

# Montreat College

Academic Catalog  
2015-2016

# Montreat College

## 2015 – 2016 Academic Catalog

Published by Montreat College, Montreat, NC 28757

This catalog provides general information about Montreat College and summarizes important information about the College's policies, requirements for graduation, regulations, and procedures. It is not intended to establish, nor does it establish, a contractual relationship with students. Rather, the catalog is published to acquaint students with information that will be helpful to them during their college careers.

It is necessary in the general administration of the College to establish requirements and regulations governing the granting of degrees. Academic advisors, department chairs, and academic staff members are available to aid students in understanding these requirements and regulations. It is the student's responsibility, however, to meet them. Students are urged to keep this catalog as a reference.

Changes in curricular requirements may occur during catalog publications. Students will be informed of such changes. When this occurs, students may follow the requirements in effect at the time they entered Montreat College, or they may petition to follow the changed requirements. Students must choose to follow one catalog or the other; they may not pick and choose from the various requirements outlined in two or more catalogs. Reasonable substitutions will be made for discontinued and changed courses.

Information in the catalog is considered to be an accurate representation of Montreat College policy as of the date of publication. The College reserves the right to make such changes in educational and financial policy as the College's Faculty, Administration and/or Board of Trustees may deem consonant with sound academic and fiscal practice. The College has made a good faith effort to avoid typographical errors and other errors in the statements of policy and degree requirements as published. In any case, erroneous catalog statements do not take precedence over properly adopted policies. Please see the College website at [www.montreat.edu](http://www.montreat.edu) for the most updated version of the catalog.

Montreat College is an independent, self-governing college, related to the Presbyterian Church by history, location, and long-standing relationships with the Mountain Retreat Association and the Association of Presbyterian Colleges and Universities. The College seeks to honor Jesus Christ and our Presbyterian and Reformed heritage while remaining uninvolved in denominational politics and administration and welcoming students without regard to religious affiliation.

As an institution in the Presbyterian and Reformed tradition, the College seeks to treat all persons equally and emphasizes the dignity and worth of the individual. In compliance with Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, disability, military service, color, religion, sex, age, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrative programs.

In accordance with federal and state statutes, Montreat College is committed to maintaining a community that is free from sexual harassment and all forms of sexual intimidation, exploitation, coercion, and violence. The Associate Dean of Academics and Institutional Effectiveness is designated as the Title IX Coordinator. Inquiries concerning the College's policies, compliance with applicable laws, statutes, and complaints may be directed to the Associate Dean of Academics and Institutional Effectiveness, Montreat College, P.O. Box 1267, Montreat, NC 28757, (828) 669-8012 (ext. 3623).

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## Campus Locations

### Montreat College Main Campus

P.O. Box 1267 828-669-8012  
310 Gaither Circle 800-622-6968  
Montreat, NC 28757 828-669-9554 fax

### Black Mountain Campus

Montreat College 828-669-8012  
191 Vance Avenue 800-690-7727  
Black Mountain, NC 28711 828-669-0500 fax

### Charlotte Campus

Montreat College 704-357-3390  
School of Professional and Adult Studies 800-436-2777  
212 South Tryon Street, Ste. 1700 704-676-4618 fax  
Charlotte, NC 28281

### Asheville Campus

Montreat College  
School of Professional and Adult Studies 828-667-5044  
29 Turtle Creek Drive 800-806-2777  
Asheville, NC 28803 828-667-9079 fax

### Morganton Campus

Montreat College 828-475-2431  
School of Professional and Adult Studies  
PO Box 1389  
Morganton, NC 28680-1389

### Durham Campus

Montreat College 919-480-1532  
School of Professional and Adult Studies  
4426 South Miami Boulevard  
Durham, NC 27703

\*Our Online Campus has administrative headquarters at the Montreat, NC location.

Visit us online: [www.montreat.edu](http://www.montreat.edu)

## About Montreat College

At Montreat College, a student's experience is enhanced by an education of value, grounded in a strong liberal arts core, taught by outstanding Christian faculty, and prized by employers and graduate schools. Students benefit from Montreat's small classes where their opinions matter and they grow through one-on-one interaction with professors and classmates. Studies challenge them to integrate faith and learning while considering subjects in ways never thought possible. Hands-on experiences in the majors (internships, field studies, mission programs, community service, and independent research) enable students to gain practical career and life preparation.

The natural beauty of the Montreat campus calms the spirit and awakens the senses. In a diverse, multicultural environment, students learn how to investigate the unfamiliar, think critically, and communicate and clarify their ideas. In the process, they develop the skills, personal values, and faith to take their place in the world with confidence.

Montreat College welcomes students of many denominations and cultural backgrounds, including students from all corners of the world. In the residence halls or over dinner at a professor's house, students find themselves sharing perspectives and exchanging ideas. The distinct spirit of community goes beyond the faculty, staff, and students and extends to visiting Christian conference members and residents of the town of Montreat and neighboring Black Mountain as well as to the "cottagers" who vacation here throughout the seasons.

Montreat College is also a place where students can set themselves apart through an extraordinary range of leadership opportunities on the Montreat Campus. A nationally recognized Discovery Wilderness Program takes advantage of the mountain location and offers a unique twenty-one-day adventure for academic credit. An on-campus leadership laboratory, the Backcountry program provides students with the chance to get hands-on experience and a place to use their skills and knowledge in real settings. Outdoor recreation opportunities ranging from hiking to whitewater adventures to snow skiing are available to students. Students can also choose from a variety of off-campus volunteer service opportunities such as nursing homes, churches, children's homes, and shelters.

Montreat College is a member of the Appalachian Athletic Conference (AAC) of the National Association of Intercollegiate Athletics (NAIA). Men compete in baseball, basketball, cross country, golf, track and field, lacrosse, tennis, and soccer. Women compete in basketball, cross country, golf, track and field, soccer, softball, lacrosse, tennis, and volleyball. Students also enjoy an active



intramural program where exciting competition takes place throughout the year.

Montreat College includes campuses in Montreat (the main campus), Black Mountain, Asheville, and Charlotte. The School of Professional and Adult Studies seeks to provide adult students a Christ-centered education through evening classes. Classes are conducted on the Asheville and Charlotte campuses, and various other North Carolina locations as well as virtually through our Online campus.

The School of Professional and Adult Studies is designed especially for the adult learner who has completed some college work and desires to finish a degree in an accelerated program by attending class one night per week. Through this School, the College offers Associate in Science (AS), Bachelor of Business Administration (BBA), Bachelor of Science in Management (BS), Bachelor of Science in Psychology and Human Services (BS), Bachelor of Science in Bible and Religion (BS), Master of Business Administration (MBA), Master of Science in Environmental Education (MS), Master of Arts in Clinical Mental Health Counseling (MA), and Master of Science in Management and Leadership (MS) degrees.

## History

The beauty and tranquility of the Blue Ridge Mountains led Congregationalist minister John C. Collins to form the Mountain Retreat Association in 1897 “for the encouragement of Christian work and living through Christian convention, public worship, missionary work, schools, and libraries.” By 1907, J. R. Howerton of Charlotte, NC, conceived and carried out the idea of purchasing Montreat for the Presbyterian Church in the United States. Then, in 1913, Dr. Robert C. Anderson, president of the Mountain Retreat Association, proposed that the grounds and facilities of the Association be used for a school during the academic year. In 1915, the General Assembly decreed “that the property of the Mountain Retreat Association be used for a Normal School and that the establishment of the school be referred to the Synods”.

The Synods of Appalachia, Georgia, Alabama, North Carolina, Tennessee, and Virginia elected trustees who met in Montreat on May 2, 1916, and elected Dr. Robert F. Campbell of Asheville, NC, chairman, Mr. W. T. Thompson Jr. of Knoxville, TN, secretary, and Ruling Elder T. S. Morrison of Asheville, NC, treasurer. The Montreat Normal School, a four-year preparatory and two-year college combination, opened its first session in October 1916 with eight students. Montreat Normal School continued to grow over the years. Throughout times of war, economic fluctuations, and rapid social change, the school sought to provide a Christian setting in which to prepare young women to become teachers.

In 1934, during Dr. Robert C. Anderson’s tenure as president, Montreat Normal School (College Department) was renamed Montreat College. The College grew as its academic program expanded. It began a four-year degree program in 1945. After 14 years as a four-year women’s college, the College was restructured in 1959 as a coeducational junior college and was given a new name, Montreat-Anderson College.

In 1986, the College Board of Trustees, realizing the demands and changing circumstances in higher education, made the decision to become again a baccalaureate institution. The dream of its first president, Dr. Anderson, was for the College to serve as an accredited baccalaureate institution. The College has realized that dream. It returned to the original name of Montreat College in August of 1995, sharing the original vision and identity. The change reflects the Montreat College of today, a four-year college with several growing campuses and a graduate program.

Montreat College’s School of Professional and Adult Studies began offering classes on September 19, 1994. The College’s Charlotte campus was officially opened on September 11, 1995, and the Asheville campus held its grand opening on October 8, 1996. Montreat College purchased 72 acres of land with

21 buildings in Black Mountain in the summer of 2001, resulting in a total of four Montreat College campuses.

In June 1998, Montreat College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools as a level three institution to offer the master's degree in business administration. Since then Montreat College has added three more master's degrees to its program offerings: the Master of Science in Management and Leadership, the Master of Science in Environmental Education, and the Master of Arts in Clinical Mental Health Counseling.

The presidents of the College have been Dr. Robert Campbell Anderson, 1916–1947; Dr. J. Rupert McGregor, 1947–1957; Dr. Calvin Grier Davis, 1959–1972; Dr. Silas M. Vaughn, 1972–1991; Mr. William W. Hurt, 1991–2002; Dr. John S. Lindberg, 2002–2003; Dr. Dan Struble, 2004–2013; and Dr. Paul J. Maurer, 2014 to the present.

## Campus Locations

Montreat College is located in the beautiful Blue Ridge Mountains of western North Carolina. The scenic main campus is nestled into sloping woods just 15 miles east of Asheville, NC, and three miles from I-40. Students enjoy the proximity of Asheville, one of North Carolina's most architecturally and culturally diverse cities. Adjacent to Montreat is the historic town of Black Mountain, with picturesque avenues, stores, and restaurants.

The climate is widely recognized as one of the world's finest, and the region has been a major summer and fall vacation area for years. A number of ski resorts are located within easy travel from the campus, making the area a winter favorite also.

Montreat College's main campus is set in the mountain valley town of Montreat. The tree-filled campus contains many small streams. Students enjoy living in the beautiful mountain stone residence halls that provide views of the mountains surrounding the campus. Two men's residence halls and two women's residence halls house more than 75 percent of the main campus student body. A complete facilities listing is available in the back of this catalog in the Facilities Directory.

The Black Mountain campus is a softly rolling, wooded estate located three miles from the main campus in the historic town of Black Mountain. This 72-acre property was purchased in 2001, and an additional 17 acres were purchased in 2004. Montreat has flourished with the addition of these properties. Originally a conference center, the campus is home to our Manor House, featured below, and the Black Mountain Administrative Center.

The Manor House is a 24,400-square-foot facility built in 1920 and is now listed on the National Register of Historic Places. Originally the summer home of electrical industrialist F. S. Terry, the Manor House contains bedrooms, meeting areas, and service facilities—including an indoor pool and gymnasium. The Manor House also provides space for classrooms, a computer lab, and offices. The 89-acre property includes the Outdoor Education's Team and Leadership Center with the High Teams Course, Challenge Tower, and Group Initiatives. Plus, the property is the location of the Cross Country Course, the Roxy Hines Memorial Softball Park, and the Howard Fisher Memorial Park, which serves as the College's home soccer field.

Montreat College's School of Professional and Adult Studies has permanent campus facilities located in Charlotte and Asheville, NC. The Charlotte campus, located at 212 South Tryon Street, is centrally located downtown and is easily accessible from anywhere in the city. The Asheville campus is located at 29

Turtle Creek Drive. Both campuses are convenient and practical, having been designed with the adult student in mind.

In addition to Montreat College's permanent campus facilities in Charlotte, Asheville, and Black Mountain, the School of Professional and Adult Studies holds degree programs in various other North Carolina locations and virtually through our Online campus.

## Mission

Christ-Centered, Student-Focused, Service-Driven: Equipping agents of transformation, renewal, and reconciliation.

## Vision

Montreat College seeks to become a leading provider of Christ-centered higher education, enriching lives through engagement in its communities and by promoting responsible growth, culture, and spiritual life.

## Values



**Academic Excellence**—as measured in student learning outcomes.

**Community**—we are called to be the Body of Christ; we must demonstrate the richness of life in loving community.

**Honesty and Integrity**—these are foundational to a trusting community; we must live our motto “to be rather than to seem.”

**Truth**—we must seek and communicate the truth.

**Biblical Worldview**—we must prepare students to approach all of life consistently from a Christian, biblically grounded worldview. Christ is the rock on which Montreat College is built, and the Bible is our authoritative guide to His truth.

## Montreat College Faith Statement

Montreat College is a Christ-centered institution of higher learning, grounded in the Presbyterian (Reformed) tradition. While students are welcomed regardless of religious affiliation, all of our trustees, faculty, and staff support the following faith statement:

1. We believe the Triune God is sovereign in all matters of creation, life, salvation, and eternity.
2. We believe that Scripture is the inspired, authoritative, and completely truthful Word of God, and that it should govern the conduct of Christians in every aspect of their lives.
3. We believe Jesus Christ is God the Son, whom God the Father sent into the world to become a man, to die for sin, and to rise from the dead on the third day for our salvation. Thus, Jesus Christ is the only way to be reconciled to God.
4. We believe that, after the ascension of Jesus Christ, the Holy Spirit was sent to believers to enable them to walk in obedience to the Word of God as set forth once and for all in the Scriptures.

## Foundations

We believe humanity is God's creation in His own image, and therefore persons are thinking, relational, moral, and spiritual beings of dignity and worth. We seek to serve students in all these dimensions. Our aim is to challenge students to become the complete person a loving God intends them to be and to live in vital relationship with Him. Therefore, we seek to be a faith community as well as an academic community. We see our educational mission as an extension of the great ends of the church and seek to graduate students who are committed to Christian servant-leadership in the world, promoting personal and social righteousness by God's grace and to His glory.

As a Christian College in the Presbyterian tradition, we are guided in our pursuit of academic excellence by the framework of Reformed beliefs. We confess the living God as the ultimate foundation of our faith and the source of all truth. We believe God is revealed perfectly in Jesus Christ. We affirm our Lord and Savior Jesus Christ as the center of history, restoring purpose, order, and value to the whole of life. We believe Jesus Christ to be the focus and culmination of scripture and that God's written Word is inspired, authoritative, and rightly interpreted by the Holy Spirit, our infallible rule for faith, conduct, and worship. We study and address a world and humanity that were created good, corrupted by the fall, redeemed through faith in Christ, and are moving toward the final consummation of God's purposes through the work of the Holy Spirit.

## Educational Objectives

Approaching the integration of faith and learning from an informed, biblical perspective, faculty, staff, and students form a Christian community of learners that seeks to pursue the premise that all truth is God's truth and explore the significance of this in the various academic disciplines. We are committed to a thorough exploration of the complementary relationship between biblical truth and academic inquiry. We openly embrace students of all cultures, races, and faiths in an atmosphere of academic excellence, intellectual inquiry, and Christian love.

The College seeks to provide a broad, rigorous liberal arts curriculum with an emphasis on traditional and selected professional degree programs, including degree programs for adult learners. The educational goals of the College are that students will develop

- An informed, biblical worldview that includes the following:
  - the sovereignty of God over all creation and knowledge.
  - a lifestyle of Christian service to others and the community.
  - the recognition of the intrinsic worth of self and all persons.
  - a genuine critical openness to the ideas and beliefs of others.
  - the formation of values and ethical reasoning.
  - an appreciation for what is beautiful, true, and good in the arts and literature.
  - a respect for and attitude of stewardship toward the whole of creation.
  - an understanding of the past and its interconnectedness with the present and future.
- Effective written and oral communication skills.
- Critical thinking and problem-solving skills.
- Essential computer information systems skills.
- Competency in their academic majors.
- Interpersonal and team skills and an understanding and appreciation of their personal strengths and weaknesses.
- Dispositions toward reflective and responsible citizenship needed to fulfill callings as effective leaders and committed laity.



## **Accreditation**

Montreat College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate, bachelor, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Montreat College. The College is also accredited by the National Council for the Accreditation of Teacher Education. Business degree programs are accredited by the International Assembly for Collegiate Business Education and Outdoor Education programs are accredited by the Wilderness Education Association and the Commission on Outdoor Education and Leadership.

## **Affiliation**

Montreat College is a member of the Council for Christian Colleges and Universities, Appalachian College Association, Council of Independent Colleges, National Association of Independent Colleges and Universities, North Carolina Independent Colleges and Universities, Association of Christian Schools International, and National Association of Intercollegiate Athletics.



**Montreat College**

# **School of Arts and Sciences**

**Montreat Campus**

# Academic Calendar for the School of Arts and Sciences

## Fall 2015 Semester

Event	Day	Date
Fall semester payment or payment plan due	Monday	August 3
Student Leadership Workshop	Sun-Fri	August 9-14
Faculty Workshop	Tues-Wed	August 11-12
New Student Check-In from 8:00 to 11:00 am (required)	Friday	August 14
New Students move into residence halls	Friday	August 14
Welcome Week	Fri-Mon	August 14-17
New Student Late Arrivals Check-In begins at 10:00 am (\$50 penalty)	Monday	August 17
Continuing Student Check-In from 10:00 am to 3:00 pm (required)	Monday	August 17
Continuing Student Late Arrivals Check-In begins (\$50 penalty)	Tuesday	August 18
Classes begin at 8:00 am	Tuesday	August 18
Opening Convocation at 10:00 am	Wednesday	August 19
Computer Competency Exam (CS 102E) at 3:00 pm	Monday	August 24
Last day to add a course	Tuesday	August 25
Drop a course with a grade of <i>W</i> begins	Wednesday	August 26
Labor Day (college closed)	Monday	September 7
Constitution Day Commemoration	Monday	September 14
Last day to apply for December graduation	Thursday	October 1
Homecoming and Family Weekend	Fri-Sat	October 2-3
Fall break begins after last class (residence halls close at 5:00 pm)	Wednesday	October 7
Residence halls reopen at 7:00 pm	Sunday	October 11
Classes resume at 8:00 am	Monday	October 12
Midterm	Wednesday	October 14
Board of Trustees meeting	Wed-Fri	October 14-16
Crossroads: Faith and Culture Project	Mon-Fri	October 19-23
Midterm grades due	Tuesday	October 20
Drop a course with a grade of <i>WF</i> begins	Friday	October 23
Advisement Week	Mon-Fri	October 26-30
Seniors reserve Spring 2016 classes	Mon-Fri	November 2-6
Continuing Students reserve Spring 2016 classes	Mon-Fri	November 9-13
Thanksgiving break begins after last class (residence halls close at 5:00 pm)	Friday	November 20
College offices closed for Thanksgiving holidays	Wed-Fri	November 25-27
Residence halls reopen at 7:00 pm	Sunday	November 29
Classes resume at 8:00 am	Monday	November 30
Last day of class	Friday	December 4
Final exams begin at 8:00 am	Mon-Thurs	December 7-10
Christmas vacation begins after last exam (residence halls close at 5:00 pm)	Thursday	December 10
December Commencement at 2:00 pm	Saturday	December 12
Final grades due	Monday	December 14
College offices closed for Christmas holidays	Wed-Fri	Dec. 23-Jan.1
December diplomas conferred	Thursday	December 31
Fall grades of Incomplete (I) convert to original grade	Friday	January 22

## Spring 2016 Semester

Event	Day	Date
Spring semester payment or payment plan due	Monday	January 4
New Student Check-In from 10:00 am to 2:00 pm (required)	Monday	January 11
Faculty PRO Days	Mon-Tues	January 11-12
New Student Orientation	Mon-Tues	January 11-12
Continuing Student Check-In from 10:00 am to 3:00 pm (required)	Tuesday	January 12
New Student Late Arrivals Check-in begins (\$50 penalty)	Tuesday	January 12
Continuing Student Late Arrivals Check-in begins (\$50 penalty)	Wednesday	January 13
Classes begin at 8:00 am	Wednesday	January 13
Opening Convocation at 10:00 am	Wednesday	January 13
Computer Competency Exam (CS 102E) at 3:00 pm	Friday	January 15
Martin Luther King Day (college closed)	Monday	January 18
Last day to add a course	Thursday	January 21
Drop a course with a grade of <i>W</i> begins	Friday	January 22
Board of Trustees meeting	Wed-Sat	January 27-30
Last day to apply for May graduation	Tuesday	March 1
Midterm	Wednesday	March 9
Advisement Week	Mon-Fri	March 14-18
Midterm grades due	Tuesday	March 15
Drop a course with a grade of <i>WF</i> begins	Thursday	March 17
Spring/Easter Break begins after last class (residence halls close at 5:00 pm)	Friday	March 18
College Offices closed for Easter holidays	Fri-Mon	March 25-28
Residence halls reopen at 7:00 pm	Monday	March 28
Classes resume at 8:00 am (follow a Monday schedule)	Tuesday	March 29
Seniors reserve Fall & Summer 2016 classes	Tues-Fri	March 29-April 1
Continuing students reserve Fall & Summer 2016 classes	Mon-Fri	April 4-8
Current students may reserve current room for Fall 2016	Mon-Fri	April 11-15
Current students room draw for Fall 2016	Monday	April 18
Honors Convocation	Monday	April 25
Board of Trustees meeting	Wed-Fri	May 4-6
Last Day of Class	Friday	May 6
May Term classes registration/ payment due	Friday	May 6
Final exams begin at 8:00 am	Mon-Thurs	May 9-12
Baccalaureate Service at 7:30pm	Friday	May 13
Spring Commencement at 2:00 pm	Saturday	May 14
Final grades due	Monday	May 16
Faculty Academic Assessment Day	Monday	May 16
May Term	Wed-Wed	May 18-June 8
Last day to drop a class May Term (12:30 pm deadline)	Friday	May 20
Summer classes registration/payment due	Friday	May 20
Memorial Day (college closed)	Monday	May 30
May diplomas conferred	Tuesday	May 31
Last Day to Apply for August graduation	Wednesday	June 1
Spring grades of Incomplete ( <i>I</i> ) convert to original grade	Friday	June 24

## Fall 2016 Semester

<b>Event</b>	<b>Day</b>	<b>Date</b>
Fall semester payment or payment plan due	Monday	August 8
Student Leadership Workshop	Sun-Fri	August 14-19
Faculty Workshop	Wed-Thurs	August 17-18
New Student Check-In from 8:00 to 11:00 am (required)	Friday	August 19
New Students move into residence halls	Friday	August 19
Welcome Week	Fri-Mon	August 19-22
New Student Late Arrivals Check-In begins at 10:00 am (\$50 Penalty)	Monday	August 22
Continuing Student Check-In from 10:00 am to 3:00 pm (required)	Monday	August 22
Continuing Student Late Arrivals Check-In begins (\$50 penalty)	Tuesday	August 23
Classes begin at 8:00 am	Tuesday	August 23
Opening Convocation at 10:00 am	Wednesday	August 24
Computer Competency Exam (CS 102E) at 3:00 pm	Monday	August 29
Last day to add a course	Tuesday	August 30
Drop a course with a grade of W begins	Wednesday	August 31
Labor Day (college closed)	Monday	September 5
Constitution Day Commemoration	Monday	September 12
Last day to apply for December graduation	Saturday	October 1
Homecoming and Family Weekend	Fri-Sat	October 7-8
Fall break begins after last class (residence halls close at 5:00 pm)	Wednesday	October 12
Board of Trustees meeting	Wed-Fri	October 12-14
Residence halls reopen at 7:00 pm	Sunday	October 16
Classes resume at 8:00 am	Monday	October 17
Midterm	Wednesday	October 19
Crossroads: Faith and Culture Project	Mon-Fri	October 17-21
Advisement Week	Mon-Fri	October 24-28
Midterm grades due	Tuesday	October 25
Drop a course with a grade of WF begins	Friday	October 28
Calling and Career Symposium	Mon-Wed	Oct. 31-Nov. 2
Seniors reserve Spring 2017 classes	Mon-Fri	November 7-11
Continuing Students reserve Spring 2017 classes	Mon-Fri	November 14-18
Thanksgiving break begins after last class (residence halls close at 5:00 pm)	Friday	November 18
College offices closed for Thanksgiving holidays	Wed-Fri	November 23-25
Residence halls reopen at 7:00 pm	Sunday	November 27
Classes resume at 8:00 am	Monday	November 28
Last day of class	Friday	December 9
Final exams begin at 8:00 am	Mon-Thurs	December 12-15
Christmas vacation begins after last exam (residence halls close at 5:00 pm)	Thursday	December 15
December Commencement at 2:00 pm	Saturday	December 17
Final grades due	Monday	December 19
College offices closed for Christmas holidays	Fri-Mon	Dec. 23-Jan.2
December diplomas conferred	Saturday	December 31
Fall grades of Incomplete (I) convert to original grade	Friday	January 27

## Spring 2017 Semester

Event	Day	Date
Spring semester payment or payment plan due	Monday	January 2
New Student Check-In from 10:00 am to 2:00 pm (required)	Monday	January 9
Faculty PRO Days	Mon-Tues	January 9-10
New Student Orientation	Mon-Tues	January 9-10
Continuing Student Check-In from 10:00 am to 3:00 pm (required)	Tuesday	January 10
New Student Late Arrivals Check-in begins (\$50 penalty)	Tuesday	January 10
Continuing Student Late Arrivals Check-in begins (\$50 penalty)	Wednesday	January 11
Classes begin at 8:00 am	Wednesday	January 11
Opening Convocation at 10:00 am	Wednesday	January 11
Computer Competency Exam (CS 102E) at 3:00 pm	Friday	January 13
Martin Luther King Day (college closed)	Monday	January 16
Last day to add a course	Thursday	January 19
Drop a course with a grade of <i>W</i> begins	Friday	January 20
Board of Trustees meeting	Wed-Sat	January 25-28
Last day to apply for May graduation	Wednesday	March 1
Midterm	Wednesday	March 8
Spring break begins after last class (residence halls close at 5:00 pm)	Friday	March 10
Residence halls reopen at 7:00 pm	Sunday	March 19
Classes resume at 8:00 am	Monday	March 20
Advisement Week	Mon-Fri	March 20-24
Midterm grades due	Monday	March 20
Drop a course with a grade of <i>WF</i> begins	Wednesday	March 22
Seniors reserve Fall & Summer 2017 classes	Tues-Fri	March 27–31
Continuing students reserve Fall & Summer 2017 classes	Mon-Fri	April 3-7
Current Students may reserve current room for Fall 2017	Mon-Fri	April 10-14
Easter break begins after last class (residence halls close at 5:00 pm)	Thursday	April 13
College Offices closed for Easter holidays	Fri-Mon	April 14-17
Residence halls reopen at 7:00 pm	Monday	April 17
Classes resume at 8:00 am (follow a Monday schedule)	Tuesday	April 18
Current students room draw for Fall 2017	Tuesday	April 18
Honors Convocation	Monday	April 24
Board of Trustees meeting	Wed-Fri	May 3-5
Last Day of Class	Friday	May 5
May Term classes registration/ payment due	Friday	May 5
Final exams begin at 8:00 am	Mon-Thurs	May 8-11
Baccalaureate Service at 7:30 pm	Friday	May 12
Spring Commencement at 2:00 pm	Saturday	May 13
Final grades due	Monday	May 15
Faculty Academic Assessment Day	Monday	May 15
May Term	Wed-Wed	May 17-June 7
Last day to drop a class May Term (12:30 pm deadline)	Friday	May 19
Summer classes registration/payment due	Friday	May 19
Memorial Day (college closed)	Monday	May 29
May diplomas conferred	Wednesday	May 31
Last Day to Apply for August graduation	Thursday	June 1
Spring grades of Incomplete (I) convert to original grade	Friday	June 23

## Admission Information

For information and application materials for the School of Arts and Sciences, please contact the Office of Admissions:

Office of Admissions  
Montreat College (MC 865)  
P.O. Box 1267  
Montreat, NC 28757  
800-622-6968  
admissions@montreat.edu  
[www.montreat.edu/admissions](http://www.montreat.edu/admissions)

Montreat College is committed to providing a liberal arts education rooted in Christian faith and committed to the integration of faith and learning. Montreat enrolls students from a variety of ethnic, social, and economic backgrounds who provide a positive addition to the life of the College and who have the potential to have an impact on the world as agents of renewal and reconciliation. Admissions decisions are based on the following:

- Academic achievement and potential as indicated on the transcripts and standardized test scores of the applicant.
- Personal characteristics, motivation, and integrity.
- Leadership ability as demonstrated by participation in school, community, or religious organizations.

## General Application Information

Students may enter Montreat College's School of Arts and Sciences at the beginning of either the fall or spring semester. Although the College has a rolling admission policy for each semester, students are strongly encouraged to apply well before the starting date of the semester they wish to enter. Housing and class space are limited, and early acceptances will receive preference.

A campus visit is the single most important step in determining the right college to attend. Montreat College encourages any interested persons to visit, tour the campus, talk to professors and students, and eat in the dining hall. Individual appointments are available. Visit [www.montreat.edu/visit](http://www.montreat.edu/visit), call 1-800-622-6968, or e-mail [admissions@montreat.edu](mailto:admissions@montreat.edu) for more information.

Before any new student can begin classes or move into a residence hall, a medical examination report and immunization record must be filled out in full and signed by a physician. North Carolina State Law requires all students attending a public or private college or university to submit proof of immunizations prior to enrollment. All records of immunization must be certified either by a physician's signature, a health department stamp, or be a

copy of a North Carolina school health record. Dismissal from college is mandatory under the law if these immunization requirements are not met. When all application forms and credentials are received from the applicant, Admissions personnel will review the file and the applicant will be notified of the decision by mail. Each qualification will be considered in relation to all of the applicant's qualifications—no one item will necessarily be the deciding factor in acceptance or rejection. Students who meet the College's criteria will be admitted with Standard or Conditional status. All accepted students are required to pay an advance deposit of \$150. Early deposit deadline is April 1. Regular deposit deadline is May 1.

Montreat College strongly recommends that students have a computer to enhance their learning experience. The suggested minimum requirements can be found on our website or by contacting the Technology Department.

**Note: Validation of all High School Transcripts**

According to federal regulations, high school diplomas must be valid in order for a student to be eligible for Title IV funding (i.e. federal funding). Beginning July 1, 2011, Federal regulations require all colleges and universities to evaluate the validity of a student's high school diploma if the institution or the Secretary of the Department of Education has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education (Higher Education Act § 668.16(p)).

The Admissions Office will confirm that all students' transcripts arrive from a high school with a CEEB code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the Admissions Office will investigate to confirm that the state department of education or home school association recognizes the school. The Admissions Office may request a copy of the student's diploma at any point in the admissions process to verify diploma validity. If a diploma is determined invalid, General Educational Development (GED) tests may be required for admission consideration.



## Admission of First-Year Students

Students entering the School of Arts and Sciences as first-year students must submit the following:

- A formal application (apply online).
- A letter of recommendation from a high school counselor or teacher. *This requirement is waived if student's academic index calculation is 2,750 or above\*.*
- An official transcript of high school credits indicating class rank and grade point average (GPA). The un-weighted GPA is used when making an admissions decision.
- High school core course requirements should include four years English, three years science, three years social studies, three years math (Algebra I, II, and Geometry), and one year of a foreign language. The transcript should indicate successful completion of requirements for graduation with a diploma, State High School Equivalency Diploma, or record of successful completion of General Educational Development (GED) tests.
- Official Scholastic Aptitude Test (SAT) scores from the College Entrance Examination Board, Princeton, NJ 08540, or American College Testing (ACT) scores from the American College Testing Program, Iowa City, IA 52240, as recorded on an official high school transcript, or sent directly by the test center to Montreat College (Code No. 005423). International students must submit either a Test of English as a Foreign Language (TOEFL) or a Test Report Form (TRF) from the International English Language Testing System (IELTS).

\* The academic index can be calculated by using the following formula: (Cumulative High School GPA) x (highest combined Critical Reading and Math scores from SAT). If the student takes the ACT, an SAT equivalency will be determined and used in calculating the academic index.

**First-Year Admission Criteria:** Montreat College admissions criteria are based on our commitment to student success and academic excellence.

- Standard Admission requirements include a 2.75 (B-) minimum GPA (un-weighted) and a 1000 SAT (combined Critical Reading and Math sections) or 21 ACT (Composite Score). Recommendation is optional.
- Students who do not meet either of these standards are required to submit a letter of recommendation and will be reviewed on a case-by-case basis.

## International Admission

International applicants must be graduates of a secondary school system or the equivalent and must have sufficient proficiency in the English language to be able to study at the college level.

International students entering the College of Arts and Sciences must submit the following:

- A formal application (apply online).
- An official, translated transcript of the student's secondary school record, preferably indicating class rank and GPA. Montreat College highly recommends, and in some instances requires, that the applicant use a transcript translation and evaluation service (such as World Education Services, [www.wes.org](http://www.wes.org); AACRAO International Education Services, [www.aacrao.org](http://www.aacrao.org); International Education Evaluations, Inc., [www.foreigntranscripts.com](http://www.foreigntranscripts.com)) in order to determine international academic credentials.
- SAT or ACT scores (for students who speak English as their first language)
- TOEFL results (for students who speak English as a second language). International applicants may also elect to submit an official Scholastic Aptitude Test (SAT) score or an American College Testing (ACT) score. The applicant must score a minimum of 67 on the internet-based exam, 187 on the computer-based exam, or 517 on the paper-based exam.

International students wishing to transfer college credit must meet the qualifications listed under "Transfer Admission" with the additional provision that all post-secondary transcripts be translated to the English language. The College requires the use of a transcript translation and evaluation service in order to determine international academic credentials. For service referral, please contact the Office of Admissions.

- **June 15 – International Student Application Deadline**
- **July 1 – Missing Information Deadline** –All transcripts, transcript evaluations, and official SAT/ACT/TOEFL results must be submitted along with housing form, financial obligation form, medical forms, and payment. Once this is completed an I-20 will be created.

It usually takes 4-5 weeks to obtain a student visa and prepare for arrival in the United States after an I-20 is received.

## Home School Admission

Students who complete their secondary education in a home school setting must present an official record of their home school courses and official SAT or ACT scores. A cumulative GPA must also be included. All other qualifications listed under “Admission of First-Year Students” must be met.

## Transfer Admission

Montreat College welcomes transfer students. A minimum of 30 semester credit hours of transferable credits with a minimum grade of C (2.00 on a 4.00 scale) will permit a student to enter with sophomore status; students with 60 semester credit hours will be granted junior status, and students with 90 semester credit hours will be granted senior status. All students seeking degrees must meet the requirements as outlined under “Degree Requirements” regardless of the total credits accepted in transfer. (See “Conditions of Acceptance of Transfer Credit” in this section for details on the College’s transfer policy.) Transfer students must submit the following:

- A formal application (apply online).
- An official transcript from all post-secondary institutions previously attended.
- If student is in their first semester of college, an official high school transcript must be submitted directly to Montreat College.

*A preliminary transcript evaluation may be completed using unofficial transcripts. All transcripts, both official and unofficial, must be submitted directly to the Admissions Office. Transcripts submitted to other departments will not be considered for preliminary evaluation.*

**Transfer Admission Criteria:** Montreat College admissions criteria are based on our commitment to student success and academic excellence.

- Standard Admission requirements include a 2.0 (C) minimum GPA for 12 or more credits. If student is in their first semester of college, an official high school transcript must be submitted directly to Montreat College.
- Students who do not meet these standards will be reviewed on a case-by-case basis.

Students wishing to transfer college credit from institutions outside of the United States must have their transcripts translated to the English language. The College requires the use of a transcript translation and evaluation service in order to determine international academic credentials. For service referral, please contact the Office of Admissions.

## Conditions of Acceptance of Transfer Credit

Montreat College strives to ensure the highest quality academic experience for all our students. Therefore, we limit the number and type of transfer credits we accept. We require that credits apply to students' degree programs and limit the number of credits applied via credit-by-examination, from non-regionally accredited institutions, and from documented learning. Similarly, we do not accept transfer credits acquired through groups that lack appropriate approval by the American Council on Education.

- Academic work from a regionally accredited school with a grade of **C** or better (2.00 on a 4.00 scale) will be accepted in transfer. Courses that do not apply to a student's degree program will not be accepted.
- Transferred courses must be at the same level and be equivalent in content to the Montreat College courses. If there is any question of course equivalency, it is the responsibility of the student to provide proof that courses are equivalent (i.e. provide course descriptions, syllabus).
- Montreat College endorses the North Carolina Comprehensive Articulation Agreement, which can be viewed at [www.northcarolina.edu](http://www.northcarolina.edu). Transfer students who have earned the Associate in Arts or Associate in Science degree from a North Carolina Community College and who meet the minimum requirements for admission to Montreat College will receive transfer credit for all eligible courses subject to normal transfer credit policy. No more than **66** semester hours may be transferred from two-year schools.
- The maximum number of undergraduate credits that may transfer from other institutions is **90** semester credits.
- The combined total of credits that can be accepted from non-regionally accredited colleges or universities, NCA credit, or Credits by Examination is **30** for a bachelor degree, or **15** for an associate degree.
  - Courses from non-regionally accredited colleges or universities are considered on a course-by-course basis; coursework must have an earned grade of *C* or better; *acceptance of such credits is dependent upon Montreat College's evaluation of the equivalency of coursework and level of instruction.*
  - Academic work presented from a nationally accredited agency governed by the Council for Higher Education Accreditation may be evaluated for transfer equivalency.
  - Students may request that academic work presented from a non-accredited faith-related institution be considered for transfer equivalency.
- For courses from an international institution, the transcript must be translated and evaluated by a credible educational evaluation company.
- The transfer of courses into the undergraduate or graduate core must be approved by the Office of Records and Registration, in consultation with a

full-time faculty member in the discipline. Approval of transfer credit for the program core should be finalized prior to enrollment into the degree program.

