who would like to enhance their career opportunities. Candidates for the degree will be expected to complete a minimum of 36 semester credit hours. Twelve (12) of the 36 hours will constitute the MSM Core. The MSM Core is required of all candidates, along with 18 credit hours in the concentration.

The MSM program affords one concentration to students: Sport Administration. A regular matriculating full-time candidate should be able to complete the degree in about one year of course passing study. Part-time candidates will likely require more than one year to complete the degree.

The Sport Administration concentration is designed to prepare candidates to work in a global sporting environment. Graduates of this program are expected to be able to think critically, communicate effectively, and employ leadership qualities to solve complex issues in a diverse world. Additionally, they are expected to possess technical skills, analytical skills, business savvy, and have a broad understanding of the core business functions. Candidates in the Sport Administration program will be exposed to courses in management, law, marketing, financing and sales, and identify the influence of Black culture in sport management.

Goals of the Program

Program graduates will be potential sport management executives and administrators, sport sales and marketing professionals, sport business educators, and professionals at varying sport levels (i.e., K-20, club sport, Olympic sport, professional sport) across diverse geographies (i.e., local, regional, national, international). The program learning outcomes (PLOs) are listed here:

Program Learning Outcomes (PLOs)

- Provide student-centered educational experience that emphasizes practical applications for successful post-graduate placement
- Foster a culture of diversity, equity and inclusion through enrollment and retention of students and faculty from underrepresented groups

Based on these MSM PLOs, the student learning outcomes (SLOs) are listed here. Candidates must be able to:

Student Learning Outcomes (SLOs)

- Students will evaluate diverse issues within sport administration from historical, social, and economical perspectives.
- Students will demonstrate effective communication skills that are grounded in critical analysis.
- Students will develop best practices in management and administration for careers in the sport industry.
- Students will engage in scholarly activities to contribute to the current knowledge base

within the discipline and industry.

Comprehensive Examinations

MSM at Benedict College will complete one comprehensive examination. Graduating candidates will complete a comprehensive examination in the last two weeks of their final semester. The results of this examination will be used to assess the level of learning in the MSM program.

Residency Requirements

All candidates are required to complete a minimum of 27 semester credit hours in residence in the Benedict College Masters of Sport Management Program.

MSM PROGRAM OF STUDY

MSM Core Requirements

*All students must complete the following **12 credit hours** of core requirements*

Course Name	Credit Hours
Introduction to Graduate Studies	0
Professional Development in Sport	3
Research Methods in Sport Management	3
Strategic Management for Sport Organizations	3
Sport Management and the Black Culture	3

Sport Administration Concentration

*All students must complete the following **18 credit hours** of core requirements*

Course Name	Credit Hours
Issues in Sport Law	3
Marketing in Sport	3
Practicum	3
Internship	3
Sport Financing, Sales, & Revenue Generation	3
Diversity & Ethics in Sport	3
Comprehensive Examination	0

Electives

*Students may choose **6 credit hours** (2 courses) of the presented elective courses*

Course Name	Credit Hours
Sport and the Media	3
Athletic Administration	3
Facility Management in Sport	3
Governance & Global Sport Management	3
Esports & Gaming Management	3
Sport Psychology	3

MSM COURSE DESCRIPTIONS- Sport Management Core Courses

Introduction to Graduate Studies | 3 SCH

This course serves as an introductory knowledge base to graduate studies at Benedict College. Candidates will engage in identifying best practices for graduate studies success in sport management to include but not limited to study skills, conference attendance, and career networking.

Professional Development in Sport | 3 SCH

This course serves to promote leadership knowledge. Teachings will provide historic and contemporary research regarding the skills and best professional leadership practices (i.e., diversity, equity, and inclusion; ethics; global sport; use of technology) to support the development of practitioners, managers, and leaders in a range of sporting environments to include but not limited to recreation sport, interscholastic sport, intercollegiate sport, professional sport, Olympic sport, and Esports.

Research Methods in Sport Management | 3 SCH

The research methods course will promote knowledge and identify best practices in designing, implementing, analyzing, assessing and writing-up research. The course will support qualitative and quantitative research methodologies in sport management and sport-related business organizations.