- Credits from regionally accredited institutions will be considered for courses which Montreat College offers no equivalent course, provided that the transferred course is considered within the general framework of the liberal arts curriculum and is relevant to the degree pursued. Only courses that are academic in nature and purpose will be accepted in transfer.
- Vocational training courses, such as air conditioning technology, electrical circuitry, welding, and typing are **not** accepted. However, some vocational courses that are academic in content may be considered for up to 30 semester credit hours.
- Transferred quarter credit hours will be converted to semester credits using the following formula: **Semester credit = quarter hours x 2/3.**
- A degree-seeking Montreat College student who wishes to enroll in courses offered by another institution must complete the required form and receive approval to do so from the Records and Registration Office. Failure to follow this procedure may result in loss of transfer credit for these courses.
- Students transferring with senior status from another institution must successfully complete at least **18** semester credit hours in their major at Montreat College.
- A student who is transferring from another institution and who has been placed on academic probation/warning for the previous semester will be automatically placed on academic probation at Montreat College.
- Courses transferred to Montreat College will be assigned the grade of *P* (passing) and will be considered as earned credit but will not affect the grade point average or graduation honors.

Students who are transferring and are participating in athletics must also follow guidelines established by the NAIA in order to be considered eligible. Meeting athletic eligibility requirements does not automatically qualify a student for admission to the College.

Official transcripts are required in order to receive transfer credit from an approved institution. For printed paper copy transcripts to be considered official, they must be received directly from the institution in a sealed envelope. For electronic transcripts to be considered official, they must be received by the College via a recognized online transcript service. The Office of Records and Registration will determine the authenticity of a transcript if there is any uncertainty.

## Readmission of Former Students

The Office of Records and Registration oversees the readmit process. Students formerly enrolled at Montreat College who, for any reason, have not attended classes at Montreat for a semester or more must submit the following:

- A formal readmit application (obtained from the Office of Records and Registration or through the Montreat College website).
- A medical examination report and immunization record filled out in full and signed by a physician (See “Admission of First-Year Students”). The Records office will contact Health Services to see if a previous record is still on file.
- Official transcripts from each institution attended since leaving Montreat College.
- Any student readmitting to Montreat College must have a minimum combined GPA of 2.00 on a 4.00 scale for all academic work completed while at Montreat College and at any other institutions during the time since attending Montreat College.
- Students who have left Montreat College either on Academic Probation or Academic Suspension must have completed a minimum of 12 semester credit hours of course work at another institution after leaving Montreat in academic difficulty. To be considered for readmission, all work attempted at Montreat College and the subsequent institution(s) should compute to a minimum GPA of 2.00 on a 4.00 scale.
- Students must be cleared by Financial Aid, Student Accounts, Student Services, and Athletics, if applicable, prior to readmission.
- Students who do not meet all standards for readmission will be reviewed on a case-by-case basis

A decision regarding readmission is made by the Office of Records and Registration, in conjunction with all relevant departments of the College. If the absence has been more than five years, the student is classified as a new student and must go through either the “Admission of First-Year Students” or the “Transfer Admission” process. For questions concerning readmission, please contact the Office of Records and Registration.

## Admission of Part-Time Students

Students are considered part-time when they are seeking a degree, have applied and been accepted as a regular student, and are taking fewer than 12\* credit hours in a given semester. Students seeking to enroll part-time must follow the application guidelines and meet the admission requirements as outlined under “Admission of First-Year Students” and/or “Transfer Admission.”

\*Note: Students are considered financially full-time when taking 9 or more credit hours in a given semester.

## Admission of Special Students

Students may be admitted to the College to take academic courses for transfer or for their personal edification without pursuing a degree at Montreat College. Special student classifications include the following:

- Visiting = degree-seeking at another institution
- Non-degree = receiving college credit but not seeking a degree
- Audit = attending college course without receiving credit\*

\*Students planning to audit a course must also receive approval from the instructor of the course; see *auditing courses* under Academic Information.

Students wishing to enter under the “special” classification should submit the following:

- A special student application indicating the desired admission status.
- An official transcript from the most recent institution (students auditing a course do not need to submit transcripts).
- An official transcript showing the completion of pre-requisite or co-requisite courses if planning to enroll in courses for which these are required.
- Immunization and other medical forms (required for all students taking 4 or more hours on campus). All records of immunization must be certified either by a physician’s signature, a health department stamp, or be a copy of a North Carolina school health record. Dismissal from school is mandatory by law if these immunization requirements are not met.

Special students are not eligible for financial aid.

## Time-Shortened Degree Opportunities

Montreat College accepts and provides numerous programs by which students may accelerate their academic careers, have a wider range of course choices, and reduce the overall length of time spent in completing degree requirements.

### Early Admission

This program allows superior students to be admitted following completion of their junior year in high school. No student will be considered who has less than a *B* average for all high school work attempted. The high school must first agree to allow college credits obtained at Montreat College to count towards high school graduation requirements. Students considering early admission must meet the same requirements as those listed under “Admission of First-Year Students.” Applicants will be considered on an individual basis. Students who have not completed high school are not eligible for federal financial aid. For additional information, contact the Office of Admissions.

### Dual Enrollment

This program offers students an opportunity to earn college credit while still enrolled in high school. This opportunity is open to all area high school and home schooled students who are juniors or seniors and at least 16 years of age (all others will be handled on a case-by-case basis). The College will cover the cost of tuition up to four courses total. Additional or subsequent courses will incur charges based on current part-time session fees (contact the Office of Admissions for details). Students interested in dual enrollment should submit the following:

- A dual enrollment application.
- An official copy of the high school transcript.
- Immunizations and other medical forms (required for all students taking 4 or more hours on campus). All records of immunization must be certified either by a physician’s signature, a health department stamp, or be a copy of a North Carolina school health record. Dismissal from school is mandatory by law if these immunization requirements are not met.



## Credit by Examination

A student may participate in a variety of credit by examination programs in order to earn credit toward degrees awarded by Montreat College. A maximum of **30** semester credit hours may be awarded through any combination of these programs. Credit earned will be recorded as *P* (passing) on a student's transcript. Tests may only be taken one time. If credit by examination tests have been taken prior to enrollment, the student must request official score transcripts from the examination program and have them sent to Montreat College. Credit for Montreat College will not be based upon academic credit awarded by another institution.

**Advanced Placement Program (AP):** This credit by examination program is sponsored by the College Entrance Examination Board for evidence of completion of college-level courses taken in high school. Scores of 3, 4, or 5 will be accepted, depending on the discipline.

**College Level Examination Program (CLEP):** The CLEP subject area examination will award credit toward graduation to students who earn scores equal to grades of *C* or better. Tests may not be taken for credit if the student has ever taken a course in the subject area.

**Defense Activity for Nontraditional Education Support (DSST):** This credit by examination program uses various subject area examinations. Guidelines developed by the American Council on Education (ACE) for awarding these credits are followed. Tests may not be taken for credit if the student has ever taken a course in the subject area.

**ECE:** This credit by examination program is similar to other subject area examinations. Tests may not be taken for credit if the student has ever taken a course in the subject area. Guidelines developed by the American Council on Education (ACE) for awarding these credits are followed.

**International Baccalaureate (IB):** The International Baccalaureate Organization's Diploma Program is a demanding two year, pre-university course of study that leads to examinations. It is designed for highly motivated secondary school students aged 16 to 19. Similar to Advanced Placement (AP) examinations, students enrolled in the International Baccalaureate (IB) Diploma Program earn credit hours or advanced placement in college courses. Scores of 5 or 6 will be accepted, depending on the discipline.

**Military Credit:** Military credit is treated in the same way as general transfer credit (i.e. up to **66** credit hours of lower-level credit, 6 credit hours for upper-level courses, and **6** credit hours of graduate-level courses). Military credits may count toward specific course requirements beyond general electives. Following

the review of military transcripts by the Office of Admissions and the Office of Records and Registration, Department Chairs will be consulted to review courses for major-specific transfer credit.

Montreat College uses the American Council on Education's (ACE) guide to evaluating educational experiences in the armed services for evaluating all military credit. An official Joint Services Transcript (JST) or officially certified DD-214 is carefully evaluated for all details concerning military experiences; credits are awarded at face value. The JST should accompany the student's application for admission. The ACE recommendation for use of military credit(s) must fit within a Montreat College program for transfer credit to be approved. Credits can be applied to the major if they closely match Montreat College courses.

Credits completed at the Community College of the Air Force with a grade of S are reviewed as general elective credit. Credits with grades of A – C are evaluated just like any other two-year college transcript.

**Modern Foreign Languages:** Spanish placement exams are given during Welcome Week at the beginning of the fall semester, during New Student Orientation at the beginning of the spring semester, and during Pre-Registration in November and March. Students who place into a course by exam will receive credit for the preceding lower-level course(s) upon successful completion of the course into which they have been placed. A maximum of six credit hours may be earned by placement exam.

The American Council on the Teaching of Foreign Languages (ACTFL) offers proctored proficiency assessments in many world languages for reading and listening comprehension and reading and writing skills. Montreat College awards college level credit based on recommendations by the American Council for Education (ACE) for the different levels of competency demonstrated, whether the student learned the language in a classroom or non-classroom setting. These assessments must be arranged through the college, by contacting the Associate Dean of Academics and Institutional Effectiveness.

## Medical Forms and Concerns

New students are required to complete several medical forms related to medical history and current medical health. These are mandated by North Carolina law and needed for certain courses and student activities. These forms are initially collected by the Office of Admissions at the time of deposit to the College. Student athletes and students participating in certain courses (such as those facilitated by the Outdoor Education/Ministry Department and the Physical Education Program) may be required to submit yearly medical updates. Faculty/instructors will also ask students to advise them about any significant medical conditions or limitations on the students' abilities to participate in courses requiring physical exertion. However, **it is each student's responsibility to inform staff/faculty of any significant medical history or restrictions.**

## Financial Aid Information

For financial aid information and application materials for the School of Arts and Sciences, please contact the Office of Financial Aid:

Executive Director of Enrollment Management  
Montreat College (MC 881)  
P.O. Box 1267  
Montreat, NC 28757  
800-545-4656  
[financialaid@montreat.edu](mailto:financialaid@montreat.edu)

The Office of Financial Aid is committed to providing financial resources to students who seek an education at an institution committed to integrating faith and learning. In partnership with college, federal, state, and other organizations, the Office will coordinate the administration of all students' financial assistance awarded to ensure equity and consistency in the delivery of funds to students.

### General Information

There are two types of financial assistance at Montreat College – aid based on financial need and aid based on other criteria, such as academic or athletic achievement. Each year, the College administers more than six million dollars in assistance.

The Financial Aid Office is committed to helping students and parents with funding as much as possible. However, the final financial arrangements must be made between the student and the Student Accounts Office.

A student must be classified as a student in good academic standing and meet all federal requirements to receive federal and state funding.

#### **Note: Validation of all High School Diplomas**

According to federal regulations, high school diplomas must be valid in order for a student to be eligible for Title IV funding (i.e. federal funding).

Beginning July 1, 2011, federal regulations require all colleges and universities to evaluate the validity of a student's high school diploma if the institution or the Secretary of the Department of Education has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education (Higher Education Act § 668.16(p)).

## Application for Financial Aid

### Procedure

- Apply for admission to Montreat College.
- Request a PIN number from the Department of Education at [www.pin.ed.gov](http://www.pin.ed.gov). Students must have this to complete their Free Application for Federal Student Aid (FAFSA). If the student is a dependent, a parent must also have a PIN number.
- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) after January 1. It is advisable to file tax forms before completing the FAFSA, but it is not required. It is best to have the FAFSA submitted as early as possible.
- Financial aid decisions are made after a student has been offered admission. Students are notified via an official award letter.
- Students receiving a loan for the first time at Montreat College will need to complete the appropriate paperwork, including the Master Promissory Note and the Entrance Counseling Interview for William D. Ford Federal Direct Loans at [www.studentloans.gov](http://www.studentloans.gov).
- Students eligible for educational benefits through the Veterans Administration or Vocational Rehabilitation should apply directly to these agencies and inform the Financial Aid Office of pending awards.
- Students must reapply each year for financial aid by completing the FAFSA.

### Types of Financial Aid

Financial aid is usually awarded in a package or combination of different types of assistance from various sources. Scholarships, grants, loans, and employment are integral parts of the financial aid program, and some portion of the aid offered may consist of each of these types of financial aid.

Scholarships and grants are non-repayable gifts. These include the Montreat Merit Scholarships, which are based on academics, the Keystone Award, which is based on both academics and need, and awards based on talent, for example musical or athletic achievement. Scholarships from outside the College include state grants (North Carolina Need Based Scholarship), federal grants (Pell, SEOG), and scholarships from other outside entities.

Loans available to Montreat College students include William D. Ford Federal Direct Loans (subsidized and unsubsidized), Perkins Loans, William D. Ford Federal Parents' Loan for Undergraduate Students (PLUS), Grad PLUS and alternative or private educational loans.

Work programs are the Federal College Work Study Program (FCWSP) and the Montreat College Work Program.

**Academic Year Definition**

To be considered full time, an undergraduate student should be enrolled a minimum of 30 weeks (15 per semester) of instructional time and a minimum of 24 credit hours (12 credit hours per semester) attempted.

**Work Study Program**

Students who are eligible for work study will be contacted by the Office of Financial Aid with information about the application process. These positions typically allow for 125 credit hours of work per semester at \$7.25 per hour. Students may work only one campus job.

**Veterans Benefits**

The VA certifying official works with the Veterans Administration to assist in administering the various benefit programs to veterans or eligible relatives of veterans. The VA certifying official certifies enrollment and transmits necessary credentials and information to the proper administrative office.

A student must be admitted and actively enrolled in courses at Montreat College before enrollment verification for veterans benefits can begin. Students in the School of Arts and Sciences as well as the School of Professional and Adult Studies may be eligible for the full monthly allowances, provided they are enrolled in 12 or more semester credit hours. However, allowances for students in the School of Professional and Adult Studies may be classified by course length and not by term enrollment. Students are responsible for reporting any changes in enrollment status to the VA certifying official.

In order to obtain application forms, or for additional information, contact the Veteran's Help Desk at [va@montreat.edu](mailto:va@montreat.edu). To check on the status of benefits, contact the Veterans Administration at 1-800-827-1000.

## Statement of Satisfactory Progress for Financial Aid Purposes

It is very important to note that there are two types of Satisfactory Academic Progress (SAP) requirements. The first type is called Academic SAP and applies to **all** enrolled students. It is monitored by the Office of Records and Registration. The second type is called Financial Aid SAP and only applies to students receiving financial aid.

[Federal regulations](#) (Sections 668.16, .668.32 and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making [satisfactory academic progress](#) toward earning their degree.

At Montreat College, this determination of progress is made at the end of each semester, including the summer term, and before the financial aid office disburses any federal aid funds for the subsequent semester. To be eligible to receive Title IV federal funds, Pell Grants, SEOG, Federal College Work Study, Federal Perkins Loans, Federal Direct Loans or state and institutional aid, students must maintain satisfactory progress.

Financial Aid Satisfactory Academic Progress (SAP) has three criteria and students must meet **all** three:

1. A Qualitative measure: All students must maintain a cumulative 2.0 GPA.
2. A Quantitative measure: All students must earn 67% of all credits attempted.
3. A Pace of Progression measure: All students must complete their program in 150% of the credit requirements. For example, a program which requires 120 credit hours for completion must be completed in 180 attempted credit hours ( $120 \times 1.5 = 180$ ). This is also called the Maximum Time Frame (MTF) criteria.

There is one additional SAP criteria that students should be aware of especially if they plan to double major: Automatic Completion. All students who have completed all credit requirements for any of their programs will be considered as having earned a degree for financial aid purposes even if they have not applied for graduation. These students will not qualify for need-based federal grants and state financial aid.

## **Failure to Meet Satisfactory Academic Progress**

**Financial Aid Warning:** Students who fail to make SAP may continue to receive financial aid for one additional semester. No appeal is necessary for this student at this time.

**Financial Aid Suspension:** Students who fail to regain SAP at the end of a semester on Warning are not eligible to receive financial aid. A student on Suspension has the option to appeal to have their eligibility reinstated. If the student's appeal is denied, the student remains on Suspension and can only regain eligibility once they meet all three of the SAP criteria.

**Financial Aid Probation:** Students whose appeals have been approved are placed on Probation. The appeal approval will outline what the student needs to do to keep receiving financial aid. This may range from the student regaining eligibility at the end of the next period of enrollment to the student meeting specific criteria as identified in an Academic Plan.

## **Effect of Incompletes, Withdrawals, Failures, and Repeats**

All incompletes, withdrawals, failures, and repeats are included as **attempts** when determining SAP for financial aid. Depending on when a student withdraws in the semester, their aid may be recalculated. Students should consult a financial aid counselor before making any adjustments to their schedules as it may impact their awards.

## **Effect of Changing Major/Double Major**

A change of academic major or the pursuit of a double major does not extend eligibility for financial aid. Students are still expected to complete their programs within 180 credit hours. A student may appeal if they fail to make SAP for this reason.

## **Effect of Summer Enrollment/Cooperative Education/Consortium Agreement/Study Abroad**

Credit hours attempted during the May Term and summer sessions will be used to determine SAP.

If a student is enrolled via a consortium agreement/study abroad program, a transcript will be obtained from the host school and the credit hours will be included as attempts along with the credit hours earned.



## **Effect of Credits by Transfer, Examination, Military, and Life Experience**

Transfer credits that have been accepted and count towards the student's program of study will be used as attempts and completes and included in determining SAP.

Academic credits received via examination, military, or life experience are counted as attempts and as earned credit.

## **Effect of a Second Degree**

A student who has already been awarded a bachelor's degree may apply for a second degree only if the second degree is different from the first degree. Ordinarily, a second degree at the undergraduate level is discouraged, and a graduate degree is encouraged. Students who have earned a degree are not eligible for need-based federal grants and state aid.

## **Effect of Auditing Courses**

Students do not earn any academic credits for audited courses. They do not count in the calculation of "attempted credit hours."

## **Reinstatement of Aid**

Aid may be reinstated on a probationary status by meeting the requirements for SAP or by an approved appeal. If aid is reinstated, a probationary status will remain in effect. A period of non-enrollment does not reinstate aid eligibility. A student returning after an extended period of non-enrollment must still submit a SAP appeal.

## Appeals

Students who wish to appeal the suspension of financial aid eligibility based on mitigating circumstances (i.e., severe illness, death of a close family member, severe injury, or other traumatic experiences) may do so by submitting the SAP appeal form, a letter of appeal, and supporting documentation to the Director of Financial Aid within **ten days** from the date of notification that aid has been canceled.

All appeals must:

1. Include the completed SAP appeal form.
2. Include the student's statement identifying the mitigating circumstances that led to SAP not being maintained. In the first appeal, since SAP is cumulative, the student must address all unearned coursework which appears on the Montreat College transcript.
3. Provide supporting documentation, such as statement from the doctor, death notice, etc.
4. Identify and have approved by the Academic Advisor and/or the Student Success Team, a plan to correct academic deficiencies. This plan must be signed by the student and preparer.
5. Include the student's degree audit, which may be obtained from the Office of Records and Registration.
6. Include the student's Montreat College identification number, or Social Security number, current address, and communication information.
7. Be legible.

All initial and subsequent appeals, supporting documentation, and corrective plans of action must be received within ten days of notice. The Financial Aid Advisory and Appeals Committee will not review incomplete or partial appeals. All documentation is retained by the Financial Aid Office for audit purposes. The Director of Financial Aid will take the appeal to the Financial Aid Advisory and Appeals Committee and notify the student of the decision to reinstate or deny aid. If approved, conditions may apply. If the conditions are not satisfied, aid may be denied in a subsequent term. As described in federal regulations, **all decisions at this point are final.**

**The Student Financial Aid Office will review no more than two appeals from a student during the course of study.**

## Financial Information

For information or questions about financial information for the School of Arts and Sciences, please contact the Finance Office:

Finance Office  
 Montreat College (MC 868)  
 P.O. Box 1267  
 Montreat, NC 28757  
 828-669-8012 ext. 3753  
[financeoffice@montreat.edu](mailto:financeoffice@montreat.edu)

Montreat College endeavors to ensure that the opportunity for Christian higher education be given to all who desire it. By keeping expenses at a minimum and by offering a substantial and comprehensive financial aid program, Montreat provides an educational opportunity for many students who otherwise might not be financially able to attend college. No qualified student should hesitate to apply because of lack of financial resources.

### School of Arts and Sciences Program Fees

Full-Time Tuition, Room, Board, and Fees	Fall or Spring	Academic Year
Full-Time Tuition (9 to 18 credit hours)	\$12,010.00	\$24,020.00
Student Health Insurance	\$1,380.00	\$1,380.00
Wellness Center Fee (per semester)	\$50.00	\$100.00
Technology Fee	\$100.00	\$100.00
<b>Off Campus Student Charges:</b>	<b>\$13,540.00</b>	<b>\$25,600.00</b>
Room – Double Occupancy	\$2,048.00	\$4,096.00
Board (includes 17 meals per week & \$175 Cavalier Cash)	\$2,007.00	\$4,014.00
Sales Tax on Board	\$128.24	\$256.48
<b>Residential Student Charges:</b>	<b>\$17,723.24</b>	<b>\$33,966.48</b>
Housing Options and Amenities	Fall or Spring	Academic Year
Webbwood Apartments	\$3,032.00	\$6,064.00
Private Room	\$3,232.00	\$6,464.00
Campus Laundry and LaundryView™	No Charge	No Charge
High Speed Internet and Email Account	No Charge	No Charge
Local Phone Service and Extended Basic Cable Television	No Charge	No Charge

Other Charges and Fees		
Off-Campus Commuter Fee	Per Semester	\$50.00
Part-Time Tuition (less than 9 credit hours per semester)	Per Credit Hour	\$620.00
Tuition Overload (credit hours over 18)	Per Credit Hour	\$375.00
CBA/Directed Study Tuition for Winter/Summer Sessions	Per Credit Hour	\$375.00
Internship/Practicum for Part-Time or Summer Students	Per Credit Hour	\$375.00
May Term Tuition	Per Credit Hour	\$385.00
Practicum – (all 341 courses, MS 451)	Per Credit Hour	\$50.00
Field Internship – (all 441 courses)	Per Credit Hour	\$50.00
CBA or Directed Study for Fall/Spring Semesters	Per Credit Hour	\$50.00
Audit	Per Course	\$100.00
New Student Deposit (nonrefundable, applied to first semester charges)		\$150.00
Montreat Campus Parking Fee		\$100.00
Black Mountain Campus Parking Fee		\$25.00
Graduation Fee		\$60.00
Late Payment Fee (for balance due after Check-In Day)		\$50.00
Delinquent Payment Fee (for balance due after first week of class)		\$100.00
Late Check-In Fee (missed Check-In Day without prior approval)		\$50.00
Returned Check Fee		\$25.00
Student ID Card Replacement/Mailbox Key Replacement		\$10.00
Athletic Participation Fee – Annual		\$100.00
Transcript Fee		\$7.25
Electronic Transcript Fee		\$9.00

Special Instructional Fees (in addition to tuition)		
American Ecosystems (ES 305)	Per Course	\$1,700.00
Applied Music Lesson Fee	Per Credit	\$250.00
Applied Music Group Lesson Fee	Per Credit	\$100.00
Art Materials: Drawing/Sculpture (AR 241/341/344)	Per Course	\$30.00
Art Materials: Painting (AR 342)	Per Course	\$100.00
Digital Sound Recording & Audio Production Techniques (MS 131/322)	Per Course	\$75.00
Beginning Piano Class (MS 103)	Per Course	\$75.00
Biology Lab (BL 101L, 102L)	Per Course	\$15.00
CCCU Program – off campus (Various)	Per Course	Variable
Challenge Course Facilitation (OE 210)	Per Course	\$150.00
Choir Fee (MS 151, MS 251)	Per Course	\$65.00
Computer Applications in Music (MS 301)	Per Course	\$75.00

Special Instructional Fees (continued)		
Computer Competency Exam (CS 102E)	Per Course	\$100.00
Computer Lab Equipment Fee (CS 207)	Per Course	\$250.00
Discovery (OE 180)	Per Course	\$1,000.00
Environmental Policy (OE 305)	Per Course	\$150.00
Exercise Testing & Measurements Equipment (EX 320)	Per Course	\$50.00
Field Studies, Cherokee (ES 460)	Per Course	\$150.00
Field Studies, Grandfather Mountain (ES 460)	Per Course	\$25.00
Field Studies, Smokies (ES 460)	Per Course	\$300.00
Field Studies, Wetland Ecosystems (ES 460)	Per Course	\$350.00
Gaither 22 Lab Fee	Per Course	\$35.00
High Challenge Course Activities Level I and II (OE 480)	Per Course	\$364.00
History Travel, Charleston trip (HS 480)	Per Course	\$350.00
Immersion Semester (OE 312B)	Per Course	\$1,900.00
Internship/Practicum/CBA/DS (spring or fall semester)	Per Credit	\$50.00
Introduction to Pedagogy (YM 408 )	Per Course	\$100.00
Low Ropes, Group Initiatives and High Events Level I & II	Per Course	\$555.00
Low Ropes, Group Initiatives and Spotted Events Level I & II	Per Course	\$364.00
Music Arranging Class (MS 319)	Per Course	\$75.00
Music Business Junior Nashville Trip (MS 316L)	Per Course	\$200.00
Music Business Senior Immersion	Per Course	\$500.00
Music Studio Recording (MS 221 at Echo Mountain)	Per Course	\$300.00
Smokies Natural History (ES 460)	Per Course	\$300.00
Special Interest Courses	Per Course	Variable
Spiritual Formation and Faith Development (YM 401)	Per Course	\$75.00
Student Teaching Placement (ED 450)	Per Course	\$100.00
Survey of Outdoor Education (OE 103)	Per Course	\$50.00
Wilderness Journey Practicum (OE 182)	Per Credit	\$500.00

NOTE: Montreat College reserves the right to modify any of these charges at any time.

Full-time, degree-seeking students who are registered for 18 credit hours or more in a semester who still need or want to take music ensemble and applied music courses will be allowed to waive overload fees for these applied music courses. They will still be responsible for paying the applicable course fees for the ensemble and applied music courses.

## Payment of Tuition, Fees, Room and Board

Tuition and fees are due after classes have been reserved with the Office of Records and Registration and before the official Check-In date as published in the Academic Calendar. If payment arrangements are not made before the official Check-In date, a late payment penalty of \$50.00 will be assessed. If payment arrangements are not made by the end of the first week of the semester, the penalty will be \$100.00. If payment arrangements are not fulfilled, the late penalty will be charged. Bills are mailed to registered students in July and December. "Express" status is given to those who have submitted the required paperwork and made payment arrangements by the payment due date for the semester as listed in the Academic Calendar. "Express" status students will not have to visit the Student Accounts Office during Check-In. **All students are required to attend the official Check-In before the start of each semester.** Students who do not attend Check-In will have their academic schedules dropped. A \$50.00 fee will be charged to those who check in late without securing prior approval from the Check-in Committee.

For the convenience of students and their families, an annual payment plan (payable in monthly installments from May through April during the Academic Year) or a semester payment plan (payable in four monthly installments during the semester) is available through College Foundation Installment Payment Plan (CFI). CFI may be reached by phone at (866)-866-CFNC or online at [www.CFNC.org](http://www.CFNC.org). A payment plan is an arrangement made directly between the student and CFI, so in cases where a payment plan arranged is not enough to cover the actual balance due, the student is responsible to pay the remaining balance directly to Montreat College. If a payment plan is in default for non-payment, the College will require immediate payment for the balance due. In such cases, payment will be required in full prior to the start of classes and payment plans will not be approved for subsequent semesters.

At the time a student formally registers for classes, either by signing and submitting the appropriate registration forms to the Office of Records and Registration or by registering online through the website, when available, the student agrees to abide by the College's official policies concerning the adding and dropping of classes, or the complete withdrawal from Montreat College. Charges or fees will not be refunded if students withdraw after the add/drop deadline. Students should view their accounts online using Self-Service; link and instructions are available at [www.montreat.edu/studentaccounts](http://www.montreat.edu/studentaccounts). The student also agrees to assume responsibility for understanding the College's official policy that schedule changes or unsatisfactory academic progress may result in additional charges or the loss of eligibility for certain types of financial aid. Responsibility to understand how these changes can affect his/her financial situation with regard to financial aid eligibility belongs to the student.

If an account must be sent to a collection agency or be litigated due to nonpayment of the outstanding balance, the College reserves the right to demand payment in full for subsequent terms of enrollment, prior to the beginning of each term to ensure enrollment. The College reserves the right to cancel the registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.

Student receivable accounts are considered to be educational loans provided for the sole purpose of financing an education at Montreat College, a non-profit institution of higher learning. As such, student receivable accounts are not dischargeable under the provisions of the laws governing either Chapter 7 or Chapter 13 bankruptcy actions.

The College reserves the right to demand payment in the forms of a certified check, money order, cash, or credit cards in the event that one or more checks have been returned unpaid for any reason. Students who have unpaid accounts or other outstanding obligations at the College will not be eligible to reserve classes or return for the next semester. Transcripts, certificates, and diplomas are not issued unless all charges have been paid in full. The College reserves the right to recover all costs involved with the collection and/or litigation of delinquent accounts, as well as levy an interest charge equal to one and one half percent (1.5%) per month, on any account with a balance beyond thirty days past due. Student accounts are assessed fines as incurred for overdue library books, damaged property, parking violations, etc.

The payment of all tuition and fees becomes an obligation upon registration at Montreat College. The Federal Truth-in-Lending Act requires complete disclosure of the terms and conditions controlling payment of the student's obligations. In order to comply with those federal statutes and regulations, the College discloses billing policies in the Academic Catalog and publishes the "Payment and Initial Disclosure Agreement". The Disclosure form is sent to each new student, and is available in the Student Accounts Office or online at [www.montreat.edu/studentaccounts](http://www.montreat.edu/studentaccounts) on the "Forms" page.

## Refund/Repayment Policy

Since the College makes arrangements for faculty, staff, services, and supplies based upon enrollment figures at the beginning of each semester, **fees are nonrefundable after the first seven calendar days of the semester.** If the student withdraws from the College, then the General Institutional Refund Policy below will apply.

A student is considered enrolled for attendance purposes until the last day of attendance or the end of the semester, whichever is first. To withdraw from courses, the student should follow the formal withdrawal process outlined in this catalog. Official withdrawal forms are available in the Office of Records and Registration.

A refund refers to money paid toward college charges that must be returned to financial aid sources and/or the student. A repayment is the amount of cash disbursed to the student that must be repaid to federal, state, or institutional sources.

Requests for refunds are to be directed to the Student Accounts Office. The amount of refund will depend upon whether the student has received Federal Title IV and/or state financial assistance.

## Special Interest Courses

All payment arrangements and refund policies for special interest courses are governed by the contract agreement that each individual special interest course maintains. Students should contact the course leader for contract agreement details. In most cases these fees are not refundable.



## General Institutional Withdrawal Policy

Normally, if a student withdraws or is administratively withdrawn from the College during the semester, the amount of charges retained by the College depends upon the period of time the student has been enrolled.

IF THE STUDENT WITHDRAWS:	THE COLLEGE RETAINS:
Before the first day of class	0% of total tuition, room and board
Before the end of the first week of class	10% of total tuition, room and board
Before the end of the third week of class	50% of total tuition, room and board
Before the end of the fifth week of class	75% of total tuition, room and board
After the fifth week of class	100% of total tuition, room and board

An administrative fee of \$100 will be deducted from any refund of tuition, room, and board. Fees are non-refundable.

### Return of Title IV Student Aid

In the event a student withdraws or is administratively withdrawn from the College, the Financial Aid Office is required to process a withdrawal calculation. Such a calculation is based upon the student's last date of documented class attendance. All awards that include Federal Title IV aid will be subject to the Federal Return of Title IV Funds calculation. All State funds will be subject to State requirements to determine award eligibility. All other nonfederal funds are subject to the Montreat College withdrawal calculation. Montreat College has a fair and equitable refund policy, as required under Section 668.22(b)(1) of the federal regulations.

The Federal Return of Title IV Funds calculation determines the percentage of the period of enrollment for which the assistance was awarded. This figure is used to determine the percentage of aid the student earned for the period of enrollment, based on the number of days actually completed. All unearned funds are returned to the proper agencies in the order prescribed by federal and state laws: Unsubsidized Direct Loan; Subsidized Direct Loan, Federal PLUS Loan; Federal Perkins Loan; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other state, private, or institutional aid; the student.

**Students must pay any charges remaining on their account after funds are returned to the proper agencies.**

## Appeal Process

A student may request an exception to the normal College withdrawal policy by directing a written appeal to the Vice President of Finance and Administration.

## Credit Balances

Students may receive a distribution of a credit balance from their account during the semester, though not prior to the conclusion of the first two weeks of the semester or the **actual receipt of funds**. To receive a check for the credit balance, all requests must be made by submitting a Credit Balance Request form to the Student Accounts Office (SAO). Credit Balance Request forms are available in the Student Accounts Office and online at [www.montreat.edu/studentaccounts](http://www.montreat.edu/studentaccounts) on the “forms” page. Refund requests received in the Student Accounts Office by 4 p.m. Wednesday result in a refund check issued by the following Wednesday; or in the case of a delay in the Finance Office, the next available check run. If a student graduates or separates from Montreat College, any remaining credit balance will be refunded by a check mailed to the student’s address on file.

## Student Life Information

For information or questions concerning student life, please contact the Office of Student Services:

Assistant Dean for Student Life  
Montreat College (MC 898)  
P.O. Box 1267  
Montreat, NC 28757  
828-669-8012 ext. 3631  
[studentlife@montreat.edu](mailto:studentlife@montreat.edu)

For complete policies and details regarding student life, consult the Student Handbook: <http://www.montreat.edu/student-life/student-handbook/>

### Student Life

Student life outside the classroom is one of the most significant aspects of a full college life. Students grow and develop in their social and spiritual lives just as in the academic area, learning to talk openly, choosing life values, having fun, and discerning those activities that contribute to true joy. Student life is an important area, influencing education with a Christ-centered perspective at Montreat College. The Dean of Students and Student Services staff plan and encourage a wide range of programs to meet the needs and interests of each student, and to fulfill the goals and purpose of the College.

### A Christian Community

Montreat College seeks, by the grace of God and the power of the Holy Spirit, to intentionally grow disciples who know Christ and make Him known. Convinced as we are that Christian community is central to this call, we encourage students to regularly involve themselves in small groups that meet for the purposes of friendship, mutual support and encouragement, Bible study, and prayer. In addition, we also seek to challenge students to join their faith with action by serving others with the tangible love of Jesus Christ. Each semester opportunities are provided to minister at a number of locations, including the Black Mountain Home for Children, Manna Food Bank, the Asheville Boys and Girls Club, and area high schools through Young Life. At least once a year, we strive to make an impact in our community through service projects on our campus-wide Community Day.

Worship is crucial to our community development. Every Wednesday at 10 a.m., the Montreat College community gathers in Chapel to worship the living God. Opportunities are also available throughout the week to worship in the evenings through a number of student-led worship services. The College also has two major Christian emphasis weeks called SALT (Servant and Leadership Training) and Crossroads (exploring the intersection of faith and culture). Montreat College seeks not to be just a collection of students pursuing a degree but a group of disciples who know Jesus Christ and make Him known, not only on this campus, but also in the community and throughout the world.

## **Expectations and Requirements**

It is the desire of the College to create a Christian atmosphere in which all phases of college life will be conducive to the continuous Christian growth of the individual. Bible courses form an essential part of the curriculum. In addition, regular attendance at Chapel is required and local church attendance is encouraged.

## **The Honor System**

Life at Montreat College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Each student and faculty member has a responsibility for himself/herself and for every other member of the College community. The failure of one person to live honorably is in part the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole College.

For this reason, the students of Montreat College have accepted the honor system whereby each student agrees to try to discipline his/her own life and to be ready to help others to discipline their lives toward the goal of a community in which each member will merit trust and respect. It is in large part due to the acceptance by faculty and students of the honor system as a way of life, that the spirit of Montreat is a reality, not only on the campus but also wherever former Montreat students are found.

## **Standards of Conduct**

The trustees, administration, staff, faculty, and students seek to be motivated by Christ's love for us, and we desire to reflect that love for one another; therefore, we are called upon to practice consideration, fair play, and concern in our daily interaction with each other as an expression of our commitment to be a community under the lordship of Jesus Christ. Kindness and consideration demand the deliberate consciousness of other people's feelings and an effort neither to hurt nor offend other members of the community.

Such high aspirations require an understanding of what Christian standards are both in and out of the classroom, and they can be reached only when each one in the Montreat College community makes an honest effort to incorporate them into the pattern of daily living.

An obligation for patience and for the effort toward redemption is inherent in a Christian community. At the same time, the College reserves the authority to ask those members to withdraw who do not accept its delineation of Christian standards, and who are unable to learn to live happily in the framework of its ideals. The College reserves the right to provide information to dependent students' parents or guardians. This information is limited to issues related to student safety and disciplinary or academic decisions that would jeopardize the student's ability to remain enrolled. Expectations for student conduct can be found in the Student Handbook.

## **Student Participation in Institutional Decision-Making**

Students participate in institutional decision-making and policy development through membership on faculty and Board of Trustees committees, and by having direct access to the President's Cabinet through the Student Government Association.

## **Chapel/Convocation Attendance Policy**

The weekly Chapel services at the College are intended to be a focus of worship for the whole community. They also serve to bring to the College distinguished speakers and groups who address the significance of Christian faith and activity in the world today. Convocation, a time for college community activities, is used for cultural and educational purposes intended to broaden the horizons and enrich the experience of the student body.

All full-time students that have completed fewer than 90 academic credit hours are required to attend a specified number of chapels, convocations, and special gatherings. No student may graduate without meeting the Chapel/Convocation attendance requirement. Specific requirements are distributed at the beginning of each semester. Completion of the Chapel/Convocation attendance requirement is necessary for academic recognition such as the Dean's List and the Distinguished Scholars' List.

All requests for an exemption from the Chapel/Convocation requirement must be made in writing to the Dean of Students prior to registration or no later than one week following the beginning of classes each semester.

## **Social Opportunities**

College social opportunities are extensive. Because the campus is small, students see each other often and there is varied social contact. All persons on campus become known as individuals. Classes and organizations sponsor concerts, banquets, dances, talent shows, plays, hikes, picnics, movies, and intramural competition. There are two semiformal dances each year—Winter Ball and Spring Formal

## **Tobacco Use at Montreat College**

Montreat College is committed to providing students, employees, and guests with a safe and healthy environment. Therefore, the College is a tobacco-free campus.

It is the policy of Montreat College that tobacco use is not permitted on property owned or leased by the College. At the request of Christ Community Church-Montreat, the church's building and property is included. This policy also applies to tobacco use inside vehicles while on property owned or leased by the College. Prohibited tobacco products include, but are not limited to cigarettes, cigars, chewing tobacco, snuff and pipe tobacco.

## Residence Life Requirement

The College is committed to developing and providing a strong residential community of servant-leaders, which includes one upper-class women's residence hall (McGregor Hall), one other women's residence hall (Anderson Hall), one women's apartment building (Webwood Apartments), and two men's residence halls (Howerton Hall and Davis Hall). These residence halls provide a warm, friendly "home away from home" for students. The focus of Residence Life is developing relationships and sharing the love of Christ in a community centered on grace and truth.

Each residence hall is staffed with a professional residence director and student resident assistants who are committed to serving each student as a whole person and who believe that each individual has infinite value to God. As the residence life staff serves the students, the desire is that the residents in turn, will seek to serve others and, by following the example of Christ, will become servant-leaders to each other.

Students are required to live in College-owned or College-controlled housing unless they are at least twenty-one years old, have senior status with good academic standing, are married, have a dependent child, or are living with parents or a legal guardian. Part-time and special students are not included in this requirement. Complete residence life information is published in the Student Handbook.

## Student Organizations and Services

**Alpha Chi**, one of the three most prestigious national honor societies, maintains the North Carolina Tau Chapter at Montreat College. Active membership is based on (1) good reputation and character; (2) rank in the top ten percent of the junior and senior classes; (3) regular student status at Montreat College for no less than one academic year prior to election; (4) approval by the faculty.

**The Student Government Association (SGA)** is designed to be a mediator between students and the College administration. The SGA serves the students by expressing the overall needs and concerns of the student body. It also serves the administration by informing the student body of matters pertaining to the College.

**Student Clubs** provide additional ways for Montreat College students to build community, develop leadership, and get involved. All clubs are maintained through SGA (Student Government Association) and must meet the requirements set by SGA in order to become recognized. Every club is required to have a representative that will meet with SGA at least once a semester. Any student interested in starting a club on campus should contact SGA.

**Student Publications** include a student newspaper (*Whetstone*) and a literary magazine (*Q*). These student-directed publications provide opportunity for students to increase their skills in writing and to voice their concerns for local and world issues.

**Student Activities Leadership Team** seeks to mobilize student leaders to help shape the campus culture through diverse out-of-the-classroom experiences and by holistically challenging each student to reach full potential in understanding self and giftedness, Biblical stewardship, and living within community. Participation in Student Activities is open to all interested students. Students who are interested in serving in a leadership role should contact the Director of Student Engagement.

**Backcountry** provides Montreat College students with opportunities to participate-in and lead outdoor programs. Backcountry operates a climbing wall and provides regular outings in rock climbing, whitewater paddling, and caving. Programs are led by and for students and are open to the entire campus community (friends and families included). In addition, Backcountry provides programming for the public ranging from day programs to multi-week expeditions. For more information email: [backcountry@montreat.edu](mailto:backcountry@montreat.edu). Backcountry is an outreach program of the Outdoor Education Department.

**Team and Leadership Center (TLC)** exists to help groups develop leaders and build stronger community within their context through experience-based learning. The TLC is housed on Montreat College's Black Mountain campus and includes a high team's course, climbing tower, low initiatives course, and meeting pavilion. The TLC serves a variety of groups from churches and schools to international corporations. Students are encouraged to take advantage of leadership opportunities as a part of coursework, campus work positions, internships, and volunteer positions. For more information, email [jrogers@montreat.edu](mailto:jrogers@montreat.edu). The TLC is an outreach program of the Outdoor Education Department.

**Men's and Women's Intramurals** are built around a strong intramural program based on participation in various team and individual sports. Intramural sports include flag football, soccer, basketball, volleyball, dodge ball, ultimate Frisbee, pool, Ping-Pong, and other sports depending on student interest.

**Montreat College Student Ministry Council (SMC)** provides leadership and oversight for ministries connected to Montreat College. Members of the SMC report directly to the Chaplain on a bi-monthly basis for the purpose of coordination, accountability, prayer, and ongoing spiritual support and guidance.



**SEEDS** is a student led environmental club, believing that Montreat College has a bold responsibility to uphold the biblical mandate to care for God’s creation, and work towards a more environmentally sustainable and socially responsible campus. The primary mission of SEEDS is to provide a student voice to assist in these efforts, directly contributing to the fulfillment of Montreat’s greater mission. SEEDS members work toward sustaining the Garden of Eatin’ (Black Mountain Campus), reducing Montreat’s energy use and waste, and educating students and administration about current environmental concerns affecting our local, regional, and global communities.

### **Other Student Opportunities**

Sufficient student interest can bring about the formation of other activities such as language clubs, exercise classes, and musical instruction groups. Montreat College is continually seeking ways to improve and expand its equipment, facilities, and personnel in the area of campus activities. The Director of Student Engagement coordinates the out-of-class activities and co-curricular program.

Supplementing local campus activities, visiting professors, lecturers, and performing artists come to the campus throughout the year. The city of Asheville affords the College community additional cultural and recreational opportunities, such as the Community Concert Series and the Asheville Community Theatre.

## Intercollegiate Athletics

Montreat College believes that intercollegiate athletics plays an important role in the overall educational experience of its students. A strong athletic program helps build and sustain a sense of pride, school spirit, excitement, and positive public relations for the College. At the same time, athletes are provided the opportunity to participate at a high level of competition while building important life skills.

All students participating in intercollegiate athletics are expected to maintain satisfactory standards of academic performance. Members of the coaching staff will monitor academic performance and may communicate directly with professors when necessary. Membership on a collegiate athletic team is a privilege afforded to a few and with that privilege comes responsibility. The College sees character development as the most important outcome of intercollegiate athletic participation. Therefore, athletes are held to a high standard of behavior on and off the field of play. The coaching staff adheres to this same high standard. This is reflected in the way in which Montreat College teams approach every competition on the field and in the classroom: being well prepared, playing hard, and playing fair. Athletes and their coaches are expected to model the core values of the National Association of Intercollegiate Athletics' (NAIA) Champions of Character Program, which are respect, responsibility, integrity, sportsmanship, and servant-leadership. They also serve as willing role models to young people in the community. This is reflected by their involvement in ministry and service to the local and extended community and in overseas mission opportunities.

Montreat College is a member of the NAIA and is classified for basketball as Division II. The College competes in the Appalachian Athletic Conference (AAC) composed of 11 colleges in North Carolina, South Carolina, Tennessee, Virginia, Georgia, and Kentucky. Members of the AAC are Bryan College, Columbia College, Milligan College, Montreat College, Point University, Reinhardt University, SCAD Atlanta, St. Andrews University, Tennessee Wesleyan College, Truett-McConnell College, and Union College.

The College offers 17 intercollegiate sports:

**Men:** baseball, basketball, cross-country, golf, lacrosse, soccer, tennis, and track and field.

**Women:** basketball, cross-country, golf, lacrosse, soccer, softball, tennis, track and field, and volleyball.

## Eligibility

Students are eligible to participate in intercollegiate athletics if they meet the following NAIA requirements:

- An entering freshman should be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the College. The GED will be recognized as satisfying the grade point average for home-schooled students. A student graduating from a high school outside of the United States, where the grade point average cannot be determined and the class rank is not available, may be ruled eligible by meeting the College's admission criteria for international students and specific NAIA requirements.
- An entering freshman student must meet two of the three entry-level requirements:
  - A minimum score of 18 on the Enhanced ACT or 860 on the SAT.
  - An overall high school grade point average of 2.0 or higher on a 4.0 scale.
  - Graduate in the upper half of the student's high school graduating class.
- Students considering transferring to Montreat College from a two- or four-year institution who desire to participate in intercollegiate athletics must notify the appropriate coach of their status upon initial contact. The Director of Athletics will request permission of the transferring institution before further contact may occur between the student and coach.
- In order to be eligible for intercollegiate athletics, transfer students must meet all NAIA and AAC requirements with regard to institutional credit hours completed for the number of terms in attendance. Transfer students who were previously identified with an institution within the AAC must meet residency requirements of the conference before becoming eligible for competition.

All entering students are responsible for creating an account at [www.playnaia.org](http://www.playnaia.org). The NAIA will determine a student's initial eligibility for each sport of play through this online account. Students will not be able to participate in any form of collegiate athletics without first being determined eligible through his or her PlayNAIA account as well as being certified by the college.

## **Guiding Principles**

The following vision and mission statements guide the Athletic Department, teacher/coaches, and student/athletes:

### **Mission Statement**

Proclaiming Christ through athletics by passionately:

- Building Community
- Developing Champions of Character
- Pursuing Academic and Athletic Excellence

### **Vision Statement**

Montreat College seeks to become a leading Christ-centered athletic program distinguished by championship teams, strong academic performance and character development, and committed to knowing Christ and making Him known.

## **Athletic Scholarships**

Athletic grant-in-aid (AGIA) scholarships may be awarded for students participating in intercollegiate athletics. A total institutional aid budget is approved yearly by the President's Cabinet and is then assigned to the Director of Athletics, who apportions out an AGIA budget to each Head Coach. AGIA becomes a part of the total financial aid package awarded to each student. The Director of Athletics is responsible to the President for ensuring compliance with current NAIA limits for each sport. Prospective students interested in athletic scholarships should complete an athletic questionnaire and return it to the respective head coach.

## **Career and Vocational Services**

The Office of Calling and Career provides vocational and career services including resume and cover letter development, interview preparation, and job and graduate school search planning. All students are encouraged to engage in the process of discovering how God has gifted them and to use their gifts in God-honoring ways. Ephesians 2:10 says, "For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do."

## **Work Study Program**

Students who are eligible for Montreat College and federal work study programs will be contacted by the Office of Financial Aid with information about the application process. These positions typically allow for 125 hours of work per semester at \$7.25 per hour. Students may work only one campus job.

## **Counseling Services**

College can be a time of great personal growth and change; the Counseling Center at Montreat College provides support for a wide range of issues that may arise for students during this time. Services offered by the Counseling Center include: individual and couples counseling, consultation, referral to community resources, crisis intervention, and educational outreach programs. The College Chaplain, residence directors, Dean of Students, and Student Success Team are also available for personal guidance.

For information specifically about sexual harassment and assault issues, including prevention & response protocols, please consult [www.montreat.edu/safecommunity](http://www.montreat.edu/safecommunity).

Director of Counseling  
Office: (828) 669-8012 ext. 3538  
[counselor@montreat.edu](mailto:counselor@montreat.edu)  
[www.montreat.edu/counseling](http://www.montreat.edu/counseling)

## Disability Services

The College will provide reasonable accommodations for known disabilities whether visual, hearing, mobility, medical, learning, or for other qualified applicants and students. Eligible students should follow these steps:

- Identify himself/herself to the Student Success Team, specifically the Disability Services Coordinator, (828) 669-8012 x 3538, [www.montreat.edu/disability](http://www.montreat.edu/disability).
- Submit to the Student Success Team current documentation (not older than three years) of his/her disability.
- Be willing to participate in additional evaluation to confirm the disability, if requested.
- Provide clear recommendations for accommodations from a professional care provider.
- Request in writing the specific accommodations needed to enable his/her academic access.

The Student Success Team, in conjunction with other appropriate personnel, will assess a student's documentation and determine the reasonableness of the requested accommodations. The Student Success Team serves as a liaison between students and faculty/staff, working individually with students to develop and implement a plan for academic accessibility. As part of such a plan, the Student Success Team may direct students to the Counseling Center, Health Services, Office of Career and Calling, Writing Center, and/or academic department tutoring. The Student Success Team will communicate with the appropriate faculty and staff regarding the specified accommodations and will work with the student and his/her instructors to ensure that the plans for academic support and success are implemented.

## Student Health Services

Students are required to submit immunizations to the College prior to class registration in accordance with North Carolina state law. G.S. 130-A-155 On campus, Student Health Services are located in the lower level of Bell Library. The walk-in illness and injury clinic is staffed by a registered nurse, and emergency medical services are available through urgent care clinics in Asheville and Mission Hospital's emergency room. Students can also be seen in local Black Mountain health clinics. Any transportation needs for medical care can be arranged through residence life staff. See our website for specific service providers: <http://www.montreat.edu/student-life/student-services/health-wellness/>.

### Medical Forms and Concerns

New students are required to complete several medical forms related to medical history and current medical health. Some of these forms are mandated by North Carolina law and others are needed for certain courses and student activities. These forms are initially collected by Admissions at the time of acceptance to the College. Student athletes and students participating in certain courses (such as those facilitated by the Outdoor Education/Ministry Department and Physical Education Program) may be required to submit yearly medical updates. Faculty/instructors will also ask students to advise them about any significant medical conditions or limitations on the students' abilities to participate in courses requiring physical exertion. However, **it is each student's responsibility to inform staff/faculty of any significant medical history or restrictions** since not all staff/faculty have access to student medical information.

## Non-Academic Student Grievances

Students are encouraged to submit any complaints or general grievances to Student Government with a copy to the appropriate college department head or administrator. Student Government will designate a member to follow up on the complaint and report back to the student and SGA.

1. A student wishing to appeal a decision by the college, which directly affects the student, should first appeal to the faculty member, student group or administrator making the decision.
2. In a case involving disrespectful treatment, sexual harassment, threatened harm or retaliation by any employee of the college, a formal complaint should be made with the Dean of Students. If the Dean of Students is involved in the complaint, the Dean of Academics will conduct the investigation. The Dean of Students or Dean of Academics will make every effort to investigate the complaint within seven days. The Dean of Students or Dean of Academics may involve other appropriate individuals (counselor, nurse, residence director, administrator, faculty member or staff person) in the investigation, as needed, to offer assistance or to be assigned as an advocate for the student bringing the complaint. Strong consideration will be given to protect the student's identity and to keep the matter as confidential as possible. Final action will be determined by the employee's direct supervisor in consultation with the Dean of Students or Dean of Academics.
3. If not satisfied, the student may appeal in writing within two weeks to the chair (Vice President and Dean of Students) of a general student grievance committee.
4. A written response will be returned within seven days.
5. Final appeal may be made directly to the President of the college in writing within seven days of an action by the committee chaired by the Vice President for Student Services and Dean of Students. A written response will be returned within two weeks of the appeal.
6. Students seeking redress of their grievances are protected against any retaliation by staff, students or faculty as a result of appeal.
7. The committee includes the appointed chair, the Vice President and Dean of Students, Vice President for Academics, and the chair of the Student Judicial Appeals Court (if not functioning, an appointed member of Student Government).

NOTE: The appeals and due process procedures for disciplinary cases are contained in the Student Government Association Constitution and are printed in the Student Handbook. The Student Services Office should be contacted for assistance.



## **Campus Store**

The Montreat College Campus Store is located in the Belk Campus Center and provides for the purchase of textbooks, supplies, clothing, gift items, and snacks.

## **Laundry Service**

Residential students are required to bring their own linens. Self-service laundry facilities are available in all residence halls at no charge.

## **Telephone Service**

Free local telephone service is available in all campus residence hall rooms. Residents are expected to provide their own touch-tone telephones in order to use the service. Residents are also requested to bring an answering machine for their room.

## **Cable Television Service**

Free extended basic cable service is available in all campus residence hall rooms. Residents are expected to provide their own cable-ready televisions. Premium services are not available.

## **Internet Service**

Internet access is available in all residence hall rooms. Residents must provide an Ethernet cord. Wireless internet is available in each residence hall lobby, Bell Library, Howerton Dining Hall, the Huckleberry Cafe, Morgan Science Building, McGowan Center for Christian Studies, Gaither Hall, McAlister Gymnasium, and Belk Campus Center.

## **Outdoor Gear Rental**

The Outdoor Education Department offers gear rental to faculty, staff, and students at a nominal fee. Available gear includes backpacks, sleeping bags, tarps, and more! Students who complete boating courses may qualify to rent kayaks or canoes.

# Campus Facilities

## Main Campus Buildings

**Gaither Hall** (1935, later renovated) houses the President's Office, Advancement Office, Alumni Office, Public Information Office, Office of Records and Registration, Finance Office, Admissions Office and Financial Aid Office. Gaither Chapel, classrooms, a language and music laboratory, music faculty offices, and the Fellowship Hall are also located in Gaither Hall. Gaither Hall is an AED (automatic defibrillator) station. This building was given to the College by Mrs. R. C. Anderson as a memorial to her parents, Mr. and Mrs. Thomas Hall Gaither.

**McGowan Center for Christian Studies** (1998) provides classrooms, conference and seminar rooms and offices for the Biblical, Religious and Interdisciplinary Studies Department and Chaplain. It also features the 212-seat Chapel of the Prodigal with a fresco based on the return of the prodigal son by internationally known artist Ben Long.

**L. Nelson Bell Library** (1972, later renovated) is a centrally located facility containing more than 83,000 bound volumes, access to numerous full-text journals, study rooms, and a computer lab available for student and community use. The Bell Library belongs to a coalition of college libraries, which greatly enhances study and research by making more than 500,000 volumes available from colleges throughout Western North Carolina. The College has a campus wide fiber-optic computer network linking the computer lab with the campus and providing access to the Internet. Lower Nelson Bell Library also houses Student Health and Counseling Services, and this building is an AED (automatic defibrillator) station.

**Hamilton Gallery** (1997) is located on the mezzanine of the L. Nelson Bell Library and provides space for student art as well as traveling and local exhibitions.

**Morgan Science Building** (1969, later renovated) provides ample classroom space for science and mathematics classes and well-equipped laboratories. In addition, it includes the offices of the Natural Sciences department, a large lecture hall, and a seminar room.

**McAlister Gymnasium** (1954, later renovated) provides classroom facilities for health, physical education and outdoor education disciplines. The structure also houses the offices of the Outdoor Education Department, the Physical Education faculty, and the athletic coaches. This building is an AED (automatic defibrillator) station. In addition are locker rooms, an athletic training facility, a weight room, and the gymnasium.

**Anderson Hall** (1968, renovated 2014), air-conditioned with private baths and an elevator, provides residence for 144 women. The five-story building has a spacious lobby and is carpeted throughout.

**McGregor Hall** (1942, later renovated), an air-conditioned residence hall for upper-class women, features an extensive lobby dominated by a large stone fireplace.

**Davis Hall** (1964, later renovated) is an air-conditioned men's residence hall accommodating 102 students. It has a private lounge and reception area and baths on each floor.

**Howerton Hall** (1979, later renovated), an air-conditioned men's residence hall housing 112 students, has private or adjoining baths for all rooms.

**Howerton Dining Hall** (1950, later renovated) provides food service for students, faculty and staff, and guests. A small, private room is also available for group meetings. This building is an AED (automatic defibrillator) station.

**W. H. Belk Campus Center** (1985) is centrally located on campus beside Gaither Hall. This structure includes a large mall area with student mail boxes; the campus bookstore; document center; the offices of Academic Affairs, Student Life, Technology, and the Business and Art faculty; classrooms; and computer labs.

**Anderson House** (1912), the former residence of founding President Dr. and Mrs. R. C. Anderson, serves as a comfortable setting for special occasions and receptions.

**Newell Athletic Field** (1982), with a spectacular view of the mountains, contains the collegiate baseball field, which was literally carved out of the mountainside. Physical education classes and intramural sports are also conducted on this field.

**Black Mountain Campus** (2001), the 89-acre wooded setting is three miles from the main campus. Originally the summer home of electrical industrialist F. S. Terry, the Black Mountain campus consists of a 24,000 square foot Manor House with indoor pool, gymnasium, and guest rooms, as well as a dozen other buildings. The campus also includes the following athletic fields: Roxy Hines Memorial Softball Park, Howard Fisher Memorial Soccer Park, and the Cross Country Course.

## **Other Facilities in Montreat Used by the College**

**The Montreat Conference Center** provides facilities often used by Montreat College which include:

**The Assembly Inn**, an attractive conference hotel across Lake Susan from the College campus, accommodates 180 overnight guests. The spacious lobby, dining room, seminar conference rooms, and a convocation hall are available for College use. Parents and friends of students will find comfortable accommodations here. For reservations, write the Assembly Inn, Montreat, NC 28757, or call (828) 669-2911.

**Tennis courts** are used for College teams, classes, and personal play.

**Anderson Auditorium**, the year-round assembly hall which seats more than two thousand people, is available for College commencements, concerts, and convocations. It also houses four classrooms and a small auditorium for drama and concerts.

**The Barn** serves as the Montreat center for square dances.

## Academic Information and Policies

Information contained in this section of the catalog is provided to help students understand the College's academic policies and procedures. Students should address all questions regarding academics or academic policies to:

Vice President for Academic Affairs & Dean of the College  
Montreat College (MC 850)  
P.O. Box 1267  
Montreat, North Carolina 28757  
828-669-8012 ext. 3621

Only the Vice President for Academic Affairs & Dean of the College may make any exception to the College's academic policies. An Exception petition form can be found in the Office of Records and Registration.

### Advisement and Class Registration

During Academic Advisement Week, each student will confer with his or her advisor regarding registration for the following semester. Students are allowed to register for classes online via the course management system during the designated registration periods (see Academic Calendar). Faculty Advisors will then approve or decline the course selections of their advisees. Students will be eligible to register after outstanding obligations to the College have been met. Credit will be awarded only for courses in which a student is officially enrolled.

**Eligibility by course ID level:** Courses numbered 100 and 200 are open to all students; 300-level are open to sophomores, juniors, and seniors; 400-level are open to juniors and seniors.

**Change of schedule:** It is the student's responsibility to officially process all course changes in the Office of Records and Registration before the deadline as listed on the Academic Calendar. Appropriate signatures must accompany the schedule change form.

**Adding a course:** Students may add courses no later than the first week of the semester.

**Dropping a course:** Students who wish to withdraw from a course, without a notation on their permanent record, may do so during the first week of the semester. After the first week, but before the last day to withdraw without a failing grade, a student may withdraw from a course with a *W* recorded on the transcript. Upon withdrawal after this date, a grade of *WF* will be recorded. If a course grade of *F* has already been incurred, a student may not withdraw from that course.

**NOTE:** If students attend a course or section for which they are not officially registered, they will not receive credit for the work. If they do not attend a course or section for which they are officially registered and do not officially drop the course through the Office of Records and Registration, they will receive a failing grade for that course.

**Medical/Military Withdrawals:** If students need to withdraw from one or more courses due to extenuating circumstances after the last date to withdraw with a *W*, a *W* may still be granted. Such circumstances are limited to extreme medical conditions, military duty, or immediate family death/major illness. If this is the case, students should contact the Office of Records and Registration for the appropriate paperwork. They must also submit documentation to verify the reason for the withdrawal. These documents will be sent to the Director of Records and Registration for a final determination.

**Repeating courses:** A student may repeat a course in which a grade of less than *C* was received by: (1) re-taking the same course at Montreat College or (2) re-taking the course at an appropriate accredited institution. **It is the student's responsibility to notify the Office of Records and Registration of courses to be repeated at another institution and to receive prior approval of the course to be repeated.** Students seeking approval should complete the Pre-Approval of Transfer Credit Request Form and indicate the courses to be repeated. Courses that are repeated at Montreat College for a higher grade will have the better of the two grades included in the academic GPA calculation. Courses that are authorized for repeat at another institution must be successfully completed with a grade of *C* or better. The transferred course will apply as credit only, and will not replace the previous grade in GPA calculations. *Financial aid may not be awarded for courses that are repeated.*

**Auditing courses:** A student who wishes to take a course for no credit (audit) may do so by receiving approval from the instructor of the course. A specific registration form must be signed by the instructor and student and returned to the Office of Records and Registration for processing.

**Transferring courses:** A student who wishes to enroll in courses offered by another institution must complete the required form and receive approval by the Office of Records and Registration. Failure to follow this procedure may result in loss of transfer credit for these courses.

**Double counting courses:** Students may double count courses between: (1) a major and a minor; (2) a minor and general education requirements; (3) a minor and the 12 specified BA/BS credits; (4) two separate majors. Students may not double count courses between a major and general education requirements. Exceptions to this policy are noted in specific major requirements.

**Minimum and Maximum Loads:** An average academic load is 16 credit hours per semester. All residential students are required to enroll in a minimum of 12 semester credit hours each term to be considered a full-time student. Students may enroll in up to 18 semester hours. Students who have at least a 3.0 GPA are approved to take one additional course over the 18 credit hour limit. Any other requests to overload must be approved by the Director of the Office of Records and Registration.

**Class Attendance:** Regular class attendance is essential for learning, and Montreat College recognizes the need for students to be in class in order to gain the most from their college experience. Students should inform instructors of any anticipated class absences and are responsible to make arrangements to complete missed work. They are responsible to ensure that their instructors know when they are absent due to illness. Instructors establish their own attendance policies and inform students of these in the course syllabus, along with any penalties for absences. They may reduce grades for class absences, particularly if the nature of the course makes attendance imperative. If such a reduction is to be made, it will be stated in the course syllabus.

**Final Examinations:** A student absent without excuse from a final examination may receive a failing grade in the course. Excuses from final exams are extremely rare and are granted at the discretion of the Vice President for Academic Affairs & Dean of the College and only in the case of illness or death in the immediate family. **Exams will not be given early in order to meet the travel plans of students. Students are to arrange all transportation well in advance in order to avoid conflict with the exam schedule.**

## Academic Advising

Upon enrollment, students will be assigned a faculty advisor to assist them in clarifying their education objectives, planning programs, utilizing resources, and meeting requirements for graduation. First-time freshmen will be advised by the professor of their IS 102 Foundations of Faith and Learning course. Transfer students will be assigned a faculty advisor in their anticipated major field. When students officially declare a major, they are assigned to an advisor in their major field.

Students and faculty advisors work together with the Office of Records and Registration in arranging an orderly program of study leading toward graduation. The Office of Records and Registration maintains a student's academic program audit, as the close monitoring of students' progress is an important goal of Montreat College. **However, it remains the student's responsibility to become familiar with and to fulfill all degree requirements.**

## Camaraderie of Writers

Course descriptions with the Camaraderie of Writers logo are part of the Camaraderie of Writers Program, which uses classroom-based peer tutors to help students improve drafting, writing, and reasoning skills. Writing Center-based scholars are also part of the Camaraderie and are available to assist students in all Montreat courses. This Writing Program is being developed as part of the SACS QEP process for the seeking of excellence in service and performance at Montreat College.

## Course By Arrangement (CBA)

On occasion, students may need a course that is required in their program but is not offered in a given semester or year (for example, a course may not be offered in the semester or year when it is essential for graduation or remediation). While students are expected to plan their programs carefully, there may be times when a required course will need to be taken outside of the normal classroom setting. A course by arrangement is taken with the consent, regular guidance, and periodic evaluation of the instructor. Enrollment in a course by arrangement requires the approval of the instructor, department chair, and the Associate Academic Dean. CBA registration forms are available in the Office of Records and Registration and through the Montreat College website.

## Directed Study and Research

Some academic programs at Montreat College offer qualified students the opportunity to do individualized research and study. A directed study is a customized program of study in a student's major or minor in which the student takes intensive work in an approved subject. Designed in collaboration with a faculty member, the directed study is intended either to be an extension of a previous course or the study of a topic not included in the curriculum. The course is taken with the regular guidance and direction of the faculty member, who will maintain at least 15 contact hours with the student (for a three-credit directed study) during the semester. It may include such options as research, project development, readings, or performance. Prerequisites include junior standing or above, a grade point average of at least 2.5, approval by the faculty supervisor, department chair, and Associate Academic Dean at least three weeks before the start of the semester in which the course will be taken, and completion of all prerequisites stated in each department's directed study course description. Directed Study registration forms are available in the Office of Records and Registration and through the Montreat College website.

## Internship and Practicum Courses

Academic departments at Montreat College offer students two kinds of extended opportunities for practical experience in their field of study: internships and practicum courses. Internships and practicum courses enhance students' education with experiential learning in appropriate professional settings through off-campus experiences. Internships and practicum courses allow students to explore the relationship between theory and practice in order to further their spiritual, academic, social, and professional development. It is intended that these courses will contribute to the service-driven aspect of the Montreat College mission. An Internship/Practicum manual is to be reviewed by the student and his or her advisor. The Internship/Practicum registration form is to be completed with the advisor and provided for registration to the Office of Records and Registration.

**Students are required to pass IS 310 (Pre-Practicum/Pre-Internship) prior to an internship or practicum course.**



## **Goals of the Practicum/Internship Program**

1. To provide an opportunity for students to integrate theory with practical experience.
2. To assist students in developing a clearer understanding of their chosen occupation.
3. To allow students to test their understanding and theories in a real-life setting.
4. To challenge students to develop a biblical as well as an experiential understanding of the role of work, vocation, and calling as sources of meaning in life.
5. To broaden a student's horizons.

## **Definition of a Practicum**

A practicum is a supervised experiential learning opportunity, generally in an off-campus setting, that provides students with initial exposure to relevant professional activities. Practicum courses may be taken for 1-3 credit hours with a maximum of 3 credit hours to satisfy degree requirements. Each credit hour earned requires 40 hours of on-site involvement during an agreed upon length of time. Prerequisites: IS 310, permission of the student's academic advisor and department chair. Practicums will receive letter grades.

## **Definition of Internship**

Internships are intensive, quality, structured learning opportunities, generally in off-campus settings that immerse students in appropriate professional contexts. Internships require extensive involvement by the students. Supervision is a shared responsibility between the academic department and the on-site supervisor. Most internship experiences earn 3 credit hours and may be repeated once for up to six credit hours toward major requirements (see specific program requirements). The internship course can be repeated once during a separate semester from the original internship. Each credit hour earned requires 60 hours of on-site involvement during an agreed upon length of time. Internship prerequisites: IS 310, junior standing, and approval of the student's academic advisor and department chair. Internships will receive letter grades.

Students who choose to take part in an internship program offered through Montreat College during the summer break must register for those internships during the Summer Session registration.

## **May Term**

May Term provides Montreat students with a great opportunity to engage in a concentrated, three-week schedule taking one or two courses offered by outstanding faculty of Montreat College. May Term credits are offered at a reduced tuition rate. In addition, May Term allows students to accelerate their academic program in working to complete their degree. With May Term final exams ending early in June, students are free to work a summer job or to participate in a meaningful summer internship.

## **Summer Coursework**

Montreat College offers a limited number of courses during the summer. A student who wishes to enroll in the summer courses offered by another institution must complete the necessary form and receive approval from the Office of Records and Registration. Failure to follow this procedure may result in loss of transfer credit for these courses.

## **Online Courses**

Online courses are offered to assist undergraduate students in fulfilling degree requirements. These courses also provide opportunities for enrichment to non-degree seeking students and other community members who are engaged in full-time employment. Those seeking to enroll in online courses as a non-degree student must complete the special student application for admission.

## Montreat College Honors Program

### **Mission**

The mission of the Montreat College Honors Program is to pursue the intellectual and spiritual formation of students through a series of curricular, co-curricular, and extracurricular activities. This enrichment of the Montreat College experience is designed to cultivate a community of scholars who discern truth, goodness, and beauty through a study of the great works of the Christian, Western and World traditions. The Honors Program offers an enhanced model of the integrated, holistic learning environment of Montreat College and prepares students for lives of reflective and responsible citizenship. The Montreat College Honors Program affirms that human beings reflect the image of God as thinking, relational, moral, and spiritual persons of dignity and worth. Students are challenged to encourage human flourishing and be thoughtful stewards of the creation in their respective vocations.

### **Model**

The Montreat College Honors Program draws inspiration from historical precedents such as the Oxford tutorial model and from outstanding contemporary examples such as Biola University's Torrey Honors Institute. Students engage in intensive reading, formal and informal discussion, writing, and mentorship.

Honors Program participants also engage in co-curricular activities, such as being granted exclusive access to college speakers in a conversational setting, with the intent of exploring ideas more deeply than a general audience venue allows. Students also build community through social outings and service projects. The Honors Program supplements Montreat College's general education core.

## **Method**

The Montreat College Honors curriculum has five main components: great works, discussion, mentoring, writing, and co-curricular opportunities.

### **Great Books**

A rotating set of great works will be used for in the Honors Program. These may include excerpts or entire books that provide a foundational understanding for a liberal arts education. Honors Program classes will emphasize the ongoing relevance of these works to issues and questions that continue to arise in contemporary society.

### **Formal and Informal Discussion**

Classes consist of faculty-led discussions on Great Books readings. This conversational pedagogy is designed to develop student confidence in their critical thinking, ability to engage texts, and to reflect on a range of issues raised by the readings.

### **Mentoring**

Every student is mentored by the Program Director or an assigned faculty member involved in the Honors Program. This relationship encourages students to think more deeply about their courses, to process their questions and concerns, and to have a faculty member encourage them as they think through vocational possibilities.

### **Writing**

Montreat College's campus-wide emphasis on writing across the curriculum is enhanced in the Honors Program by a series of assignments designed to help students be reflective and articulate. These skills serve students well beyond their years at Montreat College.

### **Co-Curricular and Extracurricular Opportunities**

Intentional co-curricular activities will support classroom learning. Students will have exclusive access to select Chapel and Convocation speakers where they can engage in conversations to follow-up content presented and make connections with classroom learning. Other social outings and service projects will allow students to live out the vision of the program and deepen the sense of community between participants.

## Four-Year Honors Program Course Schedule

<b><u>First Year:</u></b> First Year Experience English English	<b><u>Applicable Courses:</u></b> IS 102 Honors Track EN 103 Honors Track EN 104 Honors Track	<b><u>Notes:</u></b> Foundations of Faith and Learning Replaces EN 101 Requirement Replaces EN 102 Requirement
<b><u>Second Year:</u></b> History History	<b><u>Applicable Courses:</u></b> HS 171 Honors Track HS 172 Honors Track	<b><u>Notes:</u></b> Replaces HS 101 Requirement Replaces HS 102 Requirement
<b><u>Third Year:</u></b> Honors Elective Honors Elective	<b><u>Applicable Courses:</u></b> HN 301 Honors Seminar HN 302 Honors Seminar	<b><u>Notes:</u></b> Retreat Class, Humanities credit Retreat Class, Humanities credit
<b><u>Fourth Year:</u></b> Honors Elective Senior Year Experience	<b><u>Applicable Courses:</u></b> HN 401 Honors Seminar IS 461 Honors Track	<b><u>Notes:</u></b> Retreat Class, Humanities credit Seminar on Faith and Life

**\*Honors students also receive waivers into selected upper level elective classes.**

## Classification of Students

At the beginning of each semester, all students are officially classified by the Office of Records and Registration. Class standing is based on the following:

Student Classification Formula	
Classification	Semester Credit Hours
Freshman	One (1) to twenty-nine (29) credit hours
Sophomore	Thirty (30) to fifty-nine (59) credit hours
Junior	Sixty (60) to eighty-nine (89) credit hours
Senior	Ninety (90) or more credit hours

New students at Montreat are identified as:

- **First-time freshman:** A new student who has no college credits prior to the immediately previous summer sessions, or who has only college credits taken while still a high school student.
- **Transfer:** A student who, after high school graduation and prior to the immediately previous summer session, has been enrolled in another post-secondary institution before enrolling at Montreat College.
- **Readmit:** A student readmitted to the same program level of instruction after an absence of 5 years or less. (If the absence has been more than 5 years, the student is classified as a new student and must go through either the “Admission of First-Year Students” or “Transfer Admission” process.)

Students are classified academically as follows:

- **Full-time:** A student enrolled in 12 or more semester credit hours.
- **Part-time:** A student enrolled in 1-11 semester credit hours.
- **Special:** A student who is not a candidate for a degree and who cannot be classified by academic level, although taking courses in regular classes with other students.
- **Audit:** A student taking course work for no credit.

## **Declaring a Major/Minor/Concentration**

Students should declare a major program of study before the first semester of their junior year (60 credit hours completed) by submitting a Declaration of Major form online via the Office of Records and Registration webpage. Transfer students bringing in 60 credit hours or more should declare a major during their first semester at Montreat College.

Students wishing to declare a minor may do so at any time by completing the online Declaration of Major form via the Office of Records and Registration webpage. Only when a Declaration of Major form has been submitted to the Office of Records and Registration will the major/minor be considered officially declared and noted on the student's official college transcript. Students deciding to change their major and/or minor must go through the same procedures used to declare their initial major and/or minor.