Strategic Management for Sport Organizations | 3 SCH

This course will discuss management and its relationship with sport while providing an overview of issues and contemporary concepts that include but are not limited to strategy, decision making, organizational design, human resource management, leadership, facility management, and sport media technologies.

Sport Management and the Black Culture | 3 SH

This course will center the experiences of Black/African American individuals' participation, leadership, and influence in sport and athletics. Candidates' ability to identify, compare and contrast, and explain the significance of Blacks historic and contemporary sport experiences is of value as future practitioners, managers, and leaders.

Course Descriptions - Sport Management Concentration

Issues in Sport Law | 3 SCH

This course will outline the range of law categories that are aligned with the management of sport. Providing a comprehensive overview of the historical and contemporary contexts that influenced the United States legal system, candidates will examine litigation best practices and legal resources inclusive of risk management, employment law, gender equity, and constitutional law. Discussion on the effects in sporting spaces and organization's economic budgets will be addressed.

Marketing in Sport | 3 SCH

The course will link the theory and practice of sport marketing and prepare candidates on the role of the sport consumer and how their experiences are influenced by strategic marketing, market research, target marketing, media promotions, sales & ticketing, and legislation and rise of emerging technologies.

Practicum | 3 SCH

The practicum course is designed to support the professionalization (i.e., theory analysis to practical application) of candidates within a department approved sport-related organization. Candidates will complete 120 hours or more of professional supervised fieldwork experiences for 8 weeks in which they will identify and complete assignment(s) with a topical or issue driven focus.

Internship | 3 SCH

This internship course is designed to support the professionalization (hard, soft, and technical skills) of candidates within a department approved sport-related organization. Candidates will complete 120 hours or more of professional supervised fieldwork experience for 8 weeks in which they will obtain guidance and mentorship, management and leadership experiences, and build career networks.

Sport Financing, Sales, & Revenue Generation | 3 SCH

This course provides knowledge and an applied approach to sport financing, sport sales, and revenue generation. Assignments will prepare candidates through discussion of contemporary finance issues, best practice sales strategies and revenue generation to support organizations' economic budgeting.

Diversity & Ethics in Sport | 3 SCH

This course connects the concepts of diversity and ethics in the sporting environment. Candidates will discuss, analyze, and assess how issues of diversity, equity, and inclusion and ethical practices affect historically marginalized groups as well as participation, leadership, policies and practices within sporting environments.

Comprehensive Examination | 0 SCH

This course serves as a program culminating, or comprehensive, examination for candidates in the Master's degree in sport management. Candidates will receive written/oral/project-based questions to demonstrate summative knowledge, critical thinking, and the ability to provide practical based strategies to address issues of diversity and ethics, marketing, sales and revenue, legislation, history, leadership, marketing, and management of sporting environments.

Course Description - Sport Management Electives (Choose 2 courses = 6 SCH)**Sport and the Media | 3 SCH**

This course promotes the knowledge and interpretation of media and communication best practice management in the sporting and athletics environment. Candidates will be able to examine, review and manage issues addressing contemporary media landscapes, global industries, broadcasting rights and revenue, journalists and media relations practitioners, media relations and interactions, social media, and crises, scandals, & image with individuals and organizations.

Athletic Administration | 3 SCH

This course promotes administrative best practices and management within intercollegiate athletic environments. Candidates will examine and discuss: historic and contemporary issues of intercollegiate athletics; governing bodies; the role of compliance and legislation; development, sponsorship & alumni relations; facility and event management as well as the range of academic, social, and health and wellness experiences of college athletes.

Facility Management in Sport | 3SCH

This course examines facility management and operations applicable across a range of sporting environments like K-20 facilities, sport stadiums, parks and recreation, hotels and resorts, and religious structures for diverse individuals and groups. Candidates will identify and discuss issues that include but are not limited to: sport facility financing; project management; leadership and human resources; customer experiences; security, risk, & threat assessment; and event analytics and sustainability.

Governance & Global Sport Management | 3 SCH

This course examines sport event management in global environments. Candidates will discuss contemporary issues, cultural influence, and best practices in resource management, organizational change, marketing and promotion, legislation, governance, and research and evaluation protocols in diverse environments.