### **Dual Major**

Students may work toward a dual major. Through a comprehensive, concentrated, and diverse education, students with a dual major demonstrate breadth, depth, flexibility, and persistence to potential employers. To complete a dual major, a student must fulfill the general education core requirements and the designated requirements of both majors. When two majors have common course requirements, students may count the required courses towards both majors. Students with dual majors should expect to take overloads, summer classes, and/or attend an extra semester to fulfill the requirements for both majors.

## Grading System

Students in the School of Arts and Sciences at Montreat College follow a semester system. The academic proficiency of a student is indicated by the following letter system:

<b>Grade and Associated Quality Points</b>	
<b>Grade</b>	<b>Quality Points</b>
A	4.00 quality points awarded per credit hour
A-	3.66 quality points awarded per credit hour
B+	3.33 quality points awarded per credit hour
B	3.00 quality points awarded per credit hour
B-	2.66 quality points awarded per credit hour
C+	2.33 quality points awarded per credit hour
C	2.00 quality points awarded per credit hour
C-	1.66 quality points awarded per credit hour
D+	1.33 quality points awarded per credit hour
D	1.00 quality points awarded per credit hour
D-	0.66 quality points awarded per credit hour
F	0.00 quality points awarded per credit hour
I	Indicates incomplete work and is given when some portion of the work is unfinished. <i>I</i> is to be given only when there are circumstances beyond the control of the student, such as serious illness, which prevents the student from taking the final exam or completing a course requirement. An incomplete must be completed within six weeks after the end of the course or the <i>I</i> grade will be converted to the grade the student earned before the course extension was granted.
P	<i>Pass</i> , equivalent to a minimum letter grade of C, indicates that the credit hours for the course are deducted from the total credit hours needed for graduation with no impact on the grade point average.
W	Indicates withdrawal from a course with permission and within the time limits and according to the procedures established by the Office of Records and Registration.
WF	Indicates withdrawal after the last day to withdraw and receive a grade of <i>W</i> . Factors into the grade point average as an <i>F</i> .
S	Indicates satisfactory work (used for work that continues over more than one semester), where no credit or competency has been earned. Does not affect GPA or quality points.
NS	Indicates an unsuccessfully attempted course or competency, where no credit or competency has been earned. Does not affect GPA or quality points.
AU	Indicates a course which has been audited and no credit earned.



## **Incomplete Grades**

Incomplete grades are to be given only when there are circumstances beyond the control of the student, such as serious illness, which prevents the student from taking the final exam or completing a course requirement. An incomplete must be completed within six weeks after the end of the course or the *I* grade will be converted to the grade the student earned before the course extension was granted.

## **Grade Point Average (GPA)**

The grade point average each semester is computed by dividing the total number of quality points earned by the total number of credit hours attempted. Courses with a notation of *S* or *NS* will not be counted as credit hours attempted in computing grade point average; grades of *F* and *WF* will be counted as credit hours attempted. No quality points are assigned for grades of *F*, *WF*, *W*, *AU*, *S*, *NS*, *I*, or *P*. The cumulative grade point average is computed on all courses taken, excluding courses in which a *P* grade has been received.

## **Midterm Grades**

Midterm grades are available to students online via the student information system every semester. Midterm grades are not recorded on the official transcript but serve to notify students of their progress during the first half of the semester. Midterm grade reports are issued prior to the last day to drop a course with a *W*.

## **Online Transcripts and Grade Reports**

Grades are processed by the Office of Records and Registration after the end of each grading period. Students who are in good financial standing may view and print their online transcript and grades by logging into their online account. Students who are unable to view their grades online may request a copy of their current grades from the Office of Records and Registration. Grades are not mailed; however, students may request a certified copy of their grades, if needed. Transcripts will not be released online or in hard copy if the student is financially indebted to the College.

## **Requesting an Official Academic Transcript**

The official record of the academic accomplishment of each student who enrolls is maintained by the Office of Records and Registration. All courses attempted, grades awarded, degrees conferred, and the major program of study, along with identifying personal data, are certified on the transcript. Montreat College is a member of the National Student Clearinghouse. All transcript requests are processed online via the Clearinghouse at <http://www.mystudentcenter.org> or by contacting them by phone at 703-742-4200. Transcripts will not be released if the student is financially indebted to the College.

## **Enrollment Verification**

Students, for various reasons, may need official written proof that they are currently enrolled. Montreat College is a member of the National Student Clearinghouse, which acts as an agent for all verifications of student enrollment. Please visit the Clearinghouse online at <http://www.mystudentcenter.org> or contact them by phone at 703-742-4200 to obtain an official enrollment verification certificate at any time.

## **Degree Verification**

Employers or background screening agencies may need proof that a student has earned a degree, but may not require an official transcript. Degree verifications can be obtained through the Clearinghouse online at <http://www.mystudentcenter.org>

## **Grade Changes**

All grades are final three months after the date of issuance. Grades will be changed due to a computational error within six weeks of the due date for final grade submission. Under no circumstances will a student be allowed to do makeup work to improve a grade once final grades have been submitted. All grade changes must be approved by the Director of Records and Registration.

## **Petitions for Exception**

To petition for an exception to academic policy, students must submit a written petition, stating the grounds for the request and providing any supporting evidence. Petitions for exceptions to academic policies are to be submitted to the Vice President for Academic Affairs & Dean of the College who will render a judgment or will forward the petition to the appropriate College office.

## Academic Grievances

An academic grievance must be received no later than 15 business days from the date final grades were issued by the Office of Records and Registration for the course in question. A formal grievance related to a grade may be filed only if at least one of the following conditions apply:

- The student can provide evidence that an assigned grade was based on arbitrary or nonacademic criteria.
- The student can provide evidence that the criteria for evaluating the assignment or course work were not applied or were misapplied, such that the assigned grade does not accurately reflect his or her fulfillment of course requirements and/or course policies as stated in the syllabus (i.e., class attendance, grade standards, penalty for late or incomplete work) and/or the applicable requirements of the College.

### Process for Filing an Academic Grievance:

1. A student wishing to appeal an academic decision which directly affects the student should first present the issue to the faculty member or administrator making the decision. If a grade inaccuracy is determined, the instructor will submit a grade change request to the Office of Records and Registration.
2. If satisfaction is not reached, the student should speak with the department chair. If a resolution is not achieved, the student should submit the academic grievance in writing to the Vice President for Academic Affairs & Dean of the College or designee. Such written grievance shall include statements of the grounds for the grievance, supporting information, and suggested steps to resolve the matter.
3. After careful investigation, the Vice President for Academic Affairs & Dean of the College or designee may summarily dismiss the complaint if, in his or her discretion, the grounds for appeal are frivolous or do not otherwise rise to the level of a legitimate grievance.
4. If the Vice President for Academic Affairs & Dean of the College or designee does not dismiss the grievance, he/she shall, within ten days of meeting (by phone or in person) with the student and faculty member, form a panel of two uninvolved faculty members with whom the Vice President for Academic Affairs & Dean of the College or designee will review all appropriate material and make a determination on the appeal. The faculty panel may a) recommend that the grade be changed; b) recommend that the instructor revise course and/or grading requirements and re-evaluate the grade accordingly; or c) dismiss the case. If the faculty member declines the recommendation (or signifies such through inaction), the student may appeal to the Vice President for Academic Affairs & Dean of the College. The Vice President for Academic Affairs & Dean of the College shall inform the student of the outcome within ten business days after the faculty panel has met and shall also inform the Office of Records and Registration if a change in grade is recommended.

## **Good Academic Standing and Satisfactory Academic Progress**

Degree seeking students must maintain a cumulative GPA of 2.0 in order to maintain Satisfactory Academic Progress (SAP). A student who fails to maintain SAP is subject to academic probation or academic suspension.

Withdrawal from courses with a grade of *W* will not affect good standing or academic progress provided the student meets the SAP criteria of a 2.0 GPA.

### **Academic Probation**

Students whose cumulative grade point average fails to meet the criteria established for SAP will be placed on academic probation for the next semester. If at the end of that semester the cumulative average is still below the required minimum, the student will be placed on final probation for the following semester. If the necessary SAP criteria has not been achieved by the end of final probation, the student will face academic suspension.

### **Academic Suspension**

The administration reserves the right to suspend a student from the College because of poor scholarship. Any student on academic or final probation who fails to meet the requirements of probation will face academic suspension without refund of fees.

A student not permitted to continue for academic reasons may appeal the suspension in writing to the Vice President for Academic Affairs & Dean of the College within two weeks of the suspension. A student who is suspended for academic reasons may reapply to the College after one semester. If readmitted, the student will be placed on final academic probation. Work completed at any institution following suspension will be considered in evaluating a student for readmission. (See the Repeating Courses policy under the section “Advisement and Class Reservation Requests” for more information.)

## Academic Second Chance

An undergraduate student may appeal for an Academic Second Chance (ASC) to request academic forgiveness for Montreat College courses. Forgiveness may apply to a single semester or a continuous consecutive series of semesters within which a student earned grades lower than a C. If approved, those terms would be excluded when calculating the student's grade point average. No courses taken during the period approved for ASC would apply toward requirements for a degree.

**A student who wishes to petition for academic forgiveness must meet the following criteria:**

- The student must have been separated from all institutions of higher learning for a period of two (2) calendar years.
- The student must have re-entered Montreat College and earned at least 12 credit hours at Montreat College with a minimum GPA of 2.5 on those credit hours. He/she must be currently enrolled at Montreat College.

ASC terms will remain a part of the student's record although the forgiven semesters in their entirety will be excluded when calculating the GPA. The refigured GPA will be the official GPA of the College. A statement to that effect will be placed on the student's record.

Academic Second Chance may be granted only once and applies only to Montreat College credit. It is important to note that ASC may not be recognized by other institutions. A student may submit a letter of appeal including a description of his/her current action plan to achieve academic success to:

Director of Records and Registration  
Montreat College  
P.O. Box 1267  
Montreat, NC 28757  
828-669-8012 ext. 3731  
[registrar@montreat.edu](mailto:registrar@montreat.edu)

## Attendance Policy

Students are to attend classes regularly. They are responsible for any work discussed or assigned in every class for which they are registered. Faculty members establish their own attendance policies and are responsible to inform students of these in the course syllabus, along with any penalties for absences. Professors will contact students whenever excessive absences occur. In cases where students do not adhere to the attendance policies established by their professors, and therefore, class performance is in jeopardy, the following procedure will occur:

1. When a student has been absent (unexcused) three times consecutively in a Monday/Wednesday/Friday class, or two times consecutively (unexcused) in a Tuesday/Thursday class, the professor will notify the Student Success Team and the student's academic advisor.
2. The Student Success Team and the academic advisor will be in contact with the student to determine the cause of the absences. As appropriate, referrals will then be made to other campus personnel. (Residence Directors, Counselor, Nurse, Dean of Students, etc.)
3. If the student persists in non-class attendance, the professor will refer the student to the Vice President for Academic Affairs & Dean of the College. The Vice President for Academic Affairs & Dean of the College, or designee, will confer with the student. The student's parents may be notified in accordance with the FERPA policies of the College.
4. If the pattern of non-class attendance continues in a majority of the student's classes, the student may be subject to an administrative withdrawal from the College, per the Student Success Team. Notification of non-class attendance must also be made to the Office of Records and Registration and the Financial Aid Office.

## **Academic Integrity Policy**

### **Definition of Academic Dishonesty**

Academic dishonesty, such as cheating on tests and plagiarizing on essays, violates the fundamental trust underlying all academic work—that the work be the product of the student who submitted it. Montreat College defines academic dishonesty as the representation of another’s words, ideas, or images as one’s own. It applies equally to intentional and unintentional quotations, paraphrases, visual images, auditory images, and all electronic means of storage and communication. When academic dishonesty occurs, these procedures will be followed.

### **Discipline of Academic Dishonesty**

When an instructor suspects a student of academic dishonesty, the instructor will meet with the student to discuss the incident and determine, to the instructor’s satisfaction, whether or not academic dishonesty has occurred. If, in the instructor’s judgment, such a violation of academic integrity has occurred, he or she will present the charges, in writing, to the student.

The only possible disciplinary actions are a zero for the assignment or an *F* for the course. The student may choose to admit her or his guilt of academic dishonesty and waive a hearing. This involves signing the academic dishonesty notice that outlines the disciplinary action. The academic dishonesty notice will be retained in the student’s academic record.

A student who does not agree to the instructor’s charges must appear before a panel of three faculty members, appointed by the Associate Dean for Academics or designee, on charges of academic dishonesty. During the intervening period, the student must continue to attend class. The panel will convene a hearing with the student and the instructor at which time the instructor will explain the student’s alleged violation. The student may choose to counter with evidence of her or his innocence or may admit responsibility.

## **Punishment of Academic Dishonesty**

If the panel indicates, by simple majority vote, that the student has been dishonest, the panel shall uphold the penalty assessed by the instructor. The Academic Affairs office will notify the student, instructor, academic advisor, and Director of Records and Registration, in writing, of the panel's decision. If the student received a failing grade for the course, the student may remove the impact of the F on her or his grade point average by successfully retaking the course. Two incidents of academic dishonesty will result in a student being dismissed from the College. The student will not be eligible to reapply to Montreat College for at least two years after dismissal. If the panel finds the student not responsible for academic dishonesty, it will notify both the student and the instructor.

If the student wishes to drop the course but has been found guilty of academic dishonesty, the student may withdraw with a grade of *W* or *WF*, according to the withdrawal dates on the academic calendar. The academic dishonesty notice will be kept on file if the student has admitted or been found guilty of academic dishonesty.

## **Exoneration of Academic Dishonesty**

If exonerating information becomes available in the five business days following notification of the panel's decision, the student may appeal to the Vice President for Academic Affairs & Dean of the College. Appeals will be heard only if they meet one of the following conditions: (a) discovery of new information or (b) violation of procedure. A student must remain in the course and work toward its successful completion during the appeal process. The student will be notified, in writing, of the final decision.

A student may be dismissed from the College without refund of tuition or fees after the second incident of academic dishonesty occurs (including, but not limited to, cheating and plagiarism). That student will not be eligible to reapply to the College for at least two years after the dismissal, and any readmission will be subject to review by the Student Success Team in consultation with the Vice President for Academic Affairs & Dean of the College.



## Term Withdrawal

Students who wish to withdraw from **all of their courses** during a given semester (which constitutes withdrawal from the College) must obtain a withdrawal form from the Office of Records and Registration and submit the completed form to the Office of Records and Registration within one week of the date of the student's last class attendance. Students will be granted an honorable dismissal and receive a *W* in the registered courses provided the completed withdrawal form is submitted to the Office of Records and Registration within the time limit for dropping courses with a *W*. Students who leave the College after the deadline for dropping courses with a *W* or who leave without completing the withdrawal process will not be granted honorable dismissal and a grade of *WF* or *F* will be assigned for all courses, whichever is appropriate. Students who quit attending class are subject to an **administrative withdrawal** by the College. A grade of *WF* will be assigned for students who have been administratively withdrawn.

For medical reasons or other serious circumstances that prevent the student from completing the withdrawal process, the Vice President for Student Services and Dean of Students will make appropriate arrangements working closely with the Academic Affairs Office.

## Course Requirements for Graduation

Montreat College requires each student to enroll in a prescribed program of study and to pursue this curriculum through a carefully planned sequence of courses that will lead to successful completion of the academic program and the awarding of the appropriate degree. Each student must attempt to register for required courses in the General Education Core of courses that the faculty judges to be basic for a liberal arts education before pursuing elective courses. After primary attention has been given to completion of the General Education Core requirements and the General Education Competency requirements, the student and faculty advisor should work collaboratively to select courses appropriate to the student's major program of study, followed by electives. No deviation from the prescribed course of study will be permitted without written permission **prior** to course registration by the faculty advisor and the Office of Records and Registration.

## Academic Requirements for Graduation

In order to graduate from Montreat College, students must fulfill the following requirements:

- Earn a minimum of 126 semester credit hours.
- Earn a minimum cumulative grade point average of 2.0.
- Complete the General Education Core requirements and meet all General Education Competency requirements.
- Successfully complete all requirements in the major field. Normally a major will require that students engage in specialized study in that discipline (and/or closely related ones) with the majority of the course work at the 300- and/or 400-level. A minimum of 36 semester credit hours is required in any major field of study.
- Successfully complete at least 33 semester credit hours in 300-level or above courses.
- Fulfill residency requirement of two semesters and the completion of 32 of the last 39 credit hours at Montreat College.
- Students transferring in with senior status must successfully complete a minimum of 18 credit hours in the major at Montreat College.
- Students must fulfill all graduation requirements and obligations to the College in order to participate in the Commencement ceremony.
- Attain a minimum 2.0 grade point average and earn a grade of C or better, with no more than 2 grades\* of C-, in courses counted toward the major, the concentration within a major, General Education Core classes required by the major, the minor field, and pre-requisite courses\*\*

\*The allowance of 2 grades of C- does not apply to General Education Competency requirements.

\*\*Pre-requisite courses that are not part of the major or minor requirements may receive a C- unless otherwise stated in the catalog.

**Students are subject to the academic requirements stated in the catalog that was current when they first enrolled as students.** A student who leaves the College and is later readmitted must meet the requirements current at the time of readmission.

Students whose native language is not English, and whose prior language of instruction was not English, may substitute English for the foreign language requirement for the Bachelor of Arts degree. In addition to the nine credit hours of General Education Core requirements, students may substitute from six to twelve credit hours of approved English courses.

Students who seek to **earn more than one degree** must complete a minimum of 32 credit hours above the 126 that are required for the awarding of the first bachelor's degree. If course work distinctive to a second degree is less than the 32 credit hour minimum, then the balance should be completed in electives related to and complementary to the major of the second degree. If the course work that is distinctive to the second degree is greater than 32 credit hours, then the student must complete the full amount of that work regardless of any other minimums.

Note: In order to complete 126 credit hours in four academic years, you must complete an average of 15.75 credits each semester.

## **Graduation Participation**

Commencement ceremonies are held twice yearly for associate, baccalaureate, and master degree graduates. All students receiving diplomas are encouraged to be present. Graduates may purchase caps and gowns, invitations, and other graduation supplies through the Campus Book Store. Only students who have completed all requirements for graduation and have met all financial obligations to the College will be permitted to participate in the Commencement ceremony.

Application for graduation must be made by:

- October 1 for December graduation
- March 1 for May graduation
- June 1 for August graduation

Students who do not graduate at that time will need to complete a new application for graduation to be considered for the next degree conferral. Students may petition to participate in the Commencement ceremony if the student is within 3 credit hours or one requirement of fulfilling graduation requirements. The petition form must be returned to the Office of Records and Registration in order to be considered.

## Graduation and Student Achievement Honors

For graduation with honors from a baccalaureate program, students must earn a minimum of 60 credit hours at Montreat College and meet the following minimum cumulative grade point average requirements:

GPA	HONOR
3.50 – 3.69	<i>Cum laude</i>
3.70 – 3.84	<i>Magna cum laude</i>
3.85 – 4.00	<i>Summa cum laude</i>

Baccalaureate degree honors are recognized by wearing gold cords at Commencement.

Baccalaureate students with 45-59 credit hours at Montreat College and a minimum grade point average of 3.75 or higher may graduate “*with Distinction.*”

Associate degree students who graduate with a minimum grade point average of 3.75 or higher and complete at least 45 credit hours at Montreat College may graduate “*with Honors.*” Associate degree honors are recognized by wearing gold and white cords at Commencement.

**Valedictorian and Salutatorian Honors** are recognized among baccalaureate graduates with the two highest cumulative grade point averages having completed a minimum of 60 credit hours at Montreat College. A valedictorian and salutatorian are chosen twice a year, once at December Commencement chosen from among the combined August and December graduates and once in May from among the May graduates.

**Dean’s List** is made up of those students who, during the previous semester, have met the following requirements: (1) received a grade point average of 3.5–3.89 on academic work; (2) earned at least 12 credit hours of academic work; (3) satisfactorily completed the chapel/convocation attendance requirement; (4) received no grade of *I, F, WF*; and (5) maintained a satisfactory citizenship record.

**Distinguished Scholars’ List** is made up of those students who, during the previous semester, have met the following requirements: (1) received a grade point average of 3.90 or above on academic work; (2) taken at least 12 hours of academic work; (3) satisfactorily completed the chapel/convocation attendance requirement; (4) received no grade of *I, F, WF*; and (5) maintained a satisfactory citizenship record.

**Scholarship Pin** is awarded to graduates receiving the bachelor's degree who have fulfilled the requirements for Dean's List (3.50-3.89 GPA) or Distinguished Scholars' (3.90 GPA or above) for six consecutive semesters.

**Alpha Chi Honor Society**, one of the three most prestigious national honor societies, maintains the North Carolina Tau Chapter at Montreat College. Alpha Chi's purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Active membership is based on: (1) good reputation and character (2) rank in the top 10 percent of the junior and senior classes, and (3) regular student status at Montreat College for no less than one academic year prior to election. Potential Alpha Chi members must be approved by the faculty.

**Military cords:** Montreat College wishes to recognize those who are veterans or active duty members in our U.S. Armed Services. These women and men will be given red, white, and blue honor cords to wear during their graduation commencement ceremonies.

**Academic Excellence Awards** are made to the freshmen, sophomores, juniors, and non-graduating seniors with the highest cumulative grade point averages. Also, Academic Excellence Certificates are awarded to all students with cumulative grade point averages above 3.85 who have attended at least two semesters as full-time students at Montreat College with the exception of first-year freshmen.

**Outstanding Bible and Religion Graduate Award** is given to an outstanding graduating Bible and Religion major who has demonstrated academic excellence, theological acuity, Christian maturity, and Kingdom vision.

**Outstanding Biology Graduate Award** is awarded to a graduating senior in the Biology program who has demonstrated excellence in academics, Christ-like character, and compelling leadership qualities.

**Hicks Anderson Outstanding Business Graduate Awards** were established in 2001 to recognize graduating Business majors who have best demonstrated outstanding academic performance, selfless service, and exemplary Christian character. This award is presented annually to a School of Arts and Sciences student and a School of Professional and Adult Studies student.

**Outstanding Communication Graduate Award** acknowledges a graduating senior within the Communication major, who has displayed academic excellence, Christian character, and a servant's heart.

**Outstanding Cybersecurity Graduate Award** is presented to a graduating senior in the program who has demonstrated academic excellence, Christ-like character, and servant leadership among students.

**Outstanding Environmental Studies Graduate Award** is given to a graduating senior within the Environmental Studies major. Award recipients are chosen by department faculty based on academic achievement, Christian commitment, servant leadership, and leadership among students.

**Outstanding History Graduate Award** may be given at the close of the academic year to a graduating senior deemed especially outstanding as a student of history. The recipient is usually a History major or minor.

**Elizabeth H. Maxwell Literature Award** is given to a graduating senior who has demonstrated outstanding achievement in literary studies as determined by the English faculty. Requirements include that the student major in English, maintain a GPA of 3.2, take at least one course from each full-time member of the English faculty, and demonstrate creativity and maturity in the field of literary studies.

**Outstanding Music Business Graduate Award** is presented to a Music Business graduate who has exhibited dedication, innovation, tenacity, the ability to quickly adapt, and a desire to learn – all skills that are necessary for success in the music industry. Above all, the recipient of this award has practiced servant leadership both in the Music Department and in the College community at large.

**Outstanding Outdoor Education/Outdoor Ministry Graduate Awards** are given to outstanding graduating seniors who are candidates for a Bachelor of Science degree in Outdoor Education/Outdoor Ministry. Requirements include: committed to a career in Outdoor Education or Outdoor Ministry; maintained a 3.0 GPA; pursued certifications; made an outstanding contribution to the Outdoor Education Department; demonstrated creativity, maturity, and excellence in teaching; demonstrated that he/she is a servant leader; and bears evidence of a committed Christian life.

**Outstanding Psychology and Human Services Graduate Award** recipient is chosen collaboratively by the Psychology and Human Services faculty and graduating seniors within the major. This award is presented to a graduating senior who has demonstrated exceptional scholarship in the major field of Psychology and Human Services, abides by high moral standards, has a clear sense of direction, helps people on and off campus, and shows great promise for using his or her understanding of human behavior to become an agent of transformation, renewal, and/or reconciliation to the glory of God.

**Outstanding Worship Arts Graduate Award** is presented to the Worship Arts major who exhibits a thorough biblical theology of worship obtained through a passionate pursuit of both the academic and pastoral nature of worship leadership. This graduate has maintained a 3.25 grade point average in all music and worship arts classes. This graduate has demonstrated his/her knowledge and heart for worship planning and leading through active participation in the Montreat College Chapel program. This graduate grasps both the duty and delight of the calling God has placed on his/her life and is resolved in his/her pursuit of worship renewal in the Church.

**Theatrical Excellence Award** is available to sophomores, juniors, and seniors who have demonstrated excellence and potential in the field of theatrical arts through exemplary participation in theatre work at Montreat College.

**Writing Program Service Award** distinguishes a student who combines superior academic writing ability with the talent to inspire fellow students to excel in writing. The recipient is a graduating senior who has served in the writing program for at least two semesters and is graduating with a 3.0 GPA or higher.

**Certificate of Excellence in Youth and Family Ministry** is awarded by the Youth and Family Ministry Educators' Forum upon the recommendation of the Youth and Family Ministry faculty to a Montreat College student who has demonstrated academic excellence and giftedness in working with young people.

**Zondervan Greek Award** is presented by Zondervan Publishing House. Upon recommendation of the Biblical, Religious, and Interdisciplinary Studies Department, this award recognizes students for their singular achievement in the study of Biblical Greek.

**Faculty Service Award** annually recognizes a graduating senior who has made outstanding contributions to Montreat College and who has given evidence of effective Christian citizenship.

**Kim Denise Trapnell Servant Leader Award** was established in 1994 in honor of Kim Denise Trapnell, an outstanding example of student leadership. It is given annually to the student who best demonstrates a servant's heart in leading others through service, attitude, and relationships.

**SGA Staff Person of the Year Award** is given annually by the Student Government Association to a staff member who has excelled in all areas of Montreat College.



**SGA Excellence Award**, established in 1994 by the Legislative Committee, is given annually to the member of the Student Government Association who has shown outstanding dedication and leadership throughout the year.

**SEEDS Environmental Stewardship Award** is given annually to a student that has exhibited exceptional leadership in helping Montreat College fulfill the Biblical mandate to be wise stewards of creation.

**National Association of Intercollegiate Athletics All-American Scholar-Athlete Award** recognizes excellence in the classroom and on the field of play. Nominees for this honor must be junior or senior varsity performers who have been enrolled at their nominating institution for a minimum of one full term. They must also have at least a 3.50 cumulative grade point average on a 4.00 scale from their nominating institution.

## **The Family Educational Rights and Privacy Act (FERPA)**

**Student:** Any person who either attends or has attended Montreat College

**Educational Records:** Any record (in print, handwriting, microfilm, computer, or other medium) that is maintained by a Montreat College staff or faculty member and is directly related to a student except:

- Sole possession records: Personal records kept by a college official if they are kept in the possession of the individual who made the records, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records maintained by the Montreat College security department if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the department does not have access to the educational records maintained by Montreat College.
- Records maintained by the Health Services Office if the records are used only for treatment of a student and made available only to those persons providing the treatment.
- Alumni records that contain information about a student after he or she is no longer in attendance at Montreat College and the records do not relate to the person as a student.

### **Annual Student Notification**

Policy: Students are notified of their FERPA rights and procedures for indicating their FERPA release preferences in the annual Montreat College catalog and via emails sent at the beginning of each term.

### **Procedure for Student Inspection/Review of Records**

Students have the right to inspect and review their educational records upon request to the custodian of the record.

- If a student is requesting to see only one item from their educational record (i.e. an unofficial transcript), no written request or appointment is necessary. Access will be immediate, subject to the availability of the custodian.
- If a student is requesting to see more than one item from their educational record, a written request must be submitted to the records custodian that identifies the record(s) the student wishes to inspect. The custodian will arrange for the access and notify the student of the time and place where the records may be reviewed. By law, access must be provided within 45 days from the receipt of the request. When a record contains information about more than one student, the student may review only the records that relate to him/her.

### **Montreat College Right to Refuse Access Policy**

Montreat College reserves the right to refuse to permit a student to inspect these records:

1. Any financial records of the parent that may be in the student's file.
2. Letters of recommendation for which the student has waived his/her right of access.
3. Admission records if the student's application was denied or the student chose not to attend Montreat College after making application.
4. Records excluded from FERPA's definition of educational records.

### **Montreat College Right to Refuse Provision of Copies Policy**

Montreat College reserves the right to deny copies or transcripts or other records if:

1. The student lives within commuting distance of Montreat College.
2. The student has a delinquent account at Montreat College.
3. There is an unresolved disciplinary action against the student.

### **Schedule of Fees for Copies**

The fee for copies of educational records is .10 per page, plus postage if applicable.

## Disclosure of Educational Records Policy

Montreat College will disclose information from a student's educational record only with the written consent of the student, except in the following instances:

1. To school officials who have a legitimate educational interest in the records.  
**A school official is:**
  - a person employed by the college in an administrative, supervisory, academic, or support staff position.
  - a person elected to the Board of Trustees.
  - a person employed by or under contract to Montreat College to perform a special task, such as an attorney or auditor.**Legitimate educational interest includes:**
  - performing a task that is specified in a position description or by a contract agreement.
  - performing a task related to the student's education.
  - performing a task related to the discipline of a student.
  - providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. To the National Student Clearinghouse for enrollment and degree verification purposes.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the financial aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of Montreat College.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena (accompanied by a reasonable effort to notify the student).
9. To appropriate parties in a health or safety emergency.
10. Results of a disciplinary hearing to an alleged victim of a crime of violence.
11. Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the school's rules or policies.
12. Disclosure to the parent of a student under 21 if the institution determines that the student has committed a violation of its drug or alcohol policies.

## **Directory Information Policy**

Montreat College designates the following items as directory information: Student's name, address, telephone number, e-mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, major fields of study, enrollment status, classification, expected graduation date, job title and dates of student work study, degrees and awards received, and the most recent previous educational institution attended by the student.

## **Procedure for Students Requesting to Amend Educational Records**

Students have the right to request a correction of their educational records under FERPA. If a student believes the educational records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he/she may ask Montreat College to amend the record. The procedure for requesting a correction of the records is:

1. The student must submit a request to the custodian of the record to amend the record. The request should identify the portion(s) of the record the student wants changed and specify why the student believes that portion of the record to be inaccurate.
2. If Montreat College decides not to comply with the request, the student will be notified of the decision and also advised of his/her right to a hearing to challenge the decision not to amend the record.
3. Upon request, Montreat College will make arrangements for a hearing and notify the student as to the time and place of the hearing.
4. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. The student will have an opportunity to present evidence relevant to the issues raised in the request to amend the record. The student may be assisted by an attorney of his/her own choice.
5. Montreat College will respond with a written decision within a reasonable period of time after the hearing. The decision will include a summary of the evidence and the reasons for the decision.
6. If Montreat College decides that the information contested is not inaccurate, misleading, or in violation of the student's right to privacy or other rights, it will notify the student, in writing, that they have a right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the outcome of the hearing.
7. That statement will be maintained as part of the student's educational record as long as the contested portion is maintained. If Montreat College discloses the contested portion of the record, it must also disclose the student's statement.
8. If Montreat College decides that the information contested is inaccurate, misleading, or a violation of the student's right to privacy or other rights, it will amend the record accordingly and notify the student, in writing, that the record has been amended.

## **Official Mail**

Students receive mail on campus at their official Montreat College email address or at their designated Montreat College campus mailbox located at the box station on the lower level of Belk Campus Center. Students should check their mailboxes and their email frequently. Official communications will be emailed to students when possible at their official Montreat College email addresses. Confidential information may not be emailed to a non-Montreat College email address. Official communications will also be sent to students at their campus mailbox addresses, so students should check their boxes regularly. Some official College mail will also be sent to the permanent home address listed for the students.

## Inclement Weather

During periods of especially inclement weather a decision to close or delay the opening of the College will be made prior to 7:00 am. College closings or delays will be announced on WLOS TV, Fox TV, and Clear Channel Radio stations. Also, a recording will be issued on the College's main telephone greeting (828-669-8011), a message will be posted on the College's main webpage ([www.montreat.edu](http://www.montreat.edu)), and an email will be sent to all faculty, staff, and students indicating the status of the institution (closed, two hour delay, etc.). In the event that the College starts with a two-hour delay, the Academic Class Schedule will be as follows:

### 2-hour Delay Schedule to the Academic Class Schedule

<b>Monday/Wednesday/Friday Classes</b>		
<b>Hour</b>	<b>Normal Class Schedule</b>	<b>2-Hour Delay Class Schedule</b>
1st Hour	8:00-8:50	10:00-10:40
2nd Hour	9:00-9:50	10:50-11:30
Chapel/Convo/Comm	10:00-10:50	11:40-12:20
3rd Hour	11:00-11:50	12:30-1:10
4th Hour	12:00-12:50	1:20-2:00
5th Hour	1:00-1:50	2:10-2:50
6th Hour	2:00-2:50	3:00-3:40
7th Hour	3:00-3:50	3:50-4:30
8th Hour	4:00-4:50	4:40-5:20
Evening classes continue as scheduled		
<b>Tuesday/Thursday Classes</b>		
<b>Hour</b>	<b>Normal Class Schedule</b>	<b>2-Hour Delay Class Schedule</b>
1st Hour	8:00-9:20	10:00-10:50
2nd Hour	9:30-10:50	11:00-11:50
3rd Hour	11:00-12:20	12:30-1:20
4th Hour	1:00-2:20	1:30-2:20
5th Hour	2:30-3:50	2:30-3:50
6th Hour	4:00-5:20	4:00-5:20
Evening classes continue as scheduled		

## Academic Departments

### **BIBLICAL, RELIGIOUS, AND INTERDISCIPLINARY STUDIES**

*D. Shepson, Chair (ext. 3813, MC Box 822)*

P. Owen, D. Taylor (Dean of Spiritual Formation), M. Wells  
J. Ellington, J. Lewis, T. Oxenreider, A. Rodriguez

### **BUSINESS AND CYBERSECURITY**

*J. Powell, Chair (ext. 3664, MC Box 863)*

S. Dukas, I. Owolabi, J. Teo  
K. Gorman, J. Harshbarger, W. McMinn, D. Shook, B. Smith,  
W. Tatge, M. Wells

### **COMMUNICATION AND THE ARTS**

*C. White-Hinman, Chair (ext. 3308, MC Box 879)*

J. Hough, C. Howell, T. Runkle, J. Southerland (Artist-in-Residence)

### **ENGLISH AND FOREIGN LANGUAGES**

*R. Gray, Co-Chair (ext. 3316, MC Box 816)*

*C. Howell, Co-Chair (ext. 3222, MC Box 826)*

K. Angle (Writing Program Director), D. King, M. Konarski-Fusetti,  
C. Green, H. Hernandez, N. King

### **MUSIC**

*K. Auman, Chair (ext. 3775, MC Box 833)*

B. Smith, T. Wilds  
J. Aitken, K. Bartman, R. Boer, S. Boone, C. Brouwer, D. Bruce, A. Caress, M.  
Langston, K. Lorenz, A. Moore, M. Myers, C. Sperry, E. Stackhouse

### **NATURAL SCIENCES**

*B. Joyce, Co-Chair (ext. 3304, MC Box 821)*

*M. Lassiter, Co-Chair (ext. 3303, MC Box 823)*

B. Daniel, S. Kamer, G. Webb, M. Wilson  
A. Peele, M. Ray

### **OUTDOOR EDUCATION**

*B. Daniel, Chair (ext. 3307, MC Box 809)*

K. Kalisch, M. Mullert, D. Shuman  
A. Bobilya, G. Middleton, J. Quam, J. Rogers, M. Wilson

### **PSYCHOLOGY AND HUMAN SERVICES**

*B. Faircloth, Chair (ext. 3313, MC Box 874)*

G. Blanton, B. Kiteki, J. Neill, B. Scarboro  
F. Davis, W. Gray, J. Lutz

### **SOCIAL SCIENCES [HISTORY, EDUCATION, AND PHYSICAL EDUCATION]**

*P. Connelly, Chair (ext. 3225, MC Box 829)*

History: B. Brandenburg, W. Forstchen (Faculty Fellow)  
Physical Education: E. Beeson, A. Bennett, D. Bennett, H. Branum,  
B. Joyce, J. Lewkowicz, K. McLellen, R. Smith, W. Tatge



# Academic Programs

## Academic Program Nomenclature

**Major** – A coherent program of study that addresses identifiable learning outcomes. A major requires a minimum of 36 semester hours of coursework.

**Concentration** – An area of specialization under an appropriate major. A major with areas of concentration requires a minimum of 15 semester hours of specialized concentration coursework in addition to other courses in the major.

**Minor** – A coherent program of study that focuses on breadth, rather than depth, of knowledge in a discipline. A minor requires a minimum of 18 semester hours.

## Program of Study Options

Montreat College currently offers thirty-six outcomes-based, learner focused, major programs of study in addition to the student-designed (or customized) Interdisciplinary Studies Major through our main campus. Each program is committed to the integration of faith and learning as it seeks to educate the mind and challenge the spirit. The programs listed below are categorized according to the following codes: AA (Associate of Arts), AS (Associate of Science), BA (Bachelor of Arts), BM (Bachelor of Music), BS (Bachelor of Science), M (Major), MI (Minor), C (Concentration), and CT (Certificate).

Academic Programs		
Program of Study	Degree Option	Category
Adventure-Based Counseling		MI
American Studies	BA, BS	M
Art		MI
Bible and Religion		M, MI
Biblical Scholarship Concentration	BA	C
Cross-Cultural Studies Concentration	BA	C
Preaching and Evangelism Concentration	BA, BS	C
Special Emphasis Concentration	BA	C
Youth and Family Ministries Concentration	BA, BS	C
Biology		M, MI
Applied Biochemical Technology Concentration	BS	C
Environmental Concentration	BS	C
Integrated Preparation for ABSN (Pre-Nursing)	BS	C
Pre-Professional Concentration	BS	C
Special Emphasis Concentration	BS	C

Business Administration		M, MI
Cybersecurity Concentration	BS	C
International Business Concentration	BS	C
Management Concentration	BS	C
Marketing Concentration	BS	C
Special Emphasis Concentration	BS	C
Sports Management Concentration	BS	C
Chemistry		MI
Communication		M, MI
Digital Media Production Concentration	BS	C
General Concentration	BS	C
Journalism Concentration	BS	C
Public Relations Concentration	BS	C
Theatre Concentration	BS	C
Cybersecurity	BS	M, MI
Elementary Education	BA, BS	M
English		M, MI
Creative Writing Concentration	BA	C
Literature Concentration	BA	C
Professional Writing Concentration	BA	C
Special Emphasis Concentration	BA	C
Environmental Studies		M, MI
Conservation Biology and Natural Resource Mgt.	BS	C
Pre-Professional Concentration	BS	C
Special Emphasis Concentration	BS	C
Exercise Science	BS	M
History	BA, BS	M, MI
Interdisciplinary Studies	BA, BS	M, MI
Leadership		MI
Music	BA	M, MI
Music Business	BS	M, MI
Outdoor Education	BS	M, MI
Outdoor Ministry	BS	M, MI
Philosophy and Worldviews		MI
Physical Education		MI
Pre-Law		
Psychology and Human Services		M, MI
Human Services Concentration	BA, BS	C
Psychology Concentration	BA, BS	C
Spanish		MI
Theatre	BA	M, MI
Youth and Family Ministries		MI
Wilderness Leadership		CT
Worship Arts	BM	M, MI
Associate of Arts	AA	
Associate of Science	AS	

## General Education Core

The General Education Core is the hallmark of a liberal arts education. In this series of courses, students gain the broad base of knowledge that will serve as the foundation for further studies in major areas. In addition, students will develop an appreciation of how the various collegiate disciplines work together to gain a fundamental understanding of the structure and function of world culture from a uniquely Christian perspective.

<b>General Education Core Requirements</b>		
<b>Curricula</b>	<b>Applicable Courses</b>	<b>Hrs</b>
First Year Experience**	IS 102 (2) or IS 200 (1)	2
Bible*	BB 101 & BB 102	6
Computer	CS 102 or CS 102E	3
English Writing*	EN 101 or EN 103 & EN 102 or EN 104	6
English Literature	EN literature 200-level or above (excludes writing courses)	3
History	HS 101 & HS 102 (HS 201 or HS 202 may be substituted for one semester of world history)	6
Humanities and Arts*** (at least two areas must be represented) Applied courses <u>not</u> included (i.e. photography, piano, writing, speech); EN 271 <u>not</u> included.	Choose three: AR 101, AR 102 MS 101, MS 113, MS 114, and MS 200-level or above courses, not including applied courses Foreign Language (Including sign language) IS 202, IS 306, HS 371, CM 318, TH 110 BB or PH above 200-level and above EN 200-level and above except writing courses WA 101, WA 102 (for non-WA majors)	9
Mathematics	MT 101 or above	3
Natural Science	Choose two from: AT 101, AT 102, BL 101, BL 102, CH 201, CH 202, PC 131, PC 132	8
Oral Expression	CM 220, EN 271, OE 310, PR 310, TH 220, or TH 230	3
Physical Education +	Choose two PE activity courses	2
Social Science	Choose one: 200-level or above in economics, geography, sociology, psychology or history; CM 203, CC 402	3
Seminar on Faith & Life	IS 461	2
<b>Total General Education Hours:</b>		<b>56</b>

\* All full-time students **must** be enrolled in BB 101 and EN 101 the first semester of enrollment and BB 102 and EN 102 the second semester of enrollment until they are successfully completed. Refer to “Required Courses Must Be Taken Until Successfully Completed” for more information.

\*\*All full-time students **must** be enrolled in either IS 102 or IS 200 the first semester of enrollment until successfully completed. IS 102 is for students with less than 12 hours of college credit obtained in a college setting (does not include AP classes or CLEP credits). IS 200 is for students who have attended another college and are transferring in at least 12 credit hours. Athletes that are forced to miss two or more days of IS 200 will need to drop and re-enroll the next semester.

\*\*\*Students in the Montreat College Honors Program may count HN 301, HN 302, and HN 401 for six (6) Gen-Ed humanities credits, and are therefore only required to take one of the humanities classes (3 credits) listed above.

+ Athletes may receive 1 credit per semester for full participation in designated college team sports (up to 2 credits total). Verification of participation must be provided by the team coach.

NOTE: Course numbering is specific to Montreat courses; transfer students will be given consideration based on a course-by-course evaluation of credit.

## **Required Courses Must be Taken until Successfully Completed**

Montreat College has chosen to require General Education core courses for several reasons. Instructors strive to integrate Christian faith and worldviews within the context of all subjects and disciplines. Therefore, all students need to have a basic understanding of a Christian worldview and Christian doctrines in order to fully grasp the concepts of further study at Montreat College. BB 101 and 102 provide foundational Biblical knowledge that students may not have received previously. IS 102 and IS 200 expose students to the mission of Montreat College as an academically rigorous community dedicated to seeking God's truth in all its aspects and exploring faith in relation to all studies. EN 101 and 102 ensure that our students possess the writing skills essential to all other college coursework. The General Education core courses also provide a proving ground for the level of scholastic effort required of our students.

All full-time students must be enrolled in the following General Education core courses below (unless they have received transfer, AP, or CLEP credit for them) until they are successfully completed:

**First-Year, First Semester Courses:** IS 102 Foundations of Faith and Learning (for students new to college or transferring in less than 12 credit hours); IS 200 Seminar on Faith and Learning (for students transferring in 12 credit hours or more); BB 101 Old Testament Survey; and EN 101 English Composition or EN 103 Honors English Composition.

**First-Year, Second Semester Courses:** BB 102 New Testament Survey and EN 102 English Composition or EN 104 Honors Introduction to Literary Studies.

**Students may withdraw from these courses but must re-enroll in them the following semester. Students who do not pass a required course will also be required to re-enroll in the course the following semester. EN 101 or 103 and EN 102 or 104 must be completed with grades of C or better or these courses must be retaken the following semester. Required courses must be taken until successfully completed.**

## General Education Competencies

In addition to the above core requirements, each student must demonstrate competency in the following areas: mathematical computation, oral expression, reading, writing, and computer literacy. Competency in these areas may be demonstrated as follows:

- **Mathematical Computation Competency:** The study of mathematics at Montreat College prepares students to serve God and neighbor by enhancing their abilities to think logically and solve various kinds of problems by analyzing and interpreting data. Competency may be demonstrated as follows:
  - Minimum grade of C in Math 101 or above or equivalent, **OR**
  - Passing any MT course, 101 or above, and completing the cumulative final exam with a C or better, **OR**
  - Appropriate CLEP or AP scores, or equivalent class from a regionally accredited institution.
  
- **Oral Expression Competency** is to prepare graduates who can demonstrate skill in oral communication. Specifically, students will give oral presentations that either inform or persuade. Competency will be achieved when students demonstrate in the context of oral presentations clarity of thought, originality of ideas, organizational techniques, appropriate diction, critical thinking, supporting strategies, and effective delivery. Competency may be demonstrated as follows:
  - Minimum grade of C in CM 220, EN 271, OE 310, PR 310, TH 220, TH 230, **OR**
  - Equivalent class from a regionally accredited institution
  
- **Reading Competency** is to produce graduates who can demonstrate effective reading skills. Competency will be achieved when students evidence college-level reading skills including analytical and critical thinking, comprehension, speed, and vocabulary. Reading competency may be demonstrated as follows:
  - Grade of C or above in a literature course (EN 201, 202, 203, or the equivalent), **OR**
  - Appropriate CLEP or AP scores, or equivalent class from a regionally accredited institution

- **Writing Competency** may be demonstrated as follows:
  - Grades of *C* or above in both EN 101 or 103 and 102 or 104 or the equivalent, **OR**
  - Appropriate CLEP or AP scores, **OR**
  - Equivalent class from a regionally accredited institution (Accepted transfer credit for EN 102 when student tested out of EN 101 at previous school)
  
- **Computer Skills Competency:** All students enrolled at Montreat College must demonstrate computer competency as follows:
  - Completing CS 102 with a grade of *C* or better, **OR**
  - Earning a *C* or better on the computer competency exam (CS 102E). Those who pass the exam will earn three (3) credits recorded as a *P* on the academic transcript, **OR**
  - Equivalent class from a regionally accredited institution.

Computer competency is understood to include the following skills:

- **Word Processing:** This includes basic formatting and layout skills, including footnotes and endnotes, headers and footers, and integrating pictures and graphs in the text.
- **Spreadsheet:** This includes organizing data, formatting, basic calculations, and developing charts and graphs.
- **Presentation:** This includes incorporating text graphs, pictures, and hyperlinks into a presentation.
- **Internet:** This includes conducting online research and identifying and evaluating credible web sites.
- **E-Learning:** This includes accessing an e-learning program, participating in a discussion group, and posting assignments.
- **E-Mail:** This includes sending and receiving e-mail, sending attachments, and receiving and accessing attachments.

## Humanities Definition

The faculty at Montreat College defines the humanities as those academic disciplines that focus on the study of the human experience, including timeless stories, creative works, ideas, and concepts within various cultures through the ages. This study enables students to better understand their life and world and, from this broad perspective, to make better decisions for the good of self and society.

While natural and social sciences describe and explain phenomena in the natural realm and in human societies, the humanities focus on the *interpretation* of human experiences. Thus, the humanities do not include the *creation* of works of art or literature, but rather the critique and appreciation of such works. The disciplines comprising the study of humanities may include: history, philosophy, biblical studies, languages, literature, art, architecture, music, dance, theatre, and film.

## Natural Science

Colossians 1 states: “For in Him [Jesus] all things were created...all things have been created through Him and for Him. He is before all things, and in Him all things hold together.” The study of life and physical sciences helps to intensify a spirit of inquiry and wonder at God’s glory, as revealed in what He has chosen to create, as well as an appreciation of the role of human beings as stewards of that creation.

Montreat College graduates must understand the scientific method and be able to apply scientific principles to interpret, discuss, and create scientific knowledge in ethical and responsible ways that benefit human cultures and natural environments. In order to be responsible workers, citizens, and consumers, students must expand their understanding of the connections among various natural systems and think through sustainability and other current environmental issues.

## Bachelor of Arts/Bachelor of Science Degree Requirements

Whereas many of Montreat College's academic programs are built specifically as Bachelor of Arts or Bachelor of Science degrees, some majors are designed so that students may choose a BA or BS degree. Where the option is given, students must complete 12 credit hours (or the equivalent) in the requirements specific to their degree below.

### Bachelor of Arts

*In addition to the General Education Core*, students choosing to pursue the Bachelor of Arts degree must demonstrate proficiency in a foreign language through the elementary level (six credit hours), and continue their exploration of culture by completing additional foreign language courses or humanities courses (six credit hours). The BA requirement may be fulfilled via one of the scenarios below:

1. If student passes a foreign language proficiency examination\* through the elementary level *or* completes a foreign language sequence through the elementary level:
  - Student earns the equivalent of 6 credit hours in foreign language.
  - Student must complete 6 credit hours in humanities or additional foreign language courses.
2. If student passes a foreign language proficiency examination\* through the intermediate level *or* completes a foreign language sequence through the intermediate level:
  - Student earns the equivalent of 12 credit hours in foreign language, and has fulfilled the BA requirement.
3. If student graduated from a high school where all instruction was conducted in a language other than English:
  - Student is considered to have fulfilled the BA requirement and is not required to take additional classes, as the purpose of the BA requirement is to broaden cultural understanding.

\*Students who complete a proficiency examination at Montreat College are required to take the next level course in order to receive credit for the lower level(s) passed.

NOTE: American Sign Language is a complex language, spoken by as many as 500,000 Americans. Throughout the state of North Carolina and the United States in general, ASL is often accepted in fulfillment of foreign language requirements. While Montreat College does not offer courses in ASL, students may transfer collegiate-level credits in ASL for use toward Bachelor of Arts, humanities, or elective credit requirements.

### Bachelor of Science

Students who choose to pursue the Bachelor of Science degree must complete an additional 12 hours beyond the General Education Core of coursework in mathematics, science, business, or computer studies. This coursework may not be applied to the General Education Core or the major.



# Adventure-Based Counseling Minor

## The Adventure-Based Counseling Minor

The minor in Adventure-Based Counseling (19-21 hours) combines existing courses from Outdoor Education (OE), Psychology (PY), and Human Services (HU) into a unique program of study. Adventure-Based Counseling and the closely related field of Adventure Therapy are two areas of Outdoor Education that are growing very quickly. This minor will provide a basic understanding of adventure-based counseling for those OE, PY, and HU students interested in pursuing a Master degree in a related area.

## Requirements for a Minor in Adventure-Based Counseling (19 credits)

### Adventure-Based Counseling Minor Core (12)

OE 300 Introduction to Adventure Based Counseling (3)

OE 211 Challenge Course Facilitation (3)

Choose one:

PY 201 Psychology Applied to Modern Life (3)

PY 202 General Psychology (3)

PY 412 Theories and Principles of Counseling (3)

### Adventure-Based Counseling Required Minor Electives (7-9)

Choose one of the following: (2)

PY 341 Practicum (2)

OE 241 Field Experience (2)

Choose one of the following: (3)

PY 300 Child and Adolescent Development (3)

PY 305 Adult Development and Aging (3)

SC 414 Counseling Adolescents and Families (3)

Choose one of the following (2-4)

OE 180 Discovery (4)

OE 182 Wilderness Journey (2-4)

OE 311 Outdoor Programming and Leadership: Kayaking (4)

OE 312 Outdoor Programming and Leadership: Expedition Management (4)

OE 313 Outdoor Programming and Leadership: Rock Climbing (4)

OE 314 Outdoor Programming and Leadership: Canoeing (4)

## **American Studies (AS) Major**

The American Studies interdisciplinary program of study aims to help students develop an appreciation of American culture while making the connection between past political, social, and economic forces and the shaping of our contemporary world. Allied with the history program in many ways, American Studies provides a concentration in the wider areas of study and life in the United States, including American literature, social institutions, economic development, religious life, and other related areas.

### **The American Studies Discipline**

While encompassing primarily the geographical region of the United States from pre-colonial times to today, American Studies recognizes that political, cultural, religious, and economic patterns do not stop at U.S. borders. American Studies seeks to comparatively and critically explore and understand American history, beliefs, and values, concentrating on how these elements inform a perspective on the larger world and taking into account how the many cultures of America have been constantly influenced by movements of people, commerce, and ideas that cross borders.

### **Why Study American Studies at Montreat College?**

American Studies classes at the College are intentionally kept small to ensure that students have a place to voice informed opinions in a safe and collaborative atmosphere. While their primary concern is teaching, professors at Montreat College are engaged in research that they publish and bring into the classroom. Highly personalized faculty advising helps ensure that students develop a plan including professional goals along with the courses they need for graduation. Professors place a high priority on community and collegiality.

### **After Graduation**

The American Studies major will prepare students to enter a wide array of graduate school programs in history, law, ministry, criminology, and other social sciences and for careers that require a well-rounded perspective on American life and cultures. This program of study is designed for students who may be returning to their native land to teach English, American history, or sociology; for those United States citizens who intend to pursue graduate studies in American Studies in other parts of the world, and for international students who are seeking primarily an American course of study apart from the more narrow specialization they have already followed.

## Requirements for a Major in American Studies

### ✓ Degree Component

- \_\_\_ Completion of the General Education Core (56 credits)
  - \_\_\_ HS 101 & HS 102 required in the Gen-Ed
- \_\_\_ Completion of the General Education Competencies
- \_\_\_ Completion of the American Studies Major Core (21 credits)
- \_\_\_ Completion of the American Studies Major Electives (24 credits)
- \_\_\_ Completion of the Bachelor of Arts or Bachelor of Science courses (12 credits)
- \_\_\_ Completion of required electives to bring total up to 126 credits (~13 credits)
- \_\_\_ Completion of 33 credits at the 300-level or above
- \_\_\_ Completion of the Major Field Test
- \_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

### American Studies Major Core (21 credits)

- AS 401 American Studies (3)
- BS 101 Introduction to Business (3)
- EN 321 Literature of the United States I (3)
- EN 322 Literature of the United States II (3)
- HS 201 United States History I (3)
- HS 202 United States History II (3)
- HS 491 Senior Thesis (3)

### American Studies Required Major Electives (24 credits)

Choose 15 credits from the following:

- HS 331 American Revolution and Republic (3)
- HS 333 American Civil War (3)
- HS 335 United States History since 1945 (3)
- HS 341 American Constitutional History (3)
- HS 343 American Cultural and Intellectual History (3)
- HS 361 The World at War (3)
- HS 481 Directed Study & Research (3)

Choose 9 credits from the following:

- BS 203 Macroeconomics (3)
- BS 204 Microeconomics (3)
- CC 201 Comparative Cultures (3)
- IS 202 Modern Secular-Christian Worldviews (3)
- IS 441 Internship (3) (Prerequisite: IS 310)
- IS 460 Council for Christian Colleges & Universities Seminar (6)
- HS 481 Directed Study & Research (3)
- SC 204 Introduction to Sociology (3)
- SC 205 Marriage and Family (3)

<b>Four Year Plan: Bachelor of Arts or Science in American Studies</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition I	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
Bachelor of Arts or Science requirement	3	Bachelor of Arts or Science requirement	3
PE activity course	1	PE activity course	1
	<b>15</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
HS 201 United States History I	3	HS 202 United States History II	3
Bachelor of Arts or Science requirement	3	Bachelor of Arts or Science requirement	3
BS 101 Introduction to Business	3	Gen-Ed Literature	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
Gen-Ed Mathematics	3	Major Elective	3
	<b>16</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
EN 321 Literature of the United States I	3	EN 322 Literature of the United States II	3
Gen-Ed Oral Competency	3	Gen-Ed Humanities	3
Gen-Ed Social Science	3	Major Elective	3
Gen-Ed Humanities	3	Major Elective	3
Major Elective	3	Elective	3
	<b>15</b>		<b>15</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
AS 401 American Studies	3	HS 491 Senior Thesis	3
Major Elective	3	Major Elective	3
Major Elective	3	Major Elective	3
Gen-Ed Humanities	3	Elective	3
IS 461 Seminar on Faith and Life	2	Elective	3
Elective	3	Elective	1
	<b>17</b>		<b>16</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Major Field Test by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126</b>

\*See General Education for optional course offerings

## Art (AR) Minor

The Art minor offers a strong foundation in the classical methods of learning visual art-making processes. In each studio course, the elements and principles of visual art are approached through observation, interpretation and response. Although formalism is taught and encouraged, it is woven into the resulting artwork rather than standing alone as “abstract.” By this method of learning, the faculty and student have a common source, similarly perceived, which guides the process of decision-making and problem solving when creating works of art.

### Requirements for a Minor in Art (18 credits)

The following courses are best taken in numerical sequence.

#### Art Minor Core

Choose one class:

- AR 101 Survey of Art I (3) **OR**
- AR 102 Survey of Art II (3)

Choose one class:

- AR 241 Drawing I (3) **OR**
- AR 341 Drawing II (3)

Take all of the following four classes:

- AR 349 Graphics & Photojournalism (3)
- AR 342 Painting (3)
- AR 344 Sculpture (3)
- AR 461 Seminar in Art (3)

The Art minor complements other academic majors through strengthening the student’s ability to communicate visually.

## **Bible and Religion (BB) Major**

The Bible and Religion program of study prepares students to pursue graduate studies in a broad range of fields as well as to prepare them to work with children, youth, and families in a variety of organizations both in the United States and other cross-cultural contexts.

### **The Bible and Religion Discipline**

The Bible and Religion major offers four areas of concentration: Biblical Scholarship, Cross-Cultural Studies, Preaching and Evangelism, and Youth and Family Ministry. Students should select an area of concentration that reflects their specialized interest.

Students who elect to concentrate in Biblical Scholarship or Cross-Cultural Studies will earn a Bachelor of Arts degree. These programs are designed to prepare students to enter theological seminaries or graduate schools of religion. The Biblical Scholarship concentration requires the use of the Greek New Testament by the senior year and a senior thesis. The Cross-Cultural Studies concentration includes an overseas internship experience. These concentrations provide instruction and mentoring in the fields of Biblical and Cross-Cultural studies from a distinctively Reformed perspective.

Students choosing the Preaching and Evangelism or Youth and Family Ministry concentration can earn either a Bachelor of Arts or Bachelor of Science degree. These concentrations seek to provide necessary biblical, theoretical, and practical skills.

Each concentration provides a balance of instruction in biblical studies, educational leadership, worldview studies, counseling, communication, and understanding of people of varying ages within a cultural context that is rooted in a Reformed theology.

### **Why Study Bible and Religion at Montreat College?**

Montreat College provides a unique mentoring environment that facilitates interaction between students and faculty both in and outside the classroom context. The department's commitment to exploring the relationship between faith and learning, alongside the relevance of the Christian faith for all disciplines of study, provides learners with a rich liberal arts experience to prepare them for graduate study or a wide range of occupations. The departmental faculty challenges students academically, assisting them in wrestling with the spiritual and practical implications of the subject matter. The full-time faculty is complemented by part-time and adjunct faculty who share the College's and department's mission, providing specific expertise to enhance the educational experience.

## After Graduation

Students who graduate with a degree in Bible and Religion are free to pursue a wide spectrum of career choices. Some students enter the ministry by continuing their education in seminary and /or seeking ordination by their denomination. Others build on the knowledge and skills they acquired from the Bible and Religion major by entering careers in education, law, criminal justice, psychology, and counseling. Regardless of what goals are chosen, a Bible and Religion major prepares one for a career and a lifestyle guided by religious faith.

## Requirements for a Major in Bible and Religion

### Degree Component

- Completion of the General Education Core, noting concentration-specific requirements (56\* credits)
- Completion of the General Education Competencies
- Completion of the Bible & Religion Major Core (15 credits)
- Completion of a Bible & Religion Concentration (24-32 credits)
- Completion of the Bachelor of Arts or Bachelor of Science courses, noting concentration-specific requirements (12 credits)
- Completion of required electives to bring total up to 126 credits (~11-19 credits)
- Completion of 33 credits at the 300-level or above
- Pass the Biblical, Religious, and Interdisciplinary Studies departmental exam with a score of 75 or better\*\*
- Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*PR 310 in the Preaching and Evangelism concentration can count toward oral expression competency in the Gen-Ed.

\*\*The departmental exam will be given at the beginning of the senior year and offered at the end of each semester.

## Bible and Religion Major Core (15 hours)

BB 211 Christian Doctrine (3)

BB 302 Romans (3)

Choose 9 additional hours of BB, CC, PH, WA or YM courses at the 200 level or above; HS 353; or IS 202

## Choose from five Bible and Religion Concentrations:

Biblical Scholarship (24 credits)

Cross-Cultural (28 credits)

Preaching and Evangelism (31 credits)

Youth and Family Ministries (31 credits)

Special Emphasis (32 credits)

## **Biblical Scholarship Concentration (24 hours)**

The Biblical Scholarship Concentration (Bachelor of Arts) is composed of the following:

- BB 201 Old Testament Theology (3)
- BB 202 New Testament Theology (3)
- BB 208 Gospels (3)
- BB 209 Epistles (3)
- BB 303 Prophetic Literature (3)
- BB 305 Biblical Interpretation (3)
- BB 308 Apocalyptic Literature (3)
- BB 491 Senior Thesis (3)

Biblical Scholarship students must take two years of biblical languages to fulfill their BA language requirements:

- GR 201 New Testament Greek I (3)
- GR 202 New Testament Greek II (3)

AND

Choose one of the following sequences:

- GR 303 Greek Grammar and Syntax (3)
- GR 304 Greek Exegesis (3)

OR

- HB 303 Elementary Biblical Hebrew I (4)
- HB 304 Elementary Biblical Hebrew II (4)

## **Cross-Cultural Concentration (27 hours)**

The Cross-Cultural Concentration (Bachelor of Arts) is composed of the following:

- BB 306 World Religions (3)
- CC 301 Foundations of Cross-Cultural Ministry (3)
- HS 353 History of Christianity (3)
- CC 402 Cultural Anthropology (3)
- CC 403 Cross-Cultural Communication (3)
- IS 310 Pre-Internship (1)
- CC 441 Overseas Internship (3)
- IS 202 Modern Secular-Christian Worldviews (3)
- YM 303 Discipleship & Lifestyle Evangelism (3)

Choose one of the following:

- YM 401 Spiritual Formation & Faith Development (3)
- BB 480 Special Topics (3)



## **Preaching and Evangelism Concentration (30 hours)**

The Preaching and Evangelism Concentration (Bachelor of Arts or Science) is composed of the following:

- YM 401 Spiritual Formation and Faith Development (3)
- HS 353 History of Christianity (3)
- PH 301 Ethics (3)
- BB 305 Biblical Interpretation (3)
- PR 310 Biblical Preaching and Communication (3)
- YM 380 Administrative Ministry and Organization (2)
- PR 410 Preparing the Gospel (3)
- PR 420 Preaching the Gospel (3)
- PR 430 Prayer and the Holy Spirit (3)
- YM 303 Discipleship and Lifestyle Evangelism (3)
- PR 491 Seminar on Ministry (1)

**Note:** 4 courses in the Preaching and Evangelism concentration are taught online with the Billy Graham Evangelistic Association.

## **Youth and Family Ministries Concentration (31 hours)**

The Youth and Family Ministry Concentration (Bachelor of Arts or Science) is composed of the following:

- YM 203 Foundations of Youth and Family Ministries (3)
- IS 302 Philosophy of Leadership (3)
- IS 310 Pre-Practicum/Pre-Internship (1)
- YM 303 Discipleship and Lifestyle Evangelism (3)
- YM 360 Ministry to Children (3)
- YM 380 Administrative Ministry & Organization (3)
- YM 401 Spiritual Formation and Faith Development (3)
- YM 407 Contemporary Youth Culture and Programming (3)
- YM 408 Introduction to Pedagogy (3)
- SC 414 Counseling Adolescents and Families (3)
- YM 441 Ministry Internship (3)

**Note:** Students in Youth and Family Ministries Concentration must take PY 201 Psychology Applied to Modern Life (3) as a General Education Requirement.

**Note:** Students may replace either a 300 or 400 level course requirement in the concentration with YM 481 Directed Study and Research (3) with approval.

## **Special Emphasis Concentration (32 hours)**

The Special Emphasis Concentration (Bachelor of Arts) allows students to design a program of study focused on an area of interest outside the core curriculum of their particular major. Working with a faculty member in their major, the student selects courses from other institutions or departments at Montreat College that can be integrated into their specific discipline. The Special Emphasis must be approved by the student's academic advisor prior to completing sixty (60) credit hours.

The Special Emphasis proposal must meet all the General Education and Competency requirements published in the Academic Catalog, including the language requirement for the BA degree. The proposal must include the following elements: (1) a rationale for the program, (2) a description of one's career objectives, (3) identification of at least thirty-two (32) credit hours of coursework with supporting rationale from within the student's academic program, and (4) identification of at least eighteen (18) credit hours of additional coursework with supporting rationale, generally outside the student's chosen department, that directly supports the student's career objectives. The proposal, once approved by the academic advisor, will be submitted to the Department for final approval.

<b>Four Year Plan: Bachelor of Arts or Bachelor of Science in Bible and Religion</b>			
Concentrations in Biblical Scholarship (BA), Cross-Cultural Studies (BA), Preaching and Evangelism (BA/BS), Youth and Family Ministries (BA/BS)			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
	<b>15</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BB 211 Christian Doctrine	3	BB 302 Romans	3
BB 200+ level course for major (not part of concentration)	3	Concentration Requirement	3
Gen-Ed Social Science (PY 201 required for Youth & Family Ministries)	3	Gen-Ed Mathematics	3
Gen-Ed Literature	3	Gen-Ed Oral Competency	3
B.A. or B.S. requirement (Biblical Scholarship: GR 201)	3	B.A. or B.S. requirement (Biblical Scholarship: GR 202)	3
PE activity course	1	PE activity course	1
	<b>16</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BB 200+ level course for major (not part of concentration)	3	BB 200+ level course for major (not part of concentration)	3
Concentration Requirement	3	Concentration Requirement	3
Concentration Requirement	3	Concentration Requirement	3
Gen-Ed Humanities	3	Gen-Ed Humanities	3
B.A. or B.S. requirement (Biblical Scholarship: GR 303/HB 303)	3	B.A. or B.S. requirement (Biblical Scholarship: GR 304/HB 304)	3
	<b>15</b>		<b>15</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
Gen-Ed Humanities	3	BB 441 Internship or BB 491 Senior Thesis	3
Concentration Requirement	3	Concentration Requirement	3
Concentration Requirement	3	Concentration Requirement or Elective	3
Concentration Requirement or Elective	3	Concentration Requirement or Elective	3
Concentration Requirement or Elective	1	IS 461 Seminar on Faith and Life	2
Elective	3	Elective	3
	<b>16</b>		<b>17</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Departmental Exam by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126</b>

\*See General Education for optional course offerings

## **Bible and Religion (BB) Minor**

### **Requirements for a Minor in Bible and Religion (18 credits)**

12 credits from Bible and Religion, Greek and/or Hebrew

6 credits from Cross-Cultural Studies and/or Youth and Family Ministries

At least 12 of the 18 credits must be at the 300- or 400-level

The Bible and Religion minor is designed to assist students to strengthen their understanding of the Bible and explore the relationship between it and their major discipline. It seeks to prepare students to be biblically informed agents of renewal and reconciliation in the world.

## **Biology (BL) Major**

The Biology program of study prepares students to understand the fundamental concepts and methodologies of the biological sciences, to engage in scientific research, and to investigate the relationships between biology and other fields of study, including social and environmental sciences. The biology program prepares students for numerous careers in specific areas of applied biology such as medical (including pre-medicine and pre-veterinary), agricultural, and environmental fields. In addition, the program includes components that target a student's preparation for successful graduate studies.

### **The Biology Discipline**

Defined simply, biology is the study of life. The 21<sup>st</sup> century world will have to find solutions for many biological and environmental issues. Those biologists most capable of devising these solutions will understand the connections between biological knowledge and other scientific disciplines such as chemistry, geology, physics, meteorology, and climatology.

### **Why Study Biology at Montreat College?**

At Montreat College, the biology major is uniquely developed with a Christ-centered approach and small, intimate classes. Within the department, the faculty is highly accessible and genuine in their approach to students. The faculty works directly with students in developing research projects and career opportunities that are congruent with the student's goals, while additionally providing connections with the Au Sable Environmental Institute, the Council for Christian Colleges and Universities, and the Appalachian College Association. Montreat College is home to the Christian Environmental Studies Center (CESC).

Set in the Southern Appalachian Mountains, adjacent to the Pisgah National Forest, Montreat College is equally adept at immersing the student into the subject matter. Students have the opportunity to learn experientially, whether inside the classroom or in the outdoors. Yet, those trained in biology must have more than a solid understanding of basic principles. They must possess an understanding of the ethical and worldview implications involved in the application of biological knowledge. Montreat College students are challenged to understand these implications through discussions and inquiry.

The biology major allows much room for individualization. Possible academic choices are the Pre-Professional Biology Concentration, which can be augmented by the honors track or professional honors track, the Environmental Biology Concentration, and the Special Emphasis (self-designed) Concentration. These options ensure a well-tailored education for any student.

## After Graduation

With a comprehensive education in biology, students are prepared to enter such fields as field biology, ecology, applied research, teaching, environmental biology, and many other possible career paths. The biology program also equips student for graduate school in a variety of disciplines, including physical therapy, veterinary medicine, biology, ecology, and medicine.

## Requirements for a Major in Biology

### Degree Component

- Completion of the General Education Core (56 credits)
  - BL 101 or 103 and BL 102 or 104 required in the Gen-Ed
- Completion of the General Education Competencies
- Completion of the Biology Major Core (42.5 credits)
- Completion of a Biology Concentration (22-27 credits)
- Completion of required electives to bring total up to 126 credits (~1-6 credits)
- Completion of 33 credits at the 300-level or above
- Completion of the Major Field Test
- Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

### Biology Major Core

- BL 205 Animal Diversity and Ecology (4)
- BL 206 Human Anatomy & Physiology I (4)
- BL 215 Plant Diversity and Ecology (4)
- BL 301 Biometrics (3)
- BL 311 Plant Physiology (3)
- BL 315 Cell Biology (4)
- BL 401 Genetics (3)
- CH 201 Environmental Inorganic Chemistry I (4)
- CH 202 Environmental Inorganic Chemistry II (4)
- ES 206 Ecology (4)
- ES 230 Sophomore Science Seminar I (0.5)
- ES 445 Senior Science Seminar (1)
- MT 191 Applied Calculus I (4)

### Choose from five Biology Concentrations:

- Pre-Professional (26-27 credits)
- Applied Biochemical Technology (25 credits)
- Environmental Biology (21-24 credits)
- Integrated Preparation for Accelerated Baccalaureate of Science in Nursing (21 credits)
- Special Emphasis (22 credits)

## Pre-Professional Concentration (26-27 credits)

The Pre-professional concentration offers a wide range of courses designed to prepare students for entrance into **medical school, veterinary school, dental school, physical therapy** programs, and other professional or graduate schools.

### Pre-Professional Concentration Courses

- BL/ES 340 Research Methods (3)
- CH 320 Organic Chemistry I (3)
- CH 322 Organic Chemistry Lab- I (2)
- CH 321 Organic Chemistry II (3)
- CH 323 Organic Chemistry Lab- II (1)
- BL 421 Contemporary Biological Investigations (3)
- MT 192 Applied Calculus II (4)
- PC 131 College Physics I (4)

Plus *one* of the following courses:

- BL 404 Microbiology (3)
- BL 406 Conservation Biology (3)
- ES 315 Freshwater Ecosystems (4)
- BL 415 Biochemistry/Toxicology (4)
- CH 316 Chemistry of the Environment (3)

### Honors Option

Honors recognition will be indicated on the student's transcript. Students pursuing this option must meet the following requirements in addition to those listed above:

- Complete an acceptable research proposal by the end of the fall semester of the junior year.
- Complete six semester hours of independent research (ES/BL 340 and ES/BL 440).
- Orally present research findings prior to graduation.
- Complete an additional nine semester hours of courses specific to the concentration.

### Professional Honors Option

This option is designed to challenge students of an advanced academic ability by providing a program of study involving a unique set of courses and distinguished research. Completion of this program will be indicated as "Professional Honors" on the transcript. Those pursuing this option must complete all the requirements for the honors option (including the selection of BL 404, BL 415, CH 316, and PC 132 for the fourth requirement in the honors option) plus submit a publication-quality research manuscript based on their independent research project.

## Applied Biochemical Technology Concentration (25 credits)

The Applied Biochemistry Technology track is a customized investigation of technologies in Biology and Chemistry that are designed around the interests of the student. The student develops a research project that will make a significant contribution in addressing an issue in our world.

The unique student research within our Biology program initiates in the sophomore year when the student enters the program and continues as a component of many classes through their senior year. This broad based, extensive research project brings distinction to our biology students. The student directing their interests towards technology can extend this project work into our technology track and develop significant research contributions in responsible Biochemical technologies.

### Applied Biochemical Technology Concentration

- BL/ES 403 Research Methods (3)
- CH 320 Organic Chemistry I (3)
- CH 322 Organic Chemistry Lab-I (2)
- CH 321 Organic Chemistry II (3)
- CH 323 Organic Chemistry Lab-II (1)
- BL 421 Contemporary Biological Investigations (3)
- PC 131 College Physics I (4)
- BL 404 Microbiology (3)
- BL 415 Biochemistry / Toxicology (3)

Recommended:

- MT 192 Applied Calculus II (4)
- PC 132 College Physics II (4)
- CH 315 Environmental Chemistry I (3)
- CH 316 Environmental Chemistry II (3)

**By the completion of Junior Year and Summer:** Official Entrance into the Biology Applied Biochemical Technology Program is earned by completing the following:

1. Biotechnology Research Project is approved and included within a grant that is either successfully funded or monies are available to continue the student's work in the track program.
2. Meet with a faculty member during the sophomore or junior year to journal and develop the following topics: Ethics/Faith, Development/Project Development/Grant Writing/Required Grant Funding
3. Summer Biotechnology Certificate or Specified Training Established

**Note:** If any component of the junior year requirements is not fulfilled, the student is not allowed to continue and must meet with an advisor and make plans to enter another Biology track program.