Esports & Gaming Management | 3 SCH

The course explores the rise of the Esports industry and its influence on global business. Candidates will examine the issues and culture of Esports to include but not limited to education, governance, sponsorship, venues and event management, finance and budget, legislation and liability, player management and leadership, and stakeholders and future interests.

Sport Psychology | 3 SCH

This course is designed to promote the knowledge development, management and application of sport practitioners. Candidates will discuss psychological theory, research and their contribution to the athlete-coach relationship, communication, sport performance, motivation, team cohesion, diversity and culture, leadership, and present and future careers and organizational structures.

BENEDICT COLLEGE BOARD OF TRUSTEES 2022-2023

Attorney Stephen K. Benjamin
Columbia, SC 29201

Mr. G. Tyrone Bonds, Vice Chairman
Gurnee, IL 60031

Mr. Anthony T. Burroughs
Senior Vice President, Business Continuity Mgr. Corp.
Bank of America
Waxhaw, NC 28173

Dr. Tyrone A. Burroughs
President and CEO
First Choice Sales and Marketing Group
Germantown, TN 38139

Attorney Valoria Cheek
President and CEO
The American Baptist Extension Corporation (ABEC)
Valley Forge, PA 19482- 0851

Dr. Paul W. Drummond
Charlotte, NC 28217

Dr. Hilda D. Gadsden
President
Woman's Baptist E&M Convention of SC
Charleston, SC

Dr. Mary Gaffney, President
Mather School National Alumni Association
Washington, DC 20019

Mrs. Cedelle E. Gates, President
Benedict College National Alumni Association
West Columbia, SC 29179

Dr. Elsie King Hamler, Secretary
Miami, FL 33176

Attorney James P. Hudson
Blythewood, SC 29016

Reverend Dr. Solomon Jackson, Jr.
Pastor/Founder of Solomon's Temple
Columbia, SC 29220

Dr. Charlie W. Johnson, Chairman of the Board
Chief Executive Officer
Immanuel Realty, L.L.C.
Louisville, KY 40204

S

*Mrs. Doris W. Johnson, Assistant Secretary
Columbia, SC 29206

Dr. Gail M. Morrison
Columbia, SC 29204

Mr. Rich Panner
Snellville, GA 30078

Dr. Haywood L. Strickland
President Emeritus
Wiley College
Fayetteville, GA 30214

Mr. William L. Thomas
Las Vegas, NV 89144

Mr. Jesse J. Tyson
Woodlands, TX 77389

Mr. Emory L. Waters
Hartsville, SC 29550

Dr. Dorothy Buckhanan Wilson
Senior Vice President of Marketing & Strategic Initiatives
Creative Marketing Resources, Inc.
Columbia, SC 29229

** Deceased*

PRESIDENT

Dr. Roslyn Clark Artis
President and CEO
Benedict College
1600 Harden Street
Columbia, SC 29204

TRUSTEES EMERITUS

Dr. Willie J. Hill, Jr.
Simpsonville, SC 29681

Mr. Donald Rozier
Stamford, CT 06902

BENEDICT COLLEGE FULL-TIME GRADUATE FACULTY

(Listed Alphabetically after the President)
As of May 2023

Roslyn C. Artis, President; B.A., West Virginia State University; J.D., West Virginia University College of Law; Ed.D., Vanderbilt University

Dawn Mills Campbell, Assistant Professor School of Arts and Adjunct Faculty, Business Administration Department, B.A. Benedict College; M.P.W Chatham University; PhD: University of Phoenix

Akilah Carter-Francique, Dean for the School of Education, Health and Human Services; Associate Professor in Sport Management; University of Georgia at Athens - Ph.D., M.Ed.; University of Houston - B.S. Kinesiology, B.S. Psychology

Ashford Chea, Associate Professor, Accounting, Accounting and Finance Department; M.B.A. and M.P.A. City University; M.B.A., New York Institute of Technology; Ph.D., Union Institute and University