<b>Four Year Plan: Bachelor of Science in Biology</b>			
<b>Pre-Professional Concentration &amp; Applied Biochemical Technology Concentration</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	MT 191 Applied Calculus I*	4
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	CS 102 Computer Applications and Concepts	3
BL 103 Advanced Survey of Biological Prin. I	4	BL 104 Advanced Survey of Biological Prin. II	4
	<b>15</b>		<b>17</b>
*MT 121 College Algebra must be taken if student does not have the prerequisite for MT 191 Applied Calculus			
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BL/ES 230 Sophomore Science Seminar	0.5	BL 315 Cell Biology	4
BL 206 Human Anatomy and Physiology I	4	BL 205 Animal Diversity and Ecology	4
CH 201 Environmental Inorganic Chemistry I	4	CH 202 Environmental Inorganic Chemistry II	4
ES 206 Ecology or PC 131 College Physics	4	Gen-Ed Oral Competency	3
MT 192 Applied Calculus II (Pre-Prof) or BL 404 Microbiology (Biochem)	4	Gen-Ed Literature	3
	<b>16</b>		<b>18</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BL 215 Plant Diversity and Ecology	4	BL 311 Plant Physiology or BL 301 Biometrics	3
BL 401 Genetics	3	CH 321 Organic Chemistry II	4
CH 320 Organic Chemistry I	4	CH 322 Organic Chemistry I Lab	2
Gen-Ed Social Science	3	Gen-Ed Humanities	3
PE activity	1	HS 102 History of World Civ II	3
		PE activity course	1
	<b>15</b>		<b>16</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
Internship or partnership opportunity (required for Biochem; optional for Pre-Prof)			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
Major elective (Pre-Prof) or BL 415 Biochemistry/Toxicology (Biochem)	3	BL 301 Biometrics or BL 311 Plant Physiology	3
ES 445 Senior Science Seminar I	1	BL 421 Contemporary Biological Investigations	3
Gen-Ed Humanities	3	CH 323 Organic Chemistry Lab II	1
ES/BL 340 Research Methods	3	Gen-Ed Humanities	3
PC 131 College Physics or ES 206 Ecology	4	IS 461 Seminar on Faith and Life	2
BL/CH/ES/MT elective recommended		Elective (PC 132 recommended)	3
	<b>14</b>		<b>15</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Major Field Test by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126.5</b>

\*See General Education for optional course offerings

## Environmental Biology Concentration (21-24 credits)

The Environmental Biology concentration offers a wide range of courses designed to prepare students for entrance into such fields as biology, ecology, field research, and many other possible career paths. The concentration also equips students for graduate school in a variety of disciplines, including biology, ecology, and botany.

### Environmental Biology Concentration Courses

CH 320 Organic Chemistry I (3)

CH 322 Organic Chemistry Lab-I (2)

BL/ES 340 Research Methods (3)

PC 131 College Physics I (4)

Plus 9-12 hours selected from courses in Biology, Environmental Studies, Math, Chemistry, and Physics, in consultation with the advisor.

<b>Four Year Plan: Bachelor of Science in Biology Environmental Biology Concentration</b>			
<b>Freshman Year</b>			
Fall Semester		Spring Semester	
IS 102 Foundations of Faith and Learning	2	MT 191 Applied Calculus I*	4
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	CS 102 Computer Applications and Concepts	3
BL 103 Advanced Survey of Biological Prin. I	4	BL 104 Advanced Survey of Biological Prin. II	4
	<b>15</b>		<b>17</b>
<i>*MT 121 College Algebra must be taken if student does not have the prerequisite for MT 191 Applied Calculus</i>			
<b>Sophomore Year</b>			
Fall Semester		Spring Semester	
BL/ES 230 Sophomore Science Seminar	0.5	BL 315 Cell Biology	4
BL 206 Human Anatomy and Physiology I	4	BL 205 Animal Diversity and Ecology	4
CH 201 Environmental Inorganic Chemistry I	4	CH 202 Environmental Inorganic Chemistry II	4
ES 206 Ecology or PC 131 College Physics	4	Gen-Ed Oral Competency	3
Concentration Requirement	3	Gen-Ed Literature	3
	<b>15.5</b>		<b>18</b>
<b>Junior Year</b>			
Fall Semester		Spring Semester	
BL 215 Plant Diversity and Ecology	4	BL 311 Plant Physiology or BL 301 Biometrics	3
BL 401 Genetics	3	Concentration Requirement	4
CH 320 Organic Chemistry I	3	CH 322 Organic Chemistry Lab I	2
Gen-Ed Social Science	3	Gen-Ed Humanities	3
PE activity	1	HS 102 History of World Civilization II	3
		PE activity course	1
	<b>14</b>		<b>16</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
Optional internship or partnership opportunity			
<b>Senior Year</b>			
Fall Semester		Spring Semester	
ES 445 Senior Science Seminar I	1	BL 301 Biometrics or BL 311 Plant Physiology	3
Gen-Ed Humanities	3	Concentration Requirement	3
BL/ES 340 Research Methods	3	Concentration Requirement or Elective	3
ES 206 Ecology or PC 131 College Physics	4	Gen-Ed Humanities	3
Elective	3	IS 461 Seminar on Faith and Life	2
		Elective	3
	<b>14</b>		<b>17</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Major Field Test by the end of the Senior Year.</i>			
*See General Education for optional course offerings			Total hours required for degree: 127

## **IP for ABSN [Integrated Preparation for Accelerated Baccalaureate of Science in Nursing] Concentration (21 credits)**

The IP for ABSN [Pre-Nursing] track is a customized to provide entrance to an Accelerated Baccalaureate of Science in Nursing [ASBN] program so that the student interested in Health Sciences can receive a Biology degree that has integrated the prerequisite courses required by most ABSN or second degree programs around the country. The student is allowed to customize their Biology track to suit the admission requirements of the ABSN program with which the student wishes to link their Montreat College Biology degree, as there may be slight variance in prerequisite courses for different ABSN programs. Most ABSN programs require a 12 month period to meet the requirements of this second undergraduate degree. Some of the Pre-Nursing track courses are taken at community colleges or online through other institutions, as approved by a Montreat College faculty advisor and specific to the student's ABSN program selection.

### **IP for ABSN Concentration**

#### *IP/ABSN Core (16)*

- BL 207 Human Anatomy & Physiology II (4)
- BL 404\* Microbiology (3)
- BL 421\* Contemporary Biological Investigations (3)
- HL 201 Human Nutrition (3)
- PY 202 Introduction to Psychology (3)

#### *IP/ABSN Required Electives (5)*

Choose at least 5 credit hours from the courses below in consultation with faculty advisor and specific to your ABSN program selection:

- CH 321 Organic Chemistry (3)
- CH 322 Organic Chemistry Lab (2)
- BL 415 Biochemistry (3)
- PY 300<sup>†</sup> Child and Adolescent Development (3)
- PY 305<sup>†</sup> Adult Development and Aging (3)
- Pathophysiology [Fulfilled at another institution with prerequisite qualifications]
- Global Health Care Issues [Fulfilled at another institution with prerequisite qualifications]

\*BL 404 and BL 421 to be taken concurrently

<sup>†</sup> Students may only take one psychology class to fulfill the concentration elective requirement.

<b>Four Year Plan: Bachelor of Science in Biology</b>			
<b>Integrated Preparation for Accelerated Bachelor of Science in Nursing</b>			
<b>Concentration</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	MT 191 Applied Calculus I*	4
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	CS 102 Computer Applications and Concepts	3
BL 103 Advanced Survey of Biological Prin. I	4	BL 104 Advanced Survey of Biological Prin. II	4
	<b>15</b>		<b>17</b>
*MT 121 College Algebra must be taken if student does not have the prerequisite for MT 191 Applied Calculus			
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BL/ES 230 Sophomore Science Seminar	0.5	BL 315 Cell Biology	4
BL 206 Human Anatomy and Physiology I	4	BL 207 Human Anatomy & Phys. II	4
CH 201 Environmental Inorganic Chemistry I	4	CH 202 Environmental Inorganic Chemistry II	4
ES 206 Ecology or PC 131 College Physics	4	CM 220 Public Speech and Rhetorical Analysis	3
HL 201 Human Nutrition	3	Gen-Ed Literature	3
	<b>15.5</b>		<b>18</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BL 215 Plant Diversity and Ecology	4	BL 311 Plant Physiology or BL 301 Biometrics	3
BL 401 Genetics	3	BL 205 Animal Diversity & Ecology	4
Concentration Elective	3	Concentration Elective	2
PY 202 General Psychology or PY 201 Psychology Applied to Modern Life	3	Gen-Ed Humanities	3
PE activity	1	HS 102 History of World Civ II	3
		PE activity course	1
	<b>14</b>		<b>16</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
Optional internship or partnership opportunity			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BL 404 Microbiology	3	BL 301 Biometrics or BL 311 Plant Physiology	3
ES 445 Senior Science Seminar I	1	BL 421 Contemporary Biological Investigations	3
Gen-Ed Humanities	3	Gen-Ed Humanities	3
Elective	4	IS 461 Seminar on Faith and Life	2
Elective	3	Elective	3
Elective	3		
	<b>17</b>		<b>14</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Major Field Test by the end of the Senior Year.</i>			
Total hours required for degree:			<b>127</b>

\*See General Education for optional course offerings

## **Special Emphasis Concentration (22 credits)**

Students may transfer a set of courses from other institutions, study abroad and certification programs (e.g., Au Sable Institute), or complete courses in other departments at Montreat College to fulfill the requirements of this emphasis. Students develop the special emphasis curriculum in consultation with the faculty advisor. The advisor and the Biology Review Committee must approve a formal proposal of emphasis requirements by the end of the student's sophomore year.

### **Special Emphasis Concentration**

Minimum of six (6) courses totaling at least 22 credit hours, selected in consultation with faculty advisor.

*In addition to the student developing their own program, below are a few pre-approved Special Emphasis programs:*

#### **Pre-Approved Special Emphasis Programs of Study with Au Sable Institute**

Au Sable Institute of Environmental Studies' Certificate Program

[\[http://www.ausable.org\]](http://www.ausable.org) is pre-approved as Special Emphasis Concentration plans of study. The student selecting an Au Sable certificate program must adhere to the Au Sable certification guidelines and fulfill all components of the certification program and Special Emphasis requirements. The student must be awarded the certificate by Au Sable. All six courses can be pursued at Au Sable, but if a certification program does not provide the full complement of 6 courses, the additional courses can be pursued at Montreat College or other approved institution. Final plans of how all components of the Special Emphasis are to be fulfilled are prepared with you department advisor and submitted to the department faculty for approval.

#### **Pre-Approved Certification Programs:**

Certified Naturalist

Certified Land Resources Analyst

Certified Water Resources Analyst

Certified Environmental Analyst

[Full list of courses offered through Au Sable for Montreat College can be found on the Au Sable website.]

## **Biology (BL) Minor**

### **Requirements for a Minor in Biology (20 credits)**

BL 101 Survey of Biological Principles I (4)

BL 102 Survey of Biological Principles II (4)

Choose an additional 4 hours from Biology

Choose an additional 8 hours from Biology, Chemistry, and/or  
Environmental Studies.

## **Business Administration (BS) Major**

The Bachelor of Science in Business Administration offers concentrations in International Business, Cybersecurity, Management, Marketing, and Sports Management. A Bachelor of Science in Music Business is also offered. See **Music Business (MB)**.

### **Business and Cybersecurity Department Mission Statement**

The mission of the Business and Cybersecurity Department is to equip students with knowledge necessary for them to serve in today's competitive business environment and to cultivate in all students, at all levels, (undergraduate and graduate) an entrepreneurial and ethical spirit in their approaches to business decision making.

### **Bachelor of Science (BS) in Business Administration Degree Mission Statement**

The Montreat College Bachelor of Science in Business Administration program graduates students that possess a sound Christian world-view and are prepared to make an immediate and continuing contribution in a market-driven, free enterprise economy and/or attend graduate school if desired.

### **BS in Business Administration Program Goals**

1. Ability to integrate their Christian world-view and ethics in business decision-making.
2. Proficiency and confidence in applying servant leadership.
3. Technical ability in business functional areas.
4. Effective oral and written skills in business communication.
5. Critical thinking, analytical, and business making skills in business.

### **The Business Discipline**

There is a strong argument that everyone needs to have some business education. Whatever one does in his/her professional life, the chances are that it will involve some 'business.' Scientists, engineers, even artists, will inevitably have to understand at least the basics of business, and probably a lot more. Further, companies of the future will consist of teams, groups of specialists who work together on a specific project and then disband. One of the consequences of this reality is that many more people, whatever their specialty, will need to understand more about the opportunities and constraints of various aspects of business: accounting, management, economics, finance, information systems, and quantitative analysis. The combination of specialist qualification and practical business knowledge is becoming vital.

## **Why Study Business at Montreat College?**

The program builds upon Montreat College's strong liberal arts core with professional training in business administration designed to prepare students for entry-level professional positions in a variety of business organizations. Our unique approach to teaching combines the theoretical with the practical, as all faculty bring extensive business experience to the classroom. Advanced classes are typically small, providing significant personal attention and one-on-one time with professors. Classroom instruction is often augmented with outside business speakers and plant/facility visits. In many courses, student projects involve solving problems and providing services to actual real-world business organizations. Additionally, all students will complete at least one internship in the industry in which they desire to seek employment after graduation.

## **After Graduation**

The Bachelor of Science in Business Administration prepares students for a wide variety of entry-level professional positions in both for-profit and not-for-profit business organizations, depending on the student's area of concentration. For example, students concentrating in Marketing can pursue careers in Advertising, Sales, Market Research, Retailing, Public Relations, and Product Management. Students concentrating in International Business are primed to work for global firms doing business in foreign countries. Students concentrating in Sports Management develop expertise in business management with an orientation toward the world of sports, and thus are equipped to manage sports and recreation programs. Many of these business fields offer strong prospects for continued job growth with excellent earnings potential, and broad opportunities to influence others for Christ.



## Requirements for a Major in Business Administration

### Degree Component

- Completion of the General Education Core (53\* credits)
  - MT 114 is required in the Gen-Ed
- Completion of the General Education Competencies
- Completion of the Business Major Core (46 credits)
- Completion of a Business Concentration (15-32 credits)
- Completion of required electives to bring total up to 126 credits (~0-12 credits)
- Completion of 33 credits at the 300-level or above
- Completion of the Major Field Test
- Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*EN 271 in the major can count toward oral expression competency in the Gen-Ed.

### Business Major Core (46 credits)

- BS 101 Introduction to Business (3)
- BS 201 Principles of Accounting I (3)
- BS 202 Principles of Accounting II (3)
- BS 203 Macroeconomics (3)
- BS 204 Microeconomics (3)
- BS 209 Principles of Management (3)
- BS 214 Quantitative Methods (3)
- BS 230 Principles of Marketing (3)
- BS 306 Corporate Finance (3)
- BS 309 Business Ethics (3)
- BS 312 Business & the Legal Environment (3)
- IS 310 Pre-Internship (1)
- BS 441 Internship (3)
- BS 460 Strategic Management (3)
- CS 204 Fundamentals of Information Systems (3)
- EN 271 Business Communication (3)

### Choose from six Business Concentrations:

- Cybersecurity (18 credits)
- International Business (30 credits)
- Management (15 credits)
- Marketing (15 credits)
- Sports Management (26 credits)
- Special Emphasis (32 credits)

## **Cybersecurity Concentration (18 hours)**

### **Cybersecurity Courses**

- CS 207 Principles of Operating Systems and Comp. Hardware (3)
- CS 215 Introduction to Computer Networking (3)
- CS 335 Computer and Systems Security (3)
- CS 345 Principles of Cybersecurity (3)
- CS 350 Management of Cybersecurity (3)

Choose 3 hours from the following:

- CS 370 Network Defense and Countermeasures (3)
- CS 375 Linux Operating Systems and Security (3)
- CS 380 Certification Study and Preparation (3)
- CS 441 Cybersecurity Internship (3)

## **International Business Concentration (30 hours)**

### **International Business Courses**

Choose four (4) courses from the following:

- BS 301 International Finance (3)
- BS 303 Human Resource Management (3)
- BS 320 International Business (3)
- BS 338 Marketing Research (3)
- BS 405 International Marketing (3)

Plus a minor in a foreign language\* (18)

\*See Spanish Minor, or if you have taken college courses in a foreign language other than Spanish and wish to continue studies in that language, speak with the Office of Records and Registration about options for additional transfer credit.

## **Management Concentration (15 hours)**

### **Management Courses**

Choose five (5) courses from the following:

- BS 303 Human Resource Management (3)
- BS 304 Labor-Management Relations (3)
- BS 307 Organizational Behavior (3)
- BS 308 Servant Leadership (3)
- BS 310 Total Quality Management (3)
- BS 313 Production/Operations Management (3)
- BS 402 Management of Not-for-Profit Organizations (3)
- BS 407 Entrepreneurship and Small Business Management (3)

## **Marketing Concentration (15 hours)**

### **Marketing Courses**

Choose five (5) courses from the following:

- BS 331 Sales Administration (3)
- BS 436 Ecommerce (3)
- BS 335 Retail Management (3)
- BS 336 Principles of Advertising (3)
- BS 338 Marketing Research (3)
- BS 405 International Marketing (3)
- BS 435 Consumer Behavior (3)
- BS 437 Marketing Management (3)
- SM 337 Seminar in Sports Marketing (3)

## **Sports Management Concentration (26 hours)**

### **Sports Management Courses**

#### *Sports Management Core*

- PE 302 Methods & Materials of Coaching (2)
- PE 424 Facility Planning for PE Recreation & Athletics (3)
- SM 210 Principles of Sports Management(3)
- SM 337 Seminar in Sport Marketing (3)

#### *Sports Management Required Electives*

Choose five (5) courses from the following:

- BS 303 Human Resource Management (3)
- BS 304 Labor-Management Relations (3)
- BS 307 Organizational Behavior (3)
- BS 308 Servant Leadership (3)
- BS 310 Total Quality Management (3)
- BS 313 Production/Operations Management (3)
- BS 402 Management of Not-for-Profit Organizations (3)
- BS 407 Entrepreneurship and Small Business Management (3)

## **Special Emphasis Concentration (32 hours)**

The Special Emphasis concentration allows students to design a program of study focused on an area of interest outside the core curriculum of their particular major. Working with a faculty member in their major, the student selects courses from other institutions or departments at Montreat College that can be integrated into their specific discipline. The Special Emphasis must be approved by the student's academic advisor prior to completing sixty (60) credit hours.

The Special Emphasis proposal must meet all the General Education and Competency requirements published in the Academic Catalog. The proposal must include the following elements: (1) a rationale for the program, (2) a description of one's career objectives, (3) identification of at least thirty-two (32) credit hours of coursework with supporting rationale from within the student's academic program, and (4) identification of at least eighteen (18) credit hours of additional coursework with supporting rationale, generally outside the student's chosen department, that directly supports the student's career objectives. The proposal, once approved by the academic advisor, will be submitted to the Department for final approval.

**Four Year Plan: Bachelor of Science in Business Administration  
Concentrations in Cybersecurity, Management, Marketing, International Business\*\*,  
Sports Management, and Special Emphasis**

**Freshman Year**

<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
BS 101 Introduction to Business	3	CM 220 Public Speech and Rhetorical Analysis	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>

\*\*The International Business concentration requires a foreign language minor; students should plan their course schedules accordingly.

**Sophomore Year**

<b>Fall Semester</b>		<b>Spring Semester</b>	
BS 201 Principles of Accounting I	3	BS 202 Principles of Accounting II	3
BS 230 Principles of Marketing	3	BS 209 Principles of Management	3
CS 204 Fund. Of Information Systems	3	Gen-Ed Literature	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
MT 114 Elementary Probability and Statistics	3	EN 271 Business Communication	3
PE activity course	1	PE activity course	1
	<b>16</b>		<b>16</b>

**Junior Year**

<b>Fall Semester</b>		<b>Spring Semester</b>	
BS 203 Macroeconomics	3	BS 204 Microeconomics	3
BS 214 Quantitative Methods	3	BS 306 Corporate Finance	3
BS 309 Business Ethics	3	BS 312 Business and Legal Environment	3
Gen-Ed Humanities	3	Gen-Ed Humanities	3
Concentration Requirement	3	IS 310 Pre-Internship	1
		Concentration Requirement	3
	<b>15</b>		<b>16</b>

*Completion of the General Education competencies by the end of the junior year.*

**Junior Summer**

BS 441 Internship			<b>3</b>
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**Senior Year**

<b>Fall Semester</b>		<b>Spring Semester</b>	
Gen-Ed Humanities	3	BS 460 Strategic Management	3
Concentration Requirement	3	Concentration Requirement	3
Concentration Requirement	3	Concentration Requirement or Elective	3
Concentration Requirement or Elective	3	Concentration Requirement or Elective	3
Concentration Requirement or Elective	3	IS 461 Seminar on Faith and Life	2
Concentration Requirement, if needed			
	<b>15</b>		<b>14</b>

*Completion of 33 credits at the 300-level or above.*

*Completion of the Major Field Test by the end of the Senior Year*

Total hours required for degree: **127**

\*See General Education for optional course offerings

## **Business Administration (BS) Minor**

### **Requirements for a Business Administration Minor (18 credits)**

BS 101 Introduction to Business (3)

BS 203 Macroeconomics (3)

BS 209 Principles of Management (3)

Choose nine (9) additional hours of BS courses at the 300-400 level

## Chemistry (CH) Minor

The Chemistry minor is designed to cultivate a broader understanding of scientific knowledge by developing skills involving research, processing data, observation and decision making, analytical skills and performing experiments. Theories are reinforced by observation and analysis in a laboratory setting. The applications of these skills are benefited in other course work where logic and reasoning are required to make student success a reality.

### Requirements for a Minor in Chemistry (20 credits)

- CH 201 Environmental Inorganic Chemistry I (4)
- CH 202 Environmental Inorganic Chemistry II (4)
- CH 320 Organic Chemistry I (3)
- CH 322 Organic Chemistry I Lab (2)

Choose one from the following:

- CH 315 Chemistry of the Environment I (3)
- ES 415 Biochemistry/Toxicology (4)

Choose one from the following:

- CH 316 Chemistry of the Environment II (3)
- CH 321 Organic Chemistry II (3)
- CH 323 Organic Chemistry Lab II (1)

A minor in Chemistry assists in preparing students for numerous careers in specific areas of applied science such as medical (including pre-medical, pre-veterinary, and physical therapy), agricultural, environmental fields, and engineering. In addition, the Chemistry minor includes components that fulfill a student's preparation for many graduate studies programs.

## **Communication (CM) Major**

The Communication Major prepares students to use their God-bestowed gifts of language and image use. The grace and power of words provide a foundation for Communication study. Students explore how language and images can be employed to create meaningful messages that can influence, equip, encourage, and teach. Students are challenged to be agents of truth, reflection, transformation and reconciliation in a way that celebrates God's faithfulness and uses all means of media to be instruments of positive change for Christ.

### **The Communication Discipline**

The Communication Major consists of 39-41 hours of core classes beyond the General Education Core. For the General Communication Major, the student takes 30 hours of core classes and then picks 9 hours of Communication electives. The Communication Major also offers a Public Relations Concentration (39 hours) and a Theatre Concentration (41 hours). Classes are designed to give students knowledge of theory and an opportunity to practice it in real-world settings. As a result, short internships or practicums are woven into several of the courses, with a 3-hour professional internship required as an upper classman. Students of other majors can get a Communication Minor by completing 18 hours of coursework in the department.

### **Why Study Communication at Montreat College?**

Every Communication course blends a Biblical worldview with scholarship. Christ composed parables, demonstrated visually with miracles, and preached to communicate truth. The Communication major allows students to examine the disciplines of Public Relations, Mass Media, Public Speaking, and Theatre. Students learn that communicating to other people is a wide knowledge area, incorporating audience analysis, live presentations, mediated messages, and written communication that can change the world for Christ.

Montreat is set apart, a beautiful piece of God's world. What better place to spend four years, becoming part of a wonderful community, and learning together what it means for you to use communication as a tool to make a difference in the world.



## How Can You Get Involved?

- *The Whetstone* (Montreat's student newspaper) and *Q* (Montreat's literary magazine) provide student journalists, photographers, poets, and writers a significant voice in campus affairs.
- Students have the opportunity to write, produce and direct original plays and video shorts for Film Production, Playwriting, and Acting for Camera.
- Special Topic courses are regularly offered that provide students with unique opportunities, such as broadcast journalism and webcasting.
- Student filmmaking is becoming an increasing presence on our campus providing opportunities to gain experience in producing, directing, camera, sound, acting, and writing.
- Students in public relations and communication methods have to plan and sometimes conduct PR events and do meaningful quantitative and qualitative research on our campus.
- Students are encouraged to attend regional and national communication conferences and to present their research there.
- Students are required to do a professional internship as upperclassmen, and several short internships before that, that will provide professional employment experience and contacts that make a difference after graduation.

## Off-Campus Study Opportunities

Off-campus study opportunities are a great asset to any student. These study programs provide opportunities to obtain professional and life experiences that give polish and maturity to a student. They also provide opportunities to meet and work with professionals that can serve as mentors or job contacts after graduation.

The CCCU provides many such programs (see Off-Campus Study Opportunities further in the catalogue), but four of these may be of particular interest to Communication Majors: the Los Angeles Film Studies Center; the Contemporary Music Center in Nashville, Tennessee; and the American Studies Program in Washington, DC. Courses from an off-campus study program may substitute for certain Communication Major courses where it is deemed appropriate by your advisor and the department chair.

## **After Graduation**

Upon completion of the Communication program at Montreat College, the student has a wide selection of options. One might become an advertising executive, lobbyist, producer, public relations specialist, reporter, speech writer, journalist, editor, video engineer, web designer, broadcast technician, screen writer, publisher, public speaker, photojournalist, marketing researcher, teacher, online marketing specialist, film crew, film director, communication studies researcher....the list goes on and on. After working in the field, students may consider graduate study to further expand their career choices.

Government agencies and private companies eagerly look to the present generation to staff their offices as a source of youthful creativity, mature beliefs, and a strong communication background.

At the end of the day, everyone communicates. Being able to effectively communicate through mass media, verbally, or in written form means that you are able to get your ideas across to others. Completing this program also means you are able to research and listen to others well, too. The skills of effective listening and communication insure you will be a vital participant in whatever career field and ministry God prepares for you.

## Requirements for a Major in Communication

### Degree Component

- Completion of the General Education Core (53\* credits)
    - MT 114 and two 300-level English literature courses are required in the Gen-Ed
  - Completion of the General Education Competencies
  - Completion of the Communication Major Core (18 credits)
  - Completion of a Communication Concentration (24-25 credits)
  - Completion of required electives to bring total up to 126 credits (~30-31 credits)
  - Completion of 33 credits at the 300-level or above
  - Completion of the ACAT Exam
  - Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)
- \*CM 220 in the major can count toward oral expression competency in the Gen-Ed.

### Communication Major Core (18 credits)

- CM 220 Rhetoric & Public Speaking (3)
- CM 203 Communication & Culture (3)
- CM 228 Media Studies (4)
- CM 342 Communication Research Methods (4)
- IS 310 Pre-Practicum (1)
- CM 441 Internship (3)

### Choose from five Communication Concentrations:

- General Communication (25 credits)
- Digital Media Production (25 credits)
- Journalism (24 credits)
- Public Relations (25 credits)
- Theatre (25 credits)

## **General Communication Concentration (25 credits)**

The General Communication Concentration is designed to give students exposure to the Communication field's wide knowledge base. Students receive training in web design, graphic design & photojournalism, news writing, public relations planning, public speaking, and grant writing, while exploring the sociological and cultural implications of communication and media studies. The major strives to balance theoretical exploration with an opportunity to learn practical skills. Students have the freedom to focus the General Communication Major according to their interests by taking 9 additional Communication Electives of their choice.

### **General Communication Courses**

CM 313 Public Relations (3)

CM 344 Nonprofit Organizational Communication (4)

CM 346 Web Studies & Design (3)

CM 349 Graphics & Photojournalism (3)

CM 348 Newswriting (3)

9 hours of Communication electives (see list following concentrations)

<b>Four Year Plan: Bachelor Science in Communication General Communication Concentration</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications & Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
CM 203 Communication and Culture	3	CM 220 Public Speech & Rhetorical Analysis	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 228 Media Studies*	4	CM 313 Public Relations*	3
CM 348 Newswriting*	3	Concentration Elective	3
Gen-Ed Literature	3	Elective	3
MT 114 Elementary Probability and Statistics	3	Gen-Ed Humanities (excluding EN courses)	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
		PE activity course	1
	<b>16</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 346 Web Studies and Design*	3	CM 349 Graphics and Photojournalism*	3
Gen-Ed Social Science	3	CM 342 Comm. Research Methods*	4
300-level English Literature	3	300-level English Literature	3
Elective	3	IS 310 Pre-Internship	1
Elective	3	Elective	3
	<b>15</b>		<b>14</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
CM 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 344 Nonprofit Organizational Comm.	4	Concentration Elective	3
Elective	3	Concentration Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	IS 461 Seminar on Faith and Life	2
	<b>16</b>		<b>13</b>
<i>Completion of 33 credits at the 300-level or above. Completion of the ACAT Exam by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126</b>

\*Offered every other year

\*\*See General Education for optional course offerings

## **Digital Media Production Concentration (25 credits)**

A concentration in digital media production is designed to expose students to the craft of videography, defined as the process of capturing moving images on electronic media. This includes pre-production, visual design, handling a camera, directing actors, scheduling & budgets, lighting, sound capture, digital editing, and distribution considerations. Students can take videography skills into a number of fields, including PR & marketing, youth & camp ministries, ethnographic research, travel & nature documentaries, and narrative filmmaking.

### **Digital Media Courses**

- CM 249 Digital Media Production (3)
- TH 335 Playwriting/Screenwriting (3)
- CM 318 Film History & Theory (4)
- CM/TH 202 Acting for Camera (3)
- CM 329 Film Production (3)
- 9 hours of Communication electives
- Los Angeles Film Studies Program\*

\*Students are expected to apply to the CCCU's LA Film Studies Program (16 credits, including internship). Exceptions can be made for financial hardship. The 16 hours for this semester away would substitute for Montreat College courses. If students do not get into the LA Film Studies Program or legitimately cannot attend due to financial constraints, it is recommended that they do a practicum in addition to the required internship. The optional practicum and required internship should focus on the area of videography in which the student is interested.

<b>Four Year Plan: Bachelor of Science in Communication Digital Media Production Concentration</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
CM 203 Communication and Culture	3	CM 220 Public Speech and Rhetorical Analysis	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 228 Media Studies*	4	CM/TH 202 Acting for the Camera	3
CM 249 Digital Media Production	3	Concentration Elective	3
Gen-Ed Literature	3	Elective	3
MT 114 Elementary Probability and Statistics	3	Gen-Ed Humanities (excluding EN courses)	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
		PE activity course	1
	<b>16</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 318 Film History and Theory*	4	TH 335 Playwriting/Screenwriting*	3
Gen-Ed Social Science	3	CM 342 Communication Research Methods*	4
300-level English Literature	3	300-level English Literature	3
CM 329 Film Production	3	IS 310 Pre-Internship	1
Elective	3	Elective	3
	<b>16</b>		<b>14</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
CM 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
Concentration Elective	3	Concentration Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	IS 461 Seminar on Faith and Life	2
	<b>15</b>		<b>13</b>
<i>Completion of 33 credits at the 300-level or above. Completion of the ACAT Exam by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126</b>

\*Offered every other year

\*\*See notes about the LA Film Studies Program

\*\*\*See General Education for optional course offerings

## **Journalism Concentration (24 credits)**

A concentration in journalism exposes students to the field of journalism in general, proper news data gathering & reporting, news editing considerations, layout & design, convergent journalism, visual rhetoric, internet news considerations, photojournalism, blogging, & digital editing.

### **Journalism Courses**

- CM 249 Digital Media Production (3)
- CM 347 News Editing (3)
- CM 348 News Writing (3)
- CM 349 Graphics & Photojournalism (3)
- CM 346 Web Studies & Design (3)
- 9 hours of Communication electives

\*Students are recommended to take CM 341 Practicum (3), in addition to CM 441 Internship (3), in order to gain more experience in the journalism industry. The optional practicum and required internship should focus on the area of journalism in which the student is interested.



<b>Four Year Plan: Bachelor of Science in Communication Journalism Concentration</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
CM 203 Communication and Culture	3	CM 220 Public Speech and Rhetorical Analysis	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 228 Media Studies*	4	CM 347 News Editing*	3
CM 348 News Writing*	3	Concentration Elective	3
Gen-Ed Literature	3	Elective	3
MT 114 Elementary Probability and Statistics	3	Gen-Ed Humanities (excluding EN courses)	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
Elective	1	PE activity course	1
	<b>17</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 346 Web Studies and Design*	3	CM 349 Graphics and Photojournalism*	3
Gen-Ed Social Science	3	CM 342 Communication Research Methods*	4
300-level English Literature	3	300-level English Literature	3
CM 249 Digital Media Production	3	IS 310 Pre-Internship	1
Elective	3	Elective	3
	<b>15</b>		<b>14</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
CM 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
Concentration Elective	3	Concentration Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	IS 461 Seminar on Faith and Life	2
	<b>15</b>		<b>14</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the ACAT Exam by the end of the Senior Year</i>			
Total hours required for degree:			<b>126</b>

\*Offered every other year

\*\*See General Education for optional course offerings

## **Public Relations Concentration (25 credits)**

The Public Relations Concentration offers a wide range of courses designed to effectively prepare students for the many skills required by a public relations practitioner. Students will be exposed to web design, graphic design, grant writing, news writing, communication theory, and marketing & communication research methods. Students are also required to complete a 3-hour internship in the public relations sector, providing them with professional experience and contacts.

### **Public Relations Courses**

CM 313 Public Relations (3)

CM 344 Nonprofit Organizational Communication (4)

CM 346 Web Studies & Design (3)

CM 249 Digital Media Production (3)

CM 349 Graphics & Photojournalism (3)

9 hours of Communication electives (Recommended: BS 230 Principles of Marketing (3) and BS 338 Marketing Research (3))

<b>Four Year Plan: Bachelor of Science in Communication Public Relations Concentration</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
CM 203 Communication and Culture	3	CM 220 Public Speech and Rhetorical Analysis	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 228 Media Studies*	4	CM 313 Public Relations*	3
CM 249 Digital Media Production	3	Elective	3
Gen-Ed Literature	3	Elective	3
MT 114 Elementary Probability and Statistics	3	Gen-Ed Humanities (excluding EN courses)	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
		PE activity course	1
	<b>17</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 346 Web Studies and Design*	3	CM 349 Graphics and Photojournalism*	3
Gen-Ed Social Science	3	CM 342 Communication Research Methods*	4
300-level English Literature	3	300-level English Literature	3
Concentration Elective (BS 230 recommended)	3	IS 310 Pre-Internship	1
Elective	3	Elective	3
	<b>15</b>		<b>14</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
CM 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 344 Nonprofit Organizational Comm.	4	Concentration Elective (BS 338 recommended)*	3
Elective	3	Concentration Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	IS 461 Seminar on Faith and Life	2
	<b>16</b>		<b>13</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the ACAT Exam by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126</b>

\*Offered every other year

\*\*See General Education for optional course offerings

## **Theatre Concentration (25 credits)**

The Theatre Concentration allows students to explore the field of theatre and blend it with a communication curriculum. Students have an opportunity to study stage acting, acting for camera, directing, voice & movement, stagecraft, and writing for stage and screen. Students will also gain experience in grant writing, public relations, web design, public speaking, and communication theory. Students must do a 3-hour internship in the theatre or film field, as an upperclassman. The goal is to effectively prepare students in the writing, directing, creating, and performing of professional theatre whether it is in a ministry setting in a church or in missions, a nonprofit regional theatre, or the pursuit of a career in Los Angeles or New York.

### **Theatre Courses**

- TH 110 Theatre History (3)
- TH 230 Acting (3)
- CM 202 Acting for Camera (3)
- CM 249 Digital Media Production (3)
- TH 317 Directing (4)
- TH 330 Advanced Acting (3)
- 6 hours of Communication or Theatre electives

<b>Four Year Plan: Bachelor of Science in Communication Theatre Concentration</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
CM 203 Communication and Culture	3	CM 220 Public Speech and Rhetorical Analysis	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 228 Media Studies*	4	TH 110 Theatre History	3
TH 230 Acting	3	CM/TH 202 Acting for the Camera	3
Gen-Ed Literature	3	Elective	3
MT 114 Elementary Probability and Statistics	3	Gen-Ed Humanities (excluding EN courses)	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
		PE activity course	1
	<b>16</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 249 Digital Media Production	3	TH 317 Directing	4
Gen-Ed Social Science	3	TH 330 Advanced Acting	3
300-level English Literature	3	CM 342 Communication Research Methods	4
Elective	3	300-level English Literature	3
Elective	3	IS 310 Pre-Internship	1
	<b>15</b>		<b>15</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
CM 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
Concentration Elective	3	Concentration Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	IS 461 Seminar on Faith and Life	2
	<b>15</b>		<b>13</b>
<i>Completion of 33 credits at the 300-level or above. Completion of the ACAT Exam by the end of the Senior Year.</i>			
<b>Total hours required for degree:</b>			<b>126</b>

\*Offered every other year

\*\*See General Education for optional course offerings

## Communication Major Electives

(If a course below is not required for your concentration, you may use it as a Communication elective)

CM 106	Theatre Production (1)
CM 205-206	Theatre Production (1,1)
CM/TH 202	Acting for the Camera (3)
CM 249	Digital Media Production (4)
CM 313	Public Relations (3)
CM 318	Film History & Theory (4)
CM 329	Film Production (4)
CM 340	Musical Theatre (3)
CM 341	Practicum (1-3)
CM 344	Nonprofit Organizational Communication (4)
CM 346	Web Studies & Design (3)
CM 347	News Editing (3)
CM 348	News Writing (3)
CM 349	Graphics & Photojournalism (3)
CM 441	Internship (3) (in addition to your required internship)
CM 480	Special Topics in Communication (1-3)
CM 491	Senior Thesis (2)
BS 209	Principles of Management (3)
BS 230	Principles of Marketing (3)
BS 336	Principles of Advertising (3) (BS 230 pre-req. or permission of professor)
BS 435	Consumer Behavior (3) (BS 230 pre-req. or permission from professor)
BS 307	Organizational Behavior (3) (BS 209 pre-req. or permission of professor)
CC 201	Comparative Cultures (3)
CC 403	Cross-Cultural Communication (4)
EN 271	Business Communication (3)
EN 310	The Writing Process: Theory & Practice (3)
EN 311	Creative Nonfiction Writing (3)
EN 313	Poetry Writing (3)
EN 317	Short Story Writing (3)
EN 325	Literary Magazine Editing (1)
EN 326	Writing Children's Literature (3)
EN 329	Outdoor & Nature Writing (3)
EN 404	Spiritual Memoir Writing (3)
MS 131	Introduction to Digital Sound Recording (3)
MS 461-462	Music Business Seminar (1,1)
OE 306	Leadership and Group Dynamics (3)
PY 320	Social Psychology (3) (PY 202 pre-req. or permission of instructor)
SC 206	Social Problems (SC 204 prereq. or permission of professor)
TH 230	Beginning Acting (3)
TH/CM 202	Acting for the Camera (3)
TH 220	Voice and Movement (3)
TH 232	Stagecraft (3)
TH 317	Directing (3)
TH 330	Advanced Acting (3)
TH 333	Theatre Ensemble (4)
TH 335	Playwriting (3)
TH 492	Theatre Practicum (3)
WA 301	Technology in the Church (3)

## Communication (CM) Minor

Communication is an excellent subject to combine with other majors. EVERYONE communicates! And effective communication is required for every career. If you can communicate well, you are much more apt to be successful in your field. Furthermore, the exploration of what it means to communicate, how we create our own culture and a sense of what it means to be a human are topics that are relevant across all disciplines.

### **Requirements for a Minor in Communication (18 credits)**

CM 220 Public Speech and Rhetorical Analysis (3)

CM 203 Communication and Culture (3)

CM 228 Media Studies (4)

Choose a minimum of eight (8) additional hours from the Communication Core and/or elective courses.

# Cybersecurity (CS) Major

## Bachelor of Science in Cybersecurity Degree Mission Statement

The mission of the Business and Cybersecurity Department is to equip students with knowledge necessary for them to serve in today's competitive business environment and to cultivate in all students, at all levels, (undergraduate and graduate) a data-driven approach and ethical spirit in their approaches to business decision making.

## Cybersecurity Program Goals

1. Ability to integrate Christian worldview and ethics in the work environment.
2. Knowledge and experience in information systems technology on business functional areas.
3. Knowledge and experience in Cybersecurity to support organizational mission and goals.
4. Critical thinking, analytical, and problem-solving skills.
5. Effective communications and interpersonal and team skills.

## Why Study Cybersecurity at Montreat College?

The program builds upon Montreat College's strong liberal arts core with extensive training and preparation in information technology, cybersecurity, business administration, and quantitative analysis, preparing students for entry-level professional positions in a variety of technology specializations. Our unique approach to teaching combines the theoretical with the practical, as faculty bring extensive real-world technology experience to the classroom. Small classes provide personal attention and one-on-one interaction with professors. Classroom instruction is often augmented with outside technology speakers and information technology facility visits. In many courses, student projects involve solving technology problems and providing information technology services to actual real-world organizations. Additionally, all students complete a cybersecurity internship prior to graduation. These internships can lead to permanent employment opportunities.



## **After Graduation**

The Cybersecurity degree program prepares graduates for a variety of careers in consulting, financial and banking institutions, health care, services and manufacturing industries, government, and not-for-profit organizations. A graduate of the major may look forward to a Cybersecurity career to support information technology fields such as incident response and business continuity analysis, information systems analysis, programming, database administration, web development, network engineering, systems administration, security analysis, vulnerability assessment, penetration testing or enterprise consulting. According to the Bureau of Labor Statistics, these fields are expected to be among the fastest growing occupations through 2020. Employment of cybersecurity professionals are expected to grow much faster than the average for all occupations as organizations continue to adopt and integrate increasingly sophisticated cybersecurity technologies. Average annual salaries in these fields are well above those in many other professional occupations. Further, many information technology occupations offer broad opportunities to influence others for Christ.

## Requirements for a Major in Cybersecurity

### √ Degree Component

- \_\_\_ Completion of the General Education Core (53\* Credits)  
    MT 114 is required in the Gen-Ed
- \_\_\_ Completion of the General Education Competencies
- \_\_\_ Completion of the Cybersecurity Major Core (64 credits)
- \_\_\_ Completion of the Cybersecurity Major Electives (6 credits)
- \_\_\_ Completion of the required electives to bring total up to 126 credits (~3 credits)
- \_\_\_ Completion of 33 credits at the 300-level or above
- \_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat college)

\*BS 203 in the major can count toward Gen-Ed social science.

### Cybersecurity Major Core (64 credits)

- BS 101 Introduction to Business (3)
- BS 201 Principles of Accounting I (3)
- BS 203 Macroeconomics (3)
- IS 310 Pre-Internship (1)
- CS 204 Fundamentals of Information Systems (3)
- CS 207 Principles of O.S. & Computer Hardware (3)
- CS 215 Introduction to Computer Networking (3)
- CS 288 Cyber Defense Preparation (1)
- CS 302 Programming, Data, File & Object Structures (3)
- CS 310 Database Programming (3)
- CS 335 Computer and Systems Security (3)
- CS 345 Principles of Cybersecurity (3)
- CS 350 Management of Cybersecurity (3)
- CS 365 The 3 C's: Cybercrime, Cyberlaw & Cyberethics (3)
- CS 370 Network Defense and Countermeasures (3)
- CS 375 Linux Operating Systems and Security (3)
- CS 385 Security Script Programming (3)
- CS 388 Cyber Defense Preparation (1)
- CS 428 Penetration Testing (3)
- CS 441 Internship (3)
- CS 448 Incident Response and Contingency Planning (3)
- CS 488 Cyber Defense (4)
- MT 121 College Algebra (3)

### Required Major Electives (choose 6 hours)

- CS 380 Certification Study and Preparation (3)
- CS 475 Cybersecurity Programs and Strategies (3)
- CS 480 Special Topics (3)

<b>Four Year Plan: Bachelor of Science in Cybersecurity</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	BB 102 Survey of New Testament	3
BB 101 Survey of Old Testament	3	EN 102 English Composition II	3
EN 101 English Composition I	3	CS 204 Fund. Of Information Systems	3
CS 102 Computer Applications and Concepts	3	CS 207 Prin. Of Operating Systems & Comp. Hardware	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
HS 101 History of World Civilization I	3	HS 102 History of World Civ II	3
MT 121 College Algebra	3	MT 114 Elementary Probability and Statistics	3
CS 215 Intro to Computer Networking	3	CS 335 Computer and Systems Security	3
Gen-Ed Literature	3	CS 288 Cyber Defense Preparation	1
BS 101 Intro to Business	3	EN 271 Business Communication	3
PE activity course	1	Gen-Ed Oral Competency	3
	<b>16</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BS 201 Principles of Accounting I	3	CS 310 Database Programming	3
CS 302 Programming Data, Fil, and Object Struc.	3	CS 350 Management of Cybersecurity	3
CS 345 Principles of Cybersecurity	3	CS 370 Network Defense Countermeasures	3
CS 375 Linux Operating Systems and Security	3	CS 388 Cyber Defense Preparation	1
IS 310 Pre-Internship	1	Gen-Ed Humanities	3
BS 203 Macroeconomics	3	Gen-Ed Humanities	3
	<b>16</b>		<b>16</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
CS 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
Gen-Ed Humanities	3	CS 448 Incident Response and Contingency Planning	3
CS 365 the 3 C's: Cybercrime, Cyberlaw, and Cyberethics	3	CS 488 Cyber Defense	4
CS 385 Security Script Programming	3	Major Elective	3
CS 428 Penetration Testing	3	IS 461 Seminar of Faith and Life	2
Major Elective	3		
	<b>15</b>		<b>12</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
Total hours required for degree:			<b>126</b>

\*See General Education for optional course offerings

## **Cybersecurity (CS) Minor**

### **Requirements for a Minor in Cybersecurity (18 credits)**

#### **Cybersecurity Minor Core (15 credits)**

- CS 207 Principles of O. S. and Comp. Hardware (3)
- CS 215 Introduction to Computer Networking (3)
- CS 335 Computer and Systems Security (3)
- CS 345 Principles of Cybersecurity (3)
- CS 350 Management of Cybersecurity (3)

#### **Cybersecurity Minor Required Electives (3 credits)**

Choose 3 hours from the following:

- CS 365 The 3 C's: Cybercrime, Cyberlaw, Cyberethics (3)
- CS 370 Network Defense and Countermeasures (3)
- CS 375 Linux Operating Systems and Security (3)
- CS 380 Certification Study and Preparation (3)
- CS 428 Penetration Testing (3)
- CS 441 Cybersecurity Internship (3)
- CS 448 Incident Response & Contingency Planning (3)
- CS 475 Cybersecurity Program and Strategies (3)
- CS 488 Cyber Defense (4)

## Elementary Education (ED) Major

The Education Division offers a licensure program (i.e., certification) in Elementary Education. The program of study outlined in this catalog leads to a Bachelor of Science degree in the discipline as well as a Class A North Carolina teaching license (if applicable). The Bachelor of Arts degree is also offered.

### The Education Discipline

The Bachelor of Arts or Science in Elementary Education prepares candidates under a knowledge-based model of “Teacher as Agent of Change.” The Department’s mission and conceptual framework are based on the Christian calling to be agents of change in the world, specifically in the world of elementary schools. The department believes that effective teachers are transformational leaders who not only care about their students and their profession, but also possess the ability to reflect and self-assess concerning all facets of teaching and learning.

Upon completion of the undergraduate Elementary Education Program, the candidate should be able to meet six goals:

1. Demonstrate a body of core knowledge and professional skills and a commitment to continual renewal of these through life long learning and professional development. (Philippians 3:12 “Not that I have . . . already been made perfect, but I press on.”)
2. Demonstrate a disposition inclined to transformation, renewal, and reconciliation, both in communicating a subject and in differentiating instruction according to the needs of learners. (II Timothy 2:24, 25 “The Lord’s servant . . . be kind to everyone, able to teach, not resentful. Those who oppose him he must gently instruct.”)
3. Use a variety of methods and materials to engage students in the processes of critical thinking, problem solving, and collaboration. (I Corinthians 14:20 “. . . in your thinking be adults.”)
4. Demonstrate effective communication, using a variety of methods, in interactions with students, parents, and members of the professional community. (Ephesians 4:29 “what is helpful for building others up according to their needs”)
5. Serve proactively and model the tenets of ethical codes in carrying out responsibilities of the profession within the school community. (Colossians 3:23 “Whatever you do work at it with all your heart, as working for the Lord, not for men.”)
6. Demonstrate an appreciation for diversity as an expression of the manifold image of God in humankind, and build on diversity as an asset in the classroom by consistently integrating culturally relevant materials and ideas. (I Corinthians 9:22 “I have become all things to all men.”)

## **Student Learning Outcomes:**

1. The candidate will be able to interpret and employ content curriculum areas specific to elementary education as reflected in the North Carolina Standard Course of Study.
2. The candidate will be able to analyze and demonstrate pedagogy appropriate to research based cognitive, affective, and skill development models of teaching.
3. The candidate will be able to analyze research-based curriculum and integrate it with the academic/developmental needs of the student.
4. The candidate will be able to create lesson plans that demonstrate requisite competencies in applying the North Carolina Standard Course of Study (NCSOS) and 21<sup>st</sup> Century Skills/Standards.
5. The candidate will be able to demonstrate dispositions characteristic of a teaching candidate committed to sustained, high quality performance (leadership, humility, commitment to excellence, responsibility, punctuality, and cooperation).
6. The candidate will become involved in professional organizations and lifelong learning.

## **Why Study Education at Montreat College?**

Education is a dynamic profession, in which the classroom teacher remains on the front edge of research and methods applied in an ever-changing global environment. As agents of change, classroom teachers play a critical role as they impart knowledge and skills to learners. Upon completion of the Elementary Education program, the teacher candidate will know about the practice and theory of teaching from a Christian worldview and possess the skills to become a transformational leader in the classroom and in the teaching profession.

## **After Graduation**

The faculty of the Education Department remains available to all graduates whether they are preparing to enter the professional world or are already in it. Graduates from this program should always feel welcome to contact the Education Department should questions or a need of assistance arise.

## **Entrance Requirements for Education Candidates**

Acceptance by Montreat College should not be confused with acceptance into the Montreat Teacher Education Program (MoTEP). Admission to MoTEP is open to all Montreat College students who meet the standards established by the College's Teacher Education Advisory Board (TEAB) and the North Carolina State Department for Public Instruction (NC-DPI). Students may not enroll in the licensure-track elementary education program beyond the first semester of their sophomore year without formal acceptance into the program by the TEAB.

Formal admission to MoTEP usually occurs during the sophomore year. Candidates will meet the following guidelines:

1. Proficiency in oral and written communications through completion of General Education competency requirements and interviews with the Education Department faculty.
2. State designated minimum scores (522) on the Praxis I series (Pre-Professional Skills Test) or minimum scores on the SAT (currently a combined score of 1100 on critical reading and mathematics). This criterion must be met no later than one full semester before the student teaching semester (ED 450) begins.
3. Minimum overall GPA of 2.66 and a 3.0 in ED 211, Field Experience I.
4. A recommendation from the Department Chair and one other faculty member regarding the candidate's interest in and suitability for teaching.
5. Interview with and approval of the Teacher Education Advisory Board.

### **Requirements for Continuation in the Program**

- Earn a minimum grade of B in all major and education courses.
- Maintain a cumulative GPA of no less than 2.66.
- Demonstrate dispositions identified within the program.
- Complete appropriate Gateways

### **Entrance Requirements for the Student Teaching Block**

- Maintain a cumulative GPA of 3.0 in the education core courses.
- File an "Application for Student Teaching" form with the Education Department.
- Update all necessary vaccinations and health tests.
- Complete an interview with the Teacher Education Advisory Board for the purpose of determining professional competence/dispositions.
- Complete appropriate Gateways.

## Requirements for Licensure in Education

To receive a teaching license, candidates must major in Elementary Education and take the licensure courses in education. In addition, graduates must also pass the **PRAXIS II** specialty area exams (011 and 012) to be eligible for employment in the North Carolina school system.

### Gateway 1:

- \_\_\_ 2.66 in general education and 3.0 grade point average in education courses
- \_\_\_ E-journal: Field Experience I
- \_\_\_ Evaluation: Field Experience I – unit head
- \_\_\_ Evaluation: Field Experience I - cooperating teacher
- \_\_\_ Evaluation: Field Experience I – candidate (self-evaluation)
- \_\_\_ Career services: personality profile
- \_\_\_ National Test: Praxis I (pass)

*Typically, candidate will complete by the end of freshman year.*

*Candidates will not be allowed to progress MoTEP until the above requirements and freshman year classes (as outlined in the catalog) are completed.*

### Gateway 2:

- \_\_\_ 2.66 in general education and 3.0 grade point average in education courses
- \_\_\_ E-journal: Field Experience II
- \_\_\_ Evaluation: Field Experience II – unit head
- \_\_\_ Evaluation: Field Experience II - cooperating teacher
- \_\_\_ Evaluation: Field Experience II – candidate (self-evaluation)
- \_\_\_ Letter of recommendation: cooperating teacher
- \_\_\_ Letter of recommendation: another teaching professional
- \_\_\_ Letter of recommendation: personal reference
- \_\_\_ Application to MoTEP (Montreat Teacher Education Program)
- \_\_\_ Interview: Teacher Education Advisory Board

*Unless candidates have been formally admitted to MoTEP by the spring semester of their sophomore year, they will not be allowed to continue with classes in the Education major. The above requirements and sophomore year classes (as outlined in the catalog) are necessary to pass Gateway 2.*



**Gateway 3:**

- \_\_\_ 2.66 in general education and 3.0 grade point average in education courses
- \_\_\_ E-journal: Field Experience III
- \_\_\_ Evaluation: Field Experience III– unit head
- \_\_\_ Evaluation: Field Experience III - cooperating teacher
- \_\_\_ Evaluation: Field Experience III – candidate (self-evaluation)
- \_\_\_ Application: student teaching
- \_\_\_ Health services: vaccinations, health tests
- \_\_\_ Career services: resume
- \_\_\_ Career services: evaluation
- \_\_\_ Interview: Teacher Education Advisory Board

Unless a candidate’s student teaching application has been formally accepted by the fall semester of his/her senior year, he/she will not be allowed to student teach or participate in ED 450, Forum on Issues in Education. The above requirements, junior and senior year classes (as outlined in the catalog) are necessary to pass Gateway 3.

**Gateway 4:**

- \_\_\_ National Test: Praxis II (take)
- \_\_\_ Completion of Student Teaching
- \_\_\_ Participation in Forum on Issues in Education
- \_\_\_ Exit Portfolio

*Unless a candidate successfully completes his/her student teaching, including portfolio submission and participation in Forum on Issues in Education, s/he will not be approved for licensure in the State of North Carolina.*

The Montreat College Education Department unit head/ chair/ licensure officer will also determine if a candidate is suitable for the North Carolina Public School classroom. His/her signature is also required for approval for licensure.

## **Requirements for Licensure-Only Students**

Candidates with a baccalaureate degree can enter the College as a licensure-only, non-degree seeking student. The general policy for licensure-only students is that they must meet similar entry, exit, and course requirements as degree-seeking students.

Candidates already possessing a baccalaureate degree must apply for acceptance into the College. Transcripts will then be forwarded to the department chair who will determine the equivalence of specialty area courses. Following this evaluation, the department chair will prepare a course of study leading to certification.

To gain full acceptance into a program, the candidate must pass ED 211 and must have a minimum 3.0 grade point average. Certification-only candidates with a 3.0 grade point average from an accredited college or university will also have to pass the PRAXIS reading, mathematics, and writing tests (PPST).

Because licensure-only candidates have already completed a program of general studies, they may not have to take courses in the liberal arts. However, candidates must have had course work in the arts, communication skills, history, literature, mathematics, philosophy and/or religion, and science. The department chair will require courses in these areas if the student (1) is lacking course work in one or more of these areas; (2) has low grades in a given area; (3) needs to retake courses to raise the overall grade point average; or (4) has a deficiency in one of these areas as noted on a standardized test or in an interview.

The licensure-only candidate will take all courses and tests in the professional and specialty areas required of degree-seeking candidates (including the early field experience and student teaching) and meet all other requirements of degree-seeking candidates. At least 70 % of the courses must be taken through the College. All proposed transfer courses must be pre-approved by both Department Chair and the Registrar.

## **Non-Licensure Candidates**

Candidates who have completed the second semester of their freshman year and have not passed the Praxis I (yet wish to remain in the program) will be designated as non-licensure candidates. These candidates will not qualify for an initial state license upon graduation. This program may interest those wishing to teach in private and/or foreign schools that do not require state certification.

## **Requirements for a Major in Elementary Education**

### **v Degree Component**

- \_\_\_\_\_ Completion of the General Education Core (56 credits)
  - \_\_\_\_\_ SP 101 and SP 102 are required humanities courses in the Gen-Ed
- \_\_\_\_\_ Completion of the General Education Competencies
- \_\_\_\_\_ Completion of the Elementary Education major (71 credits)
- \_\_\_\_\_ Completion of 33 credits at the 300-level or above
- \_\_\_\_\_ Maintain a minimum 3.0 grade point average in Education courses
- \_\_\_\_\_ Completion of all Gateways
- \_\_\_\_\_ Completion of student teaching experience with a minimum grade of B
- \_\_\_\_\_ Completion of all forms for licensure
- \_\_\_\_\_ Completion of the senior exit portfolio
- \_\_\_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat college)

### **Elementary Education major classes (71 credits)**

- ED 250 Foundations of Education (3)
- ED 209 Children's Literature (3)
- ED 211 Field Experience I (2)
- ED 211L Assessment and Evaluation I (1)
- ED 220 Field Experience II (2)
- ED 220L Assessment and Evaluation II (1)
- ED 240 Computers for Education (3)
- ED 310 Teaching Health and PE (3)
- ED 320 Math Methods K-3 (3)
- ED 325 Math Methods 4-6 (3)
- ED 330 Teaching Reading and Language Arts (3)
- ED 340 Integrating the Arts (3)
- ED 350 Teaching Science (3)
- ED 350L Teaching Science Lab (1)
- ED 360 Teaching Social Studies (3)
- ED 370 Language and Literacy (3)
- ED 405 Intercultural Issues (3)
- ED 406 Educational Psychology (3)
- ED 410 Classroom Management (3)
- ED 430 Teaching Exceptionalities (3)
- ED 449 Student Teaching I (3)
- ED 449L Assessment and Evaluation III (1)
- ED 450 Student Teaching II (12)
- ED 451 Forum: Issues in Education (3)

<b>Bachelor of Science in Elementary Education</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	Gen-Ed Mathematics	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
SP 101 Elementary Spanish I	3	SP 102 Elementary Spanish II	3
CS 102 Computer Applications and Concepts	3	ED 240 Computers for Education	3
PE activity course	1	PE activity course	1
	<b>15</b>		<b>16</b>
<i>Completion of Gateway 1 at the end of the freshman year.</i>			
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 220 Public Speech and Rhetorical Analysis or TH 230 Acting	3	Gen-Ed Literature	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
ED 250 Foundations of Education	3	ED 209 Children's Literature	3
Gen-Ed Social Science	3	ED 211 Field Experience I	2
Gen-Ed Natural Science	4	ED 211L Assessment and Evaluation I	1
		Gen-Ed Natural Science	4
	<b>16</b>		<b>16</b>
<i>Completion of Gateway 2 at the end of the sophomore year.</i>			
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
ED 320 Math Methods K-3	3	ED 325 Math Methods 4-6	3
ED 310 Teaching Health and PE	3	ED 330 Teaching Reading Language Arts	3
ED 350 Teaching Science	3	ED 340 Integrating the Arts	3
ED 350L Teaching Science Lab	1	ED 360 Teaching Social Studies	3
ED 430 Teaching Exceptionalities	3	ED 220 Field Experience II	2
ED 405 Intercultural Issues	3	ED 220L Assessment and Evaluation II	1
		Gen-Ed Humanities	3
	<b>16</b>		<b>18</b>
<i>Completion of Gateway 3 at the end of the junior year.</i>			
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 461 Seminar on Faith and Life	2	ED 450 Student Teaching II	12
ED 370 Language and Literacy	3	ED 451 Forum: Issues in Education	3
ED 406 Educational Psychology	3		
ED 410 Classroom Management	3		
ED 449 Student Teaching I	3		
ED 449L Assessment and Evaluation III	1		
	<b>15</b>		<b>15</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of Gateway 4 at the end of the senior year.</i>			
Total hours required for degree:			<b>127</b>

## English (EN) Major

The English major prepares students to use their God-bestowed gift of language. At the core of English study lies the grace and power of words. Students learn how language has been employed to create literature, persuade audiences, and delight readers.

### The English Discipline

Three concentrations are available to the English major: Literature, Creative Writing, and Professional Writing. A concentration in literature provides students with a foundational understanding of the world's greatest written works in courses such as Shakespeare and Literature of the United States. By graduation, students in the literature concentration demonstrate familiarity with the major schools of literary criticism, an understanding of literary genres, practical application of literary techniques and language, and a significant understanding of the links between literature and the cultural milieus that produced it. In communication courses students develop their technical and theoretical knowledge in theatre and journalism. By graduation they show their mastery of communication theory and practice for professional settings. Creative writing courses provide English majors a forum for growth of their own literary craft. By graduation they achieve competence in writing poetry, fiction, and literary nonfiction.

### Why Study English at Montreat College?

Every English course merges a Biblical worldview with scholarship. Christ composed parables to communicate truth through story. In this sense he modeled literary, communicative, and creative writing study. Blending literature, creative writing and public information into a unified major is a unique feature of Montreat College. Students focus on a single concentration, yet apply courses from the other two concentrations toward their degree requirements. This cohesive approach toward literature, imaginative writing, and professional writing provides students a grasp of literary masterpieces as well as the practical application of literary craft and technical writing skills. English majors write a Senior Thesis, which caps their coursework in literary interpretation, creative writing, or professional writing.

### How Can Students Get Involved?

Practicum, EN 341, gives English students the opportunity for professional employment experience, usually in the field of public information. At the Writing Center, students skillful in writing offer one-on-one consultation to their peers on writing assignments. *Q*, Montreat College's literary magazine, is an excellent way for students to develop their writing, editing, and design skills while receiving academic credit.

## After Graduation

Public information and professional editing comprise a large employment field for graduates in English. Ministry, law, library science, and civil service are also fields open to English graduates. In addition, many students majoring in English at Montreat College will continue their education at the graduate level.

## Requirements for a Major in English

- Degree Component**
- Completion of the General Education Core (53\* credits)
  - IS 202 or PH 201 is required in the Gen-Ed
- Completion of the General Education Competencies
- Completion of an English Major Concentration (~42 credits)
- Completion of the Bachelor of Arts requirement (12 credits)
- Completion of the required electives to bring total up to 126 credits (~19-22 credits)
- Completion of 33 credits at the 300-level or above
- Completion of the Major Field Test
- Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat college)

\*One English literature class from the major can count toward the Gen-Ed reading competency.

\*EN 271 in the Professional Writing concentration can count toward the Gen-Ed oral competency.

## Choose from four English Concentrations:

- Literature (42 credits)
- Creative Writing (42 credits)
- Professional Writing (42 credits)
- Special Emphasis (32 credits)

## Literature Concentration

The Literature Concentration allows students to learn literary interpretation by examining a wide range of literary texts. Students select courses from three broad categories: early British literature, later British literature, and United States literature. Historical, Christian, and formal modes of interpretation are stressed, in order to see the connections between classic imaginative stories and the issues of human meaning found in art, economics, history, and current events.

### Requirements for a Literature Concentration (42 credits)

#### Literature Core (18 credits)

- EN 201 Survey of English Literature I (3)
- EN 202 Survey of English Literature II (3)
- EN 203 World Literature I (3)
- EN 301 Shakespeare (3)
- EN 321 Literature of the United States I (3)
- EN 322 Literature of the United States II (3)
- EN 402 Literary Criticism (3)
- EN 490 Bibliography for Research (1)
- EN 491 Senior Thesis (2)

#### Literature Required Electives (24 credits)

In addition, students must take the specified number of hours in each of the following literary periods:

Choose 6 hours from *British Literature through the Eighteenth Century*:

- EN 300 Middle English Literature (3)
- EN 304 Restoration & Eighteenth Cent. British Literature (3)
- EN 305 Milton (3)
- EN 319 Renaissance Literature (3)

Choose 6 hours from *British Literature since the Eighteenth Century*:

- EN 307 Romantic British Literature (3)
- EN 320 Contemporary Literature (3)
- EN 309 Victorian Literature (3)
- EN 324 Twentieth Century British Writers (3)

Choose 6 hours from *English at the 300-level or above* (may also include CM 318 and/or 341)

## **Creative Writing Concentration**

The Creative Writing concentration at Montreat College is designed to provide students the opportunity to pursue their passion for imaginative writing of poetry, short fiction, literary non-fiction, and the novella. English Creative-Writing majors work alongside professors and peers in small, intensive workshop-style classes. In addition, Creative Writing majors are provided the opportunity to showcase their work through the college sponsored reading series and submissions to *Q*, the Montreat College literary magazine. Our future poets, essayists, and novelists—all Montreat College student writers—are encouraged to have their voices heard through participation in area writing festivals, contests, lectures, and public readings.

### **Requirements for a Creative Writing Concentration (42 credits)**

#### **Creative Writing Core (18 credits)**

- EN 201 Survey of English Literature I (3)
- EN 202 Survey of English Literature II (3)
- EN 203 World Literature I (3)
- EN 301 Shakespeare (3)
- EN 402 Literary Criticism (3)
- EN 490 Bibliography for Research (1)
- EN 491 Senior Thesis (2)

#### **Creative Writing Required Electives (24 credits)**

Choose 3 hours from:

- EN 321 Literature of the United States I (3)
- EN 322 Literature of the United States II (3)

Choose 12 hours from:

- EN 311 Creative Nonfiction Writing (3)
- EN 313 Poetry Writing (3)
- EN 317 Short Story Writing (3)
- EN 326 Writing Children's Literature (3)
- EN 329 Outdoor and Nature Writing (3)
- TH 335 Playwriting (3)

Choose 9 additional hours in English at the 300-level or above (may also include Communication 318 and/or 341)



**Four Year Plan: Bachelor of Arts in English  
Literature and Creative Writing Concentrations**

<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition I	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
Elementary Foreign Language 101	3	Elementary Foreign Language 102	3
PE activity course	1	PE activity course	1
	<b>15</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
EN 201 Survey of English Literature I	3	EN 202 Survey of English Literature II	3
Intermediate Foreign Language 201	3	Intermediate Foreign Language 202	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
Gen-Ed Mathematics	3	Gen-Ed Social Science	3
Gen-Ed Oral Competency	3	Major Elective	3
	<b>16</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
EN 203 World Literature I	3	EN 402 Literary Criticism	3
EN 301 Shakespeare	3	Major Elective	3
Major Elective	3	Major Elective	3
Gen-Ed Humanities	3	Gen-Ed Humanities	3
Elective	1	PH 201 Intro to Philosophy or IS 202 Worldviews	3
Elective	3		
	<b>16</b>		<b>15</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
EN 490 Bibliography for Research	1	EN 491 Senior Thesis	2
Major Elective	3	Major Elective	3
Major Elective	3	Major Elective	3
Elective	3	IS 461 Seminar on Faith and Life	2
Elective	3	Elective	3
Elective	3	Elective	3
	<b>16</b>		<b>16</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Major Field Test by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126</b>

\*See General Education for optional course offerings

## Professional Writing Concentration

The Professional Writing concentration allows English students to explore career tracks in English and related disciplines such as Communication. Students also receive a thorough grounding in literature and analytical/critical thinking skills.

### Requirements for a Professional Writing Concentration (42 credits)

- EN 271\* Business Communication (3)
- CM 228 Media Studies (4)
- CM 313 Public Relations (3)
- EN 325 Literary Magazine Editing (1)
- CM 344\*\* Nonprofit Organizational Communication (4)

Choose one:

- CM 347 News Editing (3) **OR**
- CM 348 News Writing (3)
- EN 490 Bibliography for Research (1)
- EN 491 Senior Thesis (2)

Choose 15 credits in Literature:

Choose one:

- EN 201 Survey of English Literature I (3) **OR**
- EN 202 Survey of English Literature II (3)
- EN 203 World Literature (3)
- EN 301 Shakespeare (3)

Choose one:

- EN 321 Literature of the United States (3) **OR**
- 322 Literature of the United States (3)

Choose one:

- EN 324 Twentieth-Century British Writers (3) **OR**
- EN 320 Contemporary Literature (3)

Choose 6 hours from EN and/or CM at the 300-level or above

\*BS 101 prerequisite waived

\*\*CM 203 prerequisite waived

**Four Year Plan: Bachelor of Arts in English  
Professional Writing Concentration**

**Freshman Year**

Fall Semester		Spring Semester	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition I	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
Elementary Foreign Language 101	3	Elementary Foreign Language 102	3
PE activity course	1	PE activity course	1
	<b>15</b>		<b>16</b>

**Sophomore Year**

Fall Semester		Spring Semester	
EN 201 Survey of English Literature I*	3	EN 322 Literature of the United States II*	3
Intermediate Foreign Language 201	3	Intermediate Foreign Language 202	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
Gen-Ed Mathematics	3	Gen-Ed Social Science	3
EN 271 Business Communication	3	Major Elective	3
	<b>16</b>		<b>16</b>

\*Students may take EN 202 for English Lit. requirement in spring and EN 321 for U.S. Lit. requirement in Fall; must choose one class in each discipline.

**Junior Year**

Fall Semester		Spring Semester	
EN 203 World Literature I	3	CM 313 Public Relations	3
EN 301 Shakespeare	3	CM 344 Nonprofit Organizational Communication	4
EN 320 Contemporary Literature or EN 324 Twentieth-Century British Writers	3	Gen-Ed Humanities	3
Gen-Ed Humanities	3	PH 201 Intro to Philosophy or IS 202 Worldviews	3
EN 325 Literary Magazine Editing	1	Elective	3
Elective	3		
	<b>16</b>		<b>16</b>

*Completion of the General Education competencies by the end of the junior year.*

**Senior Year**

Fall Semester		Spring Semester	
EN 490 Bibliography for Research	1	EN 491 Senior Thesis	2
CM 228 Media Studies	4	Major Elective	3
CM 348 News Writing or CM 347 News Editing	3	Major Elective	3
Major Elective	3	Elective	3
Elective	3	IS 461 Seminar on Faith and Life	2
Elective	1	Elective	3
	<b>15</b>		<b>16</b>

*Completion of 33 credits at the 300-level or above.*

*Completion of the Major Field Test by the end of the Senior Year.*

Total hours required for degree: **126**

\*See General Education for optional course offerings

## **Special Emphasis Concentration**

The Special Emphasis Concentration allows students to design a program of study focused on an area of interest outside the core curriculum of their particular major. Working with a faculty member in their major, the student selects courses from other institutions or departments at Montreat College that can be integrated into their specific discipline. The Special Emphasis must be approved by the student's academic advisor prior to completing sixty (60) credit hours.

### **Requirements for a Special Emphasis Concentration (32 credits)**

The Special Emphasis Concentration proposal must meet all the General Education and Competency requirements published in the Academic Catalog, including the language requirement for the BA degree. The proposal must include the following elements: (1) a rationale for the program, (2) a description of one's career objectives, (3) identification of at least thirty-two (32) credit hours of coursework with supporting rationale from within the student's academic program, and (4) identification of at least eighteen (18) credit hours of additional coursework with supporting rationale, generally outside the student's chosen department, that directly supports the student's career objectives. The proposal, once approved by the academic advisor, will be submitted to the Department for final approval.

## English (EN) Minor

The English minor at Montreat College gives students the opportunity to read, discuss, and write about illuminating works in Western Literature, and to receive instruction and practice in creative and professional writing. Students who minor in English are prepared to work as editors and writers in their major fields. Students will develop understanding of the world's social and cultural conditions and learn to communicate effectively through the written word.

### **Requirements for a Minor in English (18 credits)**

18 hours in English, from 3-credit hour courses only

At least 12 credits of the 18 must be at the 300-level or above

The General Education literature course does not double-count

## Environmental Studies (ES) Major

The Environmental Studies program prepares students to understand and critically examine environmental issues from an interdisciplinary perspective, to teach in various outdoor settings, and to engage in scientific research. The program utilizes biological, chemical, and ecological course work and field experiences to prepare students for further academic studies or professional training and provides opportunities for career preparation and professional development through independent projects, teacher education, internships, and seminars.

### The Environmental Studies Discipline

Environmental Studies specialists are needed in order to understand and help solve the ecological problems posed by the 21<sup>st</sup> century. While these specialists must be knowledgeable in ecology, environmental science, experimental design, mathematical modeling, and physics, they also must be acquainted with ideas drawn from a wide range of related disciplines, including environmental philosophy, ethics, theology, history, literature, policy, law, and psychology. They must be skilled in research methods, written and oral communication, and conflict resolution.

### Why Study Environmental Studies at Montreat College?

*The program is unique.* Montreat College's program is distinctively different. The program integrates a liberal arts education with a Christ-centered worldview. The student trained in environmental studies will gain more than a solid understanding of basic principles. They will possess an understanding of the ethical and worldview implications involved in the application of environmental knowledge. Small, intimate classes foster discussion and interaction in every course. Students receive personalized attention and this allows for further integration of the Christian perspective into the environmental studies curriculum. The instructors are highly accessible and genuine in their approach to students, serving as professors, mentors, and advisors. Faculty members work closely with each student based on his/her interests and career aspirations. It is our goal to help students transition from passive learner to budding colleague.

Home to the Christian Environmental Studies Center, Montreat College also has vital connections with the International Au Sable Environmental Institute, the Council for Christian Colleges and Universities, and the Appalachian College Association.

*The program is integrative and academically rigorous.* We expect much from our students but they receive much in return. By providing a strong foundation in environmental studies, Montreat College's program successfully prepares the

student for graduate studies in a wide array of disciplines, including environmental studies, plant and animal ecology, environmental economics, physical geography, environmental education, forest science, wildlife and fishery science, natural resource management, and medical research. It also provides opportunities to establish collaborative relationships with various groups, such as the Forest Service, the National Park Service, environmental organizations, research laboratories, and industry.

*The program is situated within the ecologically diverse Southern Appalachian Mountains.* Located in one of the most ideal areas for environmental studies in the Eastern United States, Montreat College is in close proximity to four major wilderness areas, several national and state forests, the Great Smoky Mountains National Park, Mt. Mitchell State Park, Grandfather Mountain Biosphere Preserve, and numerous unique and diverse ecosystems. These range from Southern Appalachian cove forests to heath bald communities to high elevation spruce-fir forests. Through immersion in the natural environment, an experiential approach to learning, and a Christian perspective, Montreat College ultimately prepares the student for a lifelong adventure with many chances for success.

*The Environmental Studies major allows much room for individualization.* Possible academic choices are the Pre-professional Concentration, the Conservation Biology and Natural Resource Management Concentration, and the Special Emphasis (self-designed) Concentration. These options ensure a well-tailored education for any student.

## **After Graduation**

Upon completion of the Environmental Studies program at Montreat College, the student has a wide selection of options, such as ecologist, fish or wildlife biologist, naturalist, environmental economist, environmental educator, or environmental consultant. Additionally, students might wish to receive a North Carolina State Certificate in Environmental Education or attend graduate school, thereby expanding their career choices. Government agencies and private companies eagerly look to the present generation to staff their offices as a source of youthful creativity, mature beliefs, and a strong environmental studies background.

## Requirements for a Major in Environmental Studies

### v Degree Component

- \_\_\_\_\_ Completion of the General Education Core (56 credits)
    - \_\_\_\_\_ BL 101 or 103 and 102 or 104; MT 114; and IS 202 are required in the Gen-Ed
    - \_\_\_\_\_ OE 310 is recommended for Gen-Ed oral competency
  - \_\_\_\_\_ Completion of the General Education Competencies
  - \_\_\_\_\_ Completion of the Environmental Studies Major Core (30.5 credits)
  - \_\_\_\_\_ Completion of an Environmental Studies Concentration (18-32 credits)
  - \_\_\_\_\_ Completion of required electives to bring total up to 126 credits (~8-22 credits)
  - \_\_\_\_\_ Completion of 33 credits at the 300-level or above.
  - \_\_\_\_\_ Completion of the Major Field Test
  - \_\_\_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)
- \*Students wishing to become a North Carolina Certified Environmental Educator should take OE 220 as an elective.

### Environmental Studies Major Courses (30.5 hours)

- BL 205 Animal Diversity and Ecology (4)
- BL 406 Conservation Biology (3)
- CH 201 Environmental Inorganic Chemistry I (4)
- CH 202 Environmental Inorganic Chemistry II (4)
- ES 200 Introduction to Environmental Studies (3)
- ES 206 Ecology (4)
- ES 230 Sophomore Science Seminar I (0.5)
- ES 301 Physical & Environmental Geography (4)
- ES 340 Research Methods (3)
- ES 445 Senior Science Seminar (1)

### Choose from three Environmental Studies Concentrations:

- Pre-Professional (31-32 credits)
- Conservation Biology and Natural Resource Management (32 credits)
- Special Emphasis (18 credits)



## **Pre-Professional Concentration (31-32 credits)**

The Pre-professional track offers a wide range of courses designed to prepare students for graduate studies in the health and science professions, including diverse fields such as applied technology (environmental consulting), biochemistry, ecological research, genetics, environmental science, medicine/medical research, nursing, ecophysiology, toxicology, and veterinary science.

### **Pre-Professional Courses**

Choose one:

BL 311 Plant Physiology (3) **OR**

BL 206 Human Anatomy & Physiology I (4)

BL 401 Genetics (3)

CH 320 Organic Chemistry I (3)

CH 321 Organic Chemistry II (3)

CH 322 Organic Chemistry Lab I (2)

CH 323 Organic Chemistry Lab II (1)

ES 440 Senior Project or Internship\*\*

MT 191 Applied Calculus I (4)

MT 192 Applied Calculus II (4)

PC 131 College Physics I (4)

PC 132 College Physics II (4)

Recommended electives (not required):

CS 480 Special Studies in Information Systems (3)

BL 415 Biochemistry/Toxicology (4)

\*\*Students in the Pre-Professional concentration are required to enter into a professional experience through a cooperative, employment, internship, or research arrangement. Environmental Studies faculty serve as mentors, and each project must be approved and debriefed with the faculty member for the completion of this requirement. Students must make arrangements to set up the professional experience and make a presentation to the faculty for approval before the experience is initiated. The student does not have to complete this experience for credit. If students simultaneously seek credit for the experience, they must enroll in ES 440 each semester of the professional experience. A regular debriefing is required for all professional experiences. If the student has applied for credit, the debriefing each semester of enrollment will be required for credit and grade designation. The student's experience will be assessed each semester whether or not credit is given.

<b>Four Year Plan: Bachelor of Science in Environmental Studies</b>			
<b>Pre-Professional Concentration</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	MT 114 Elementary Probability-Statistics	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	BL 104 Advanced Survey of Biological Principles II	4
BL 103 Advanced Survey of Biological Principles I	4	ES 200 Intro to Environmental Studies	3
PE activity	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
ES 230 Sophomore Science Seminar	0.5	BL 205 Animal Diversity and Ecology	4
BL 206 Human Anatomy and Physiology I (or elective if taking BL 311)	4	CH 202 Environmental Inorganic Chemistry II	4
CH 201 Environmental Inorganic Chemistry I	4	CS 102 Computer Applications and Concepts	3
ES 206 Ecology	4	MT 191 Applied Calculus I	4
Gen-Ed Literature	3	PE activity	1
	<b>15.5</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 202 Modern Secular-Christian Worldviews	3	ES 301 Physical and Environmental Geography	4
Gen-Ed Oral Competency	3	BL 311 Plant Physiology (or elective if taking BL 206)	3
Gen-Ed Social Science	3	Gen-Ed Humanities	3
CH 320 Organic Chemistry I	3	CH 322 Organic Chemistry Lab I	2
MT 192 Applied Calculus II	4	HS 102 History of World Civilization II	3
	<b>16</b>		<b>15</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
Optional internship or partnership opportunity			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
ES 445 Senior Science Seminar	1	BL 406 Conservation Biology	3
ES 340 Research Methods	3	CH 321 Organic Chemistry II	3
Gen-Ed Humanities	3	CH 323 Organic Chemistry II Lab	1
PC 131 College Physics I (offered every other year)	4	IS 461 Seminar on Faith and Life	2
BL 401 Genetics	3	PC 132 College Physics II (offered every other year)	4
Elective	2	Elective	3
	<b>16</b>		<b>16</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Major Field Test by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126.5</b>

The following required, alternate-year courses should be taken in either the junior or senior year:

BL 401 (3), BL 406 (3), BL 311 (3)

\*See General Education for optional course offerings

## **Conservation Biology and Natural Resource Management Concentration (32 credits)**

The Conservation Biology and Natural Resource Management concentration is designed to prepare students for graduate studies or for employment in government, industry, consulting, education, and non-profit organizations. This concentration integrates academic coursework with extensive field experience, and provides students with the unique opportunity to study the biologically diverse Southern Appalachian ecoregion. Students learn how to connect scientific principles with conservation and resource management issues and how to develop practical solutions to contemporary environmental issues from an interdisciplinary perspective.

### **Conservation Biology and Resource Management Courses**

- BL 215 Plant Diversity and Ecology (4)
- ES 210 Environmental Sustainability (3)
- ES 305\* American Ecosystems (4)
- ES 315 Freshwater Ecosystems (4)
- ES 341 Practicum (3)
- ES 360 Introduction to Geographic Information Systems (3)
- ES 401 Natural Resource Management (3)
- ES 460 Field Studies (1-6) (minimum of 4 credit hours)
- IS 310 Pre-Practicum (1)
- OE 305 Environmental Policy and Law (3)

\*See Financial Information in the Academic Catalog for information on course fee

**Four Year Plan: Bachelor of Science in Environmental Studies  
Conservation Biology and Natural Resource Management Concentration**

<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	MT 114 Elementary Probability and Statistics	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	BL 104 Advanced Survey of Biological Principles II	4
BL 103 Advanced Survey of Biological Principles I	4	ES 200 Intro to Environmental Studies	3
PE activity	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
ES 230 Sophomore Science Seminar	0.5	BL 205 Animal Diversity and Ecology	4
BL 215 Plant Diversity and Ecology	4	CH 202 Environmental Inorganic Chemistry II	4
CH 201 Environmental Inorganic Chemistry I	4	CS 102 Computer Applications & Concepts	3
ES 206 Ecology	4	ES 210 Environmental Sustainability	3
Gen-Ed Literature	3	PE activity	1
	<b>15.5</b>		<b>15</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 202 Modern Secular-Christian Worldviews	3	ES 301 Physical and Environmental Geography	4
OE 310 Environmental Interpretation	3	Gen-Ed Humanities	3
Gen-Ed Social Science	3	IS 310 Pre-Practicum	1
ES 315 Freshwater Ecosystems	4	HS 102 History of World Civilization II	3
ES 360 Intro to Geographic Information Systems	3	Elective	3
	<b>16</b>		<b>14</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Sophomore or Junior Summer</b>			
ES 305 American Ecosystems			<b>4</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
ES 445 Senior Science Seminar	1	BL 406 Conservation Biology	3
ES 340 Research Methods	3	OE 305 Environmental Policy and Law	3
ES 341 Practicum	3	ES 460 Field Studies	2
ES 401 Natural Resource Management	3	IS 461 Seminar on Faith and Life	2
Gen-Ed Humanities	3	Elective	3
ES 460 Field Studies	2	Elective	2
	<b>15</b>		<b>15</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Major Field Test by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126.5</b>

**Alternate Year Courses:** BL 406; ES 305; ES 315; ES 460

\*See General Education for optional course offerings

## Special Emphasis Concentration (18 credits)

The Special Emphasis concentration allows students to design a program of study focused on an area of interest outside the core ES curriculum. Past examples include programs in sustainable agriculture, watershed studies, environmental economics, wildlife and fisheries science, and geology. Working with an ES faculty member, the student selects courses from Montreat College or other institutions that can be integrated into an environmental discipline. Such programs must be approved by the academic advisor and by the Environmental Studies Faculty by the end of the sophomore year. *In addition to the student developing their own program, below are a few pre-approved Special Emphasis programs:*

### Special Emphasis Requirements

ES 305\* American Ecosystems (4)

4 additional courses with a minimum of 14 credit hours, selected in consultation with the faculty advisor.

\*See Financial Information in the Academic Catalog for information on course fee

### Pre-Approved Special Emphasis Programs of Study with Au Sable Institute

Au Sable Institute of Environmental Studies' Certificate Program

[\[http://www.ausable.org\]](http://www.ausable.org) is pre-approved as Special Emphasis Concentration plans of study. The student selecting an Au Sable certificate program must adhere to the Au Sable certification guidelines and fulfill all components of the certification program and Special Emphasis requirements. The student must be awarded the certificate by Au Sable. All six courses can be pursued at Au Sable, but if a certification program does not provide the full complement of 6 courses, the additional courses can be pursued at Montreat College or other approved institution. Final plans of how all components of the Special Emphasis are to be fulfilled are prepared with you department advisor and submitted to the department faculty for approval.

### Pre-Approved Certification Programs:

Certified Naturalist

Certified Land Resources Analyst

Certified Water Resources Analyst

Certified Environmental Analyst

[Full list of courses offered through Au Sable for Montreat College can be found on the Au Sable web site.]

## **Environmental Studies (ES) Minor**

### **Requirements for a minor in Environmental Studies (20 credits)**

BL 101 Survey of Biological Principles I, II (4)

BL 102 Survey of Biological Principles II (4)

ES 200 Introduction to Environmental Studies (3)

ES 206 Ecology (4)

A minimum of five (5) additional hours chosen from BL, CH, or ES

### **Accelerated Master of Science in Environmental Education**

Undergraduate Montreat College students receiving a degree in Environmental Studies or in Outdoor Education may apply to the Accelerated Master of Science in Environmental Education program. If accepted, these students will complete their BS degree requirements, except for their last course, in 7 semesters, including taking OE 220 as part of their BS degree. During the spring term of their senior year, students will finish the BS with OE 462 and begin the first term of the MS program with EV 500 and EV 505. These students will obtain their BS degree and then complete the MSEE degree in four more terms.

## **Exercise Science (EX) Major**

The Exercise Science program at Montreat College is designed to prepare individuals for careers in fitness and health promotion, strength and conditioning, and wellness programs. Students in the program learn how to assess and evaluate fitness levels for individuals and groups, and, how to design, implement, manage, and evaluate fitness programs. Graduates of the program will find employment opportunities in both public and private health and fitness facilities, and worksite and health care settings. The program also provides appropriate preparation for individuals desiring to pursue graduate study in fitness, health, and exercise science programs.

### **The Exercise Science Discipline**

Exercise science deals with the study of immediate and long-term effects of physical activity on the human body. The field of study of exercise science is very diverse and includes several areas of inquiry. Two areas of inquiry for individuals interested in this field include sports performance and health-related components of physical activity. The health-related components of physical activity have been researched and the need for further research is prominent because of the obesity epidemic and the lack of physical activity of children. Sports performance of children, young adults and older adults involves biomechanical analysis, psycho/social analysis of sports as well as nutrition and physiological analysis. Exercise science is a non-teaching major that has emerged in response to concerns about the lack of physical activity, obesity, and increased risks of developing diseases. The exercise science field provides the opportunity to study the scientific basis of sport performance. The National Association for Sport and Physical Education (NASPE) provides guidelines for basic standard courses for the field. This field of study may also be entitled Movement Science, Fitness, or Kinesiology. Some individuals volunteer in a physical therapy setting as well as work in gyms to obtain experience in this area. It is suggested that students do volunteer work in order to gain experience in the field they are to specialize in.

### **Career Opportunities**

Undergraduate programs in Exercise Science prepare students to attend professional schools in physical therapy, medicine, chiropractic, occupational therapy, and exercise physiology. Exercise Science graduates are prepared for careers in corporate fitness, agency fitness (YMCA, YWCA, etc.), health clubs, managers of fitness facilities, personal trainers, and strength and conditioning coaches. Another career option is to attend graduate school. These positions require certification from organizations such as the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA) or Aerobic and Fitness Association of America (AFAA). There is a diversity of career options in this field – from medicine to personal trainer.

**Why Study Exercise Science at Montreat College?**

At Montreat College, the Exercise Science degree is designed to prepare individuals for careers in fitness and health promotion, strength and conditioning, and wellness programs.

The program takes a Christ-centered approach in small, intimate classes. Within the department, the faculty is highly accessible and genuine in their approach to students. Students in the program learn how to assess and evaluate fitness levels for individuals and groups, design, implement, manage, and evaluate fitness programs. All students complete a mandatory internship in a local health/fitness facility.

**After Graduation**

Students will find employment opportunities in both public and private health and fitness facilities, worksite and health care settings. The program also provides appropriate preparation for individuals desiring to pursue graduate study in fitness, health, and exercise science programs.



## Requirements for a Major in Exercise Science

### v Degree Requirements

- \_\_\_ Completion of the General Education Core (56 credits)
  - \_\_\_ BL 101 or 103 and BL 102 or 104 required in the Gen-Ed
- \_\_\_ Completion of the General Education Competencies
- \_\_\_ Completion of the Exercise Science Major Core (49 credits)
- \_\_\_ Completion of an Exercise Science Concentration (18-23 credits)
- \_\_\_ Completion of required electives to bring total up to 126 credits (~0-3 credits)
- \_\_\_ Completion of 33 credits at the 300-level or above
- \_\_\_ Completion of the Major Field Test
- \_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

### Required Major Courses (49 hours)

- BL 220 Medical Terminology (1)
- BL 206 Human Anatomy and Physiology I (4)
- BL 207 Human Anatomy and Physiology II (4)
- BL 301 Biometrics (3)
- EX 201 Introduction to Exercise Science (3)
- EX 310 Physiology of Exercise (3)
- EX 320 Exercise Testing and Measurements (3)
- ES 341 Practicum (3)
- EX 330 Kinesiology and Biomechanics (4)
- EX 340 Exercise Prescription (3)
- EX 490 Senior Seminar (3)
- HL 101 Health (3)
- HL 102 Advanced First Aid (3)
- HL 201 Human Nutrition (3)
- IS 310 Pre-internship (1)
- PE 201 Concepts of Fitness (2)
- PE 424 Facility Planning for PE, Recreation, and Athletics (3)

### Choose from two Exercise Science Concentrations:

- Pre-Professional (23 credits)
- Special Emphasis (18 credits)

## **Pre-Professional Concentration (23 credits)**

The Pre-professional concentration offers a wide range of courses designed to prepare students for careers in physical therapy, medicine, chiropractic, occupational therapy, and exercise physiology, and professional or graduate schools.

### **Pre-Professional Courses**

- BL 315 Cell Biology (4)
- BL 404 Microbiology (3)
- CH 201 Environmental Inorganic Chemistry I (4)
- CH 320 Organic Chemistry I (3)
- CH 322 Organic Chemistry Lab I (2)
- PC 131 College Physics I (4)
- EX 441 Internship I (3)

## **Special Emphasis Concentration (18 credits)**

Students may transfer a set of courses from other institutions or complete courses in other departments at Montreat College to fulfill the requirements of this emphasis. Students develop the special emphasis curriculum in consultation with their academic advisor. The advisor and the Departmental Review Committee must approve a formal proposal of emphasis requirements by the end of the students' sophomore year. For example, students may develop a concentration that incorporates coursework from Communications, Marketing, or Outdoor Education.

### **Special Emphasis Courses**

18 credits and 5 course minimum

<b>Four Year Plan: Bachelor of Science in Exercise Science Pre-Professional Concentration</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	MT 121 College Algebra	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
BL 103 Advanced Survey of Biological Principles I	4	BL 104 Advanced Survey of Biological Principles II	4
PE activity course	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
EX 201 Intro to Exercise Science	3	Gen-Ed Oral Competency	3
BL 220 Medical Terminology	1	PE 201 Concepts of Fitness	2
BL 206 Human Anatomy and Physiology I	4	BL 207 Human Anatomy and Physiology II	4
CS 102 Computer Applications and Concepts	3	Gen-Ed Literature	3
HL 101 Health	3	Gen-Ed Social Science	3
PE activity course	1		
	<b>15</b>		<b>15</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
EX 310 Physiology of Exercise	3	BL 301 Biometrics	3
EX 320 Exercise Testing and Measurements	3	EX 341 Practicum	3
HL 102 Advanced First Aid	3	EX 330 Kinesiology and Biomechanics	4
CH 201 Env. Inorganic Chemistry I	4	BL 315 Cell Biology	4
Gen-Ed Humanities	3	Gen-Ed Humanities	3
IS 310 Pre-Internship	1		
	<b>17</b>		<b>17</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
EX 441 Internship I			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
HL 201 Human Nutrition	3	IS 461 Seminar on Faith and Life	2
EX 340 Exercise Prescription	3	PE 424 Facility Planning for Physical Education, Recreation, and Athletics	3
CH 320 Organic Chemistry I	3	EX 490 Senior Seminar	3
BL 404 Microbiology	4	CH 322 Organic Chemistry Lab I	2
PC 131 College Physics (offered every other year)	3	Gen-Ed Humanities	3
	<b>16</b>		<b>13</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Major Field Test by the end of the Senior Year</i>			
Total hours required for degree:			<b>128</b>

\*See General Education for optional course offerings

## History (HS) Major

The History major prepares students for vocation, citizenship, and service. Students are equipped with the skills of critical thinking, analysis, data processing, and communication that transfer to a wide range of vocations. These skills are learned through the practice of historical thinking, which suggests that the study of history is more about cultivating critical reflection on the past rather than rote memorization. Students are prepared for citizenship, from local to global, through an understanding of how the persons, events, forces, and ideals of the past have shaped the present and inform the future. Students learn to be engaged and contributing members of society who pursue careers that offer various forms of public service, private enterprise, and cultural flourishing.

### **The History Discipline**

The study of history focuses on exploration and evaluation of various social, political, economic, military, and religious forces that have shaped and transformed the world. This information not only provides perspective on the past but also establishes a marker for future innovation, helping us avoid mistakes and capitalize on strengths.

### **Why Study History at Montreat College?**

The study of History at Montreat College provides expertise in global, European, and American history while also providing opportunities for topical studies, experiential learning, and internship possibilities. History classes are foundational in understanding other disciplines and thus lay the groundwork for a holistic liberal arts education. Students are encouraged to learn from the memories and stories of others, to exercise their moral imagination, and to engage their world with historical consciousness.

Students at Montreat College also explore how the Christian faith enriches historical understanding. The starting assumption of the History Department is that Christianity values the past as real, meaningful, authoritative, and comprehensible. Our approach honors the historical actors of the past, believing that creation in God's image confers dignity to every human person and story. Students are encouraged to pursue historical truth with the acknowledgement of our limited understanding and to engage the larger questions of God, nature, and human nature that have been prominent features of all civilizations.

### **After Graduation**

A major in History can lead to graduate studies in administration, history, law, political science, and theology; even business and medicine are not to be excluded. A graduate in history may find employment in administrative and government services, libraries, public history activities and interpretation, or one of many areas in education.

## Requirements of a Major in History

### Degree Component

- Completion of the General Education Core (56 credits)
  - HS 101-102 are required in the Gen-Ed
  - BS 203 or BS 204 is recommended for the Gen-Ed social science
- Completion of the General Education Competencies
- Completion of the History Major Core (11 credits)
- Completion of the History Major Electives (21 credits)
- Completion of the Bachelor of Arts or Bachelor of Science requirements (12 credits)
- Completion of required electives to bring total up to 126 credits (~26 credits)
- Completion of 33 credits at the 300-level or above
- Completion of the Major Field Test
- Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of 39 credit hours must be completed at Montreat College)

### History Major Core (11 credits)

- HS 201 United States History I (3)
- HS 202 United States History II (3)
- HS 210 Historical Methods (2)
- HS 491 Senior Thesis (3)

## **History Major Required Electives (21 credits)**

Choose twenty-one (21) hours of additional course work from the following:

### *European History*

- HS 311 Ancient Greece and Rome (3)
- HS 313 Medieval World (3)
- HS 315 Renaissance and Reformation (3)
- HS 317 Modern Europe (3)

### *American History*

- HS 331 American Revolution and Republic (3)
- HS 333 American Civil War (3)
- HS 335 United States History Since 1945 (3)
- HS 341 American Constitutional History (3)
- HS 343 Religious History of America (3)
- HS 345 American Cultural and Intellectual History (3)

### *Global History*

- HS 353 History of Christianity (3)
- HS 355 Modern Middle East (3)
- HS 361 The World at War, 1914-1945 (3)
- HS 363 Global Cold War (3)
- HS 365 Empire and Its Discontents

### *Topical History*

- HS 371 History of Political Philosophy
- HS 373 History of Science and Technology
- HS 381 Environmental History (3)
- HS 383 Public History: Cities Through the Ages (3)
- HS 480 Special Topics (1-3)

### *Major Field Research & Field Experience*

- HS 415 Historical Archival Work (2)
- HS 481 Directed Study & Research (3)

## **Recommended Elective Classes for History Majors**

- BS 203 Macroeconomics (3)
- BS 204 Microeconomics (3)
- PY 202 General Psychology
- SC 204 Introduction to Sociology (3)

<b>Four Year Plan: BA or BS in History</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I*	3	HS 102 History of World Civilization II*	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>
*Students in the Honors Program will take the US History sequence, HS 201-HS 202, during their freshman year, and take the Honors World History sequence, HS 171-HS 172, during their sophomore year.			
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
HS 201 US History I	3	HS 202 US History II	3
HS 210 Historical Methods	2	Gen-Ed Oral Competency	3
Bachelor of Arts or Science requirement	3	Bachelor of Arts or Science requirement	3
Gen-Ed Literature	3	Gen-Ed Humanities	3
Gen-Ed Social Science	3	Elective	3
Elective	3	PE activity course	1
	<b>17</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
Major Elective	3	Major Elective	3
Major Elective	3	Major Elective	3
Bachelor of Arts or Science requirement	3	Bachelor of Arts or Science requirement	3
Gen-Ed Humanities	3	Gen-Ed Humanities	3
Elective	3	Elective	3
	<b>15</b>		<b>15</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
Major Elective	3	Major Elective	3
Major Elective	3	HS 491 Senior Thesis	3
IS 461 Seminar on Faith and Life	2	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	2		
	<b>16</b>		<b>15</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the Major Field Test by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126</b>

\*See General Education for optional course offerings

## History (HS) Minor

### Requirements for a Minor in History (18 credits)

HS 201-202 United States History I, II (3, 3)

Choose 12 additional hours of history electives at the 300-400 level.

Due to the breadth and depth of historical investigation, students who minor in history find themselves well prepared for careers that require knowledge of the past, interaction with people at home and around the world, and the ability to write and think analytically. An understanding of historical transitions helps one avoid mistakes of the past and capitalize on its strengths.



## Interdisciplinary Studies (IS) Major

Students normally pursue one of the regular academic majors offered by the College. However, students also have the option of designing their own major so that they may engage in in-depth study that draws on two or more academic disciplines at the College. These programs, called Interdisciplinary Studies majors, are individualized programs of study developed in consultation with the faculty advisor.

A student wishing to propose an Interdisciplinary Studies major must do so before completing 80 hours of course work. Courses which have already been completed must be indicated on the proposal for the major, and these courses may comprise no more than 75% of the total course credits proposed. The major must consist of at least 48 hours of coursework. To ensure sufficient depth in the major, a minimum of 33 credits must be courses numbered 300 or higher. To ensure that the proposed major differs sufficiently from existing majors, there may be no more than a 75% overlap with an existing major. Major courses should be available at Montreat College; limits on transfer credits and independent studies should be within the normal pattern for other majors.

In constructing and seeking approval for an Interdisciplinary Studies major, students must submit a written proposal in collaboration with the faculty advisor to the Vice President for Academic Affairs & Dean of the College or designee. The proposal should include (1) a rationale for the program, (2) a description of appropriate professional goals, (3) a list of General Education courses completed, (4) a list of General Education courses that need to be completed, (5) a list of courses totaling at least 48 hours that one has taken or plans to take with a clear statement on how each course will contribute to meeting the stated goals, (6) a statement on whether an internship or thesis will be completed, and (7) a means of assessing whether the goals articulated have been met. The program must satisfy all General Education and Competency requirements, including the language requirement for a BA. The Vice President for Academic Affairs & Dean of the College or designee will consult with the department chair(s) in which twelve or more hours are taken for their support of the Interdisciplinary Studies major before granting final approval.

The Interdisciplinary Studies minor at Montreat College is structured to provide students with a broad based exposure to Liberal Arts studies. The intent of the program is to offer a sequence of courses that enable students to satisfy educational objectives which might not otherwise be met by a particular, pre-established degree program. By gaining insight into the humanities, students will be better equipped to ascertain the human condition and the relationship of their own majors to those of other academic disciplines.

## **Interdisciplinary Studies (IS) Minor**

### **Requirements for a Minor in Interdisciplinary Studies (18 credits)**

#### **Interdisciplinary Studies Minor Core (9 credits)**

PH 201 Introduction to Philosophy (3)

PH 301 Ethics (3)

IS 202 Modern Secular-Christian Worldviews (3)

#### **Interdisciplinary Studies Minor Required Electives (9 credits)**

Choose 9 hours from the following courses:

EN 402 Literary Criticism (3)

HS 345 American Cultural and Intellectual History (3)

HS 353 History of Christianity (3)

HS 371 History of Political Philosophy (3)

HS 373 History of Science & Technology (3)

The IS minor is designed to complement a student's major through thorough exposure to a broad range of disciplines, enhancement of critical thinking skills, and engagement of issues from a worldview perspective. It prepares students to discern truth, engage others respectfully, and serve as agents of renewal and reconciliation.

# Leadership Minor

## The Leadership Minor

The Leadership Minor is an Interdisciplinary Studies (IS) program that is supervised by the Outdoor Education Department. The minor is for students from all majors who are interested in a leadership development program that includes elective courses, as well as experiential and service learning opportunities. Students will be challenged to grow in personal faith, to discern truth prior to taking action, and to effectively lead others in the pursuit of accomplishing tasks and developing relationships. Students will be better prepared to live as Christ-following agents of renewal and reconciliation in their careers and communities. (21 hours)

## Requirements for a Leadership Minor (21 credits)

### Theoretical and Practical Leadership Courses (15 credits)

Choose one ethics course:

BS 309 Business Ethics (3) **OR**

PH 301 Ethics (3)

IS 202 Modern Secular-Christian Worldviews (3)

IS 302 Philosophy of Leadership (3)

IS 421 Leadership Practicum (3)

OE 306 Leadership & Group Dynamics (3)

### Leadership Minor Required Electives (6 credits)

Choose at least two courses:

BB 211 Christian Doctrine (3)

BS 209 Principles of Management (3)

BS 303 Human Resources Management (3)

BS 307 Organizational Behavior (3)

BS 308 Servant Leadership (3)

EN 271 Business Communication (3)

Only one wilderness course:

OE 180 Discovery Wilderness Expedition (4) **OR**

OE 182 Wilderness Journey (2-4)

PY 412 Theories & Principles of Counseling (3)

YM 303 Discipleship & Lifestyle Evangelism (3)

YM 401 Spiritual Formation & Faith Development (3)

## **Music (MS) Major**

Martin Luther said that “Music is a fair and glorious gift of God. . . I am strongly persuaded that, after theology, there is no art that can be placed on a level with music; for besides theology, music is the only art capable of affording peace and joy in the heart.” Music has always been considered an important part of a classical education and has an important place in the Christian liberal arts education that students receive at Montreat College.

### **The Music Discipline**

Montreat College offers all students opportunities for musical training and experience. Students are encouraged to develop and share their God-given abilities by learning to sing or play an instrument, participating in musical ensembles, attending recitals and concerts, and taking courses appropriate to their level of study.

### **Why Study Music at Montreat College?**

The curricula for all music programs at Montreat College are based upon a philosophy that balances professionalism and excellence in musicianship with the development of the whole person – mind, spirit, and body – through the General Education Core requirements. Underlying all we do is a commitment to the integration of faith and learning. Because music study inherently requires an intensive level of individualized instruction, the modeling of professional and Christian conduct and character by the Music faculty and their attentive care for their students distinguishes the Montreat College Music program.

### **Entrance Requirements**

In addition to meeting the entrance requirements of the College, prospective Bachelor of Arts in Music students must pass a performance audition. The student will declare a principle instrument or voice. Bachelor of Music in Worship Arts also requires a performance audition. No audition is required for Music Business majors or for Music, Music Business, or Worship Arts minors.

### **Curriculum**

The Music curriculum is designed to introduce non-music majors to the basics of music theory and history and to help them acquire a non-professional level of performance competence through at least four semesters of applied instruction in voice or an instrument and through participation in a musical ensemble.

### **After Graduation**

The Bachelor of Arts in Music Degree equips students to succeed as a professional in the diverse world of music. The degree program contains a great deal of flexibility in allowing the students to focus on different areas of calling. A student may focus on performance aspects of music or combine music with studies in another discipline such as business, religion, psychology, theater or worship arts.

## Requirements for a Major in Music

### v Degree Component

- \_\_\_ Completion of the General Education Core (56 credits)
  - \_\_\_ MS 305 and MS 306 required for humanities
- \_\_\_ Completion of the General Education Competencies
- \_\_\_ Completion of the Music Major Core (30 credits)
- \_\_\_ Completion of the Music Major Electives (24 credits)
- \_\_\_ Completion of required electives to bring total up to 126 credits (~16 credits)
  - \_\_\_ Foreign language recommended
- \_\_\_ Completion of 33 credits at the 300-level or above
- \_\_\_ Additional requirements, as explained in Music Program Handbook
- \_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of 39 credit hours must be completed at Montreat College)
- \_\_\_

## Music Major Courses (30 credits)

### *Foundation Courses*

- MS 100 Performance Seminar (2) (4 semesters)
- MS 113 Music Theory I with Lab (4)
- MS 114 Music Theory II with Lab (4)
- MS 213 Music Theory III with Lab (4)
- MS 214 Music Theory IV with Lab (4)

### *Ensemble Courses*

- Choose 4 credits, all repeatable
- MS 151 College Choir (1)
- MS 153 Guitar Ensemble (1)
- MS 154 Instrumental Chamber Ensemble (1)
- MS 156 Accompanying (1)
- MS 251 Chamber Choir (1)
- MS 354 Contemporary Ensemble (1)

### *Applied Courses*

- Choose one sequence
- MS 141-142, 241-242 Applied Piano
- MS 133-134, 233-234 Applied Group Lessons
- MS 143-144, 243-244 Applied Voice
- MS 145-146, 245-246 Applied Organ
- MS 147-148, 247-248 Applied Guitar, Woodwinds, Strings, Percussion

### *Music Skills*

- Choose 4 credits:
- MS 103 Beginning Class: Piano (2)
- MS 104 Beginning Class: Voice (2)
- MS 105 Beginning Class: Guitar (2)

## **Music Major Required Electives (24 credits)**

Choose 24 credits, 18 must be at 300-level or above

- MS 121 Survey of Music Production, Marketing, and Distribution (3)
- MS 122 Survey of Music and Artist Management (3)
- MS 131 Introduction to Digital Sound Recording (3)
- MS 206 Rhythm Studies (2)
- MS 301 Midi and Sound Synthesis (3)
- MS 303 Special Topics Seminar (3)
- MS 307 History of Congregational Song (3)
- MS 319 Arranging (3)
- MS 322 Live Sound and Lighting
- MS 331 Copyright Law (3)
- MS 332 Music Publishing (3)
- MS 341-342, 441-442 Applied Piano (1,1,1,1)\*
- MS 343-344, 443-444 Applied Voice (1,1,1,1)\*
- MS 345-346, 445-446 Applied Organ (1,1,1,1)\*
- MS 347-348, 447-448 Applied Guitar, Strings, Woodwinds, Percussion (1,1,1,1)\*
- MS 401 Choral Conducting (2)
- MS 405 Choral Methods (2)
- MS 480 Special Topics (1-3)
- MS 481 Directed Study and Research (1-3)
- MS 480 Special Topics: Advanced Audio Production (3)
- MS 480 Special Topics: Echo Mountain Recording Studio (3)
- TH 340 Music Theater (3)
- WA 101 Worship Arts Survey 1 (3)
- WA 102 Worship Arts Survey II (3)

\*If not used for major applied sequence requirement

<b>Four Year Plan: Bachelor of Arts in Music</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition I	3	EN 102 English Composition II	3
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Applications and Concepts	3
MS 133/141/143/145/147 Applied Music I	1	MS 134/142/144/146/148 Applied Music II	1
MS 113 Music Theory I	4	MS 114 Music Theory II	4
MS 100 Performance Seminar	0.5	MS 100 Performance Seminar	0.5
Ensemble Course	1	Ensemble Course	1
	<b>14.5</b>		<b>15.5</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
MS 213 Music Theory III	4	MS 214 Music Theory IV	4
MS 233/241/243/245/247 Applied Music III	1	MS 234/242/244/246/248 Applied Music IV	1
MS 100 Performance Seminar	0.5	MS 100 Performance Seminar	0.5
Ensemble Course	1	Ensemble Course	1
HS 101 History of World Civilization I	3	HS 102 History of World Civilization I	3
Gen-Ed Mathematics	3	Gen-Ed Oral Competency	3
Gen-Ed Social Science	3	PE activity course	1
PE activity course	1	Elective	3
	<b>16.5</b>		<b>16.5</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
MS 305 Survey of Musical Styles I	3	MS 306 Survey of Musical Styles II	3
MS 103, 104, or 105 Beginning Instrument (Skills)	2	MS 103, 104, or 105 Beginning Instrument (Skills)	2
Music Elective	3	Music Elective	3
Gen-Ed Literature	3	Music Elective	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
Elective	1		
	<b>16</b>		<b>15</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 461 Seminar on Faith and Life	2	Gen-Ed Humanities	3
Music Elective	3	Music Elective	3
Music Elective	3	Music Elective	3
Music Elective	3	Elective	3
Elective	3	Elective	3
Elective	3		
	<b>17</b>		<b>15</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
Total hours required for degree:			<b>126</b>

\*See General Education for optional course offerings

## Music (MS) Minor

### Requirements for a Music Minor (19 credits)

MS 113 Music Theory I (4)

Applied voice or instrument:

4-5 1-hour courses (4-5)

Choose 6 hours from Music and Culture Group:

MS 305 Survey of Musical Styles I (3)

MS 306 Survey of Musical Styles II (3) (*pre-requisite: MS 305*)

MS 307 History of Congregational Song (3)

Choose 4-5 hours Ensemble:

MS 151 College Choir (1)

MS 153 Guitar Ensemble (1)

MS 154 Chamber Orchestra (1)

MS 156 Accompanying (1)

MS 354 Contemporary Ensemble (1)



## **Music Business (MB) Major**

Our Music Business major bridges the ever-changing divide between art and commerce. The major prepares students with the skill sets to engage the current music industry with new ideas, to think creatively about monetizing talent and to play an integral part in the performance, production, and management of a career in music.

### **The Music Business Discipline**

Beyond the spotlight and center stage, the business of music is a broad field, offering an impressive diversity of career opportunities. A musical concert, for example, requires a promotion team, an agent, a manager and stage crew, supporting musicians, and a host of technicians before a single note is played. The music industry continues to expand and increase in complexity, and this has created the need for a new type of professional – one who understands not only music, but also the many aspects of business that are associated with its production.

### **Why Study Music Business at Montreat College?**

Montreat College offers a unique degree that equips students to manage the legal, financial, artistic, and ethical issues that face the contemporary music business professional. The Bachelor of Science in Music Business degree is an innovative interdisciplinary program. Montreat College's curriculum offers students an unequalled level of flexibility to craft a combination of courses that will match the student's personal interests. Students in the Music Business program are also provided with abundant opportunities for practical learning and career preparation through hands-on instruction, and on the ground experience with professionals at the top of their game in a professional recording studio, in a major live event, and more.

### **Entrance Requirements**

No audition is required for Music Business majors or for Music, Music Business, or Worship Arts minors. In addition to meeting the entrance requirements of the College, the prospective Bachelor of Arts in Music (see Music) and Bachelor of Music in Worship Arts major (see WA) students must pass a performance audition.

## After Graduation

The Bachelor of Science in Music Business Degree equips students to succeed as a professional in the diverse world of the music and entertainment industry. In addition to the opportunity to learn hands on skills such as music production graduates understand the legal, financial, artistic, and ethical issues that confront the contemporary music business professional and have been guided to effectively confront them. A diverse and flexible program, Music Business graduates move into career paths such as: record producer, artist manager, studio manager, record promoter, booking agent, music licensing agent, tour manager, fine arts management, as well as being well equipped to succeed as a professional musician. The Music Business Degree also prepares students for graduate studies in Business, Management, Arts Administration and other areas of advanced study.

## Requirements for a Major in Music Business

### √ Degree Component

- \_\_\_