Tracy H. Dunn, Dean, Tyrone Adam Burroughs School of Business and Entrepreneurship, Associate Professor, Business Administration Department; B.A. Wofford College; M.S., Boston University; M.B.A., Ph.D., University of South Carolina

Raymond J. Lee, Associate Professor, Economics, Accounting and Finance Department; B.A., Morehouse; M.A., Atlanta University; Ph.D., University of Cincinnati

Melvin T. Miller, Assistant Professor, Business, Business Administration Department Chairperson; A.S. and B.S., University of South Carolina; M.B.A., Webster University; Ph.D., Walden University

Brittany Morrone, Assistant Professor in Sport Management; East Tennessee State University - Ed.D., Kean University - M.S., B.A.

Victor Oyinbo, Associate Professor, Accounting, Accounting and Finance Department; B.S., Benedict College, M.B.A., Webster University; D.B.A., Argosy University

Paula Shelby, Chair of the Health and Sport Management Department, Associate Professor in Sport Management; Florida State - Ph.D., North Carolina A&T - M.Ed & B.S.

Darryl Smalls, Assistant Professor, Business Administration, Business Administration Department; B.S., University of South Carolina; J.D., Duke University

Cornell Sneed, Assistant Professor in Sport Management; East Tennessee State University - Ed.D., M.S., M.A., B.SC.

Anissa Truesdale, Coordinator of Accounting Program, Accreditation, and Grants & Instructor, Accounting and Finance Department; BS, Clemson University; MS, Texas A&M University

Ivadelia Walters, MBA Director & Assistant Professor, Accounting, and Finance Department; B.S., Claflin University; M.B.A., Webster University; D.B.A., Walden University

Tracy Washington, Department Chair & Assistant Professor, Accounting & Finance Department; B.S. Springfield College; M.B.A., Walden University; D.B.A., Walden University

INDEX

A

Academic Calendar.....	8
Academic Policies, Procedures, and Regulations.....	33
Academic/Student Support Services Units.....	27
Account Settlement.....	20
Accreditations.....	12
Administration, Faculty, and Staff.....	13
Admissions Policy.....	14
Application for Degree.....	48
Athletics.....	26
Auditing.....	35

B

Board of Trustees.....	63
------------------------	----

C

Campus.....	12
Campus Bookstore.....	22
Campus Police.....	24
Career Development Services.....	28
Catalogue Rights.....	6
Certification Statement.....	6
Class Attendance.....	33
Course Changes.....	33
Core Courses (MBA).....	53
Core Courses (MSM).....	60
Course Descriptions (MBA)	53
Course Descriptions (MSM)	60

D

Disciplinary Suspension.....	25
------------------------------	----

E

Enrollment Status.....	33
------------------------	----

F

Financial Aid and Scholarships.....	18
Faculty Roster.....	65

G

General Refund Policy.....	20
Grade Change Policy.....	39
Grade Reports.....	39
Grading System	37

H

History of Benedict College.....	9
Honor Society	48

I

Incomplete Grades	38
International Admission	15

L

Learning Resources Center	31
---------------------------------	----

M

Memberships and Affiliations.....	12
Mission Statement.....	5

N

Non-Degree Students	16
Notice of Acceptance	16

O

Office of Information Technology Services.....	25
--	----

P

Presidents of Benedict College.....	11
Program of Study (MBA).....	52
Program of Study (MSM).....	59

Q

Quality Points	39
----------------------	----

R

Readmission16

Refunds20

Registration33

Religious Services24

Repeating Courses39

Residential Life22

ROTC..... 19

S

Satisfactory Academic Progress.....41

Scholarship Awards..... 18

School of Education, Health & Human
Services57

Special Admissions.....16

Statement of Non-Discrimination.....6

Student Activities.....24

Student Code of Academic
Responsibility37

Student Success Center27

Student Grievance Policy
(Non-academic).....25

Student Grievance Policy
(Academic).....46

Student Health Services23

Student Services and Programs.....22

T

Transcripts.....39

Transfer Credit.....14

Transient Students.....15

Tyrone Adam Burroughs School of
Business and Entrepreneurship.....50

V

Veteran Resource Center.....25

Vision Statement.....5

W

Withdrawals.....40

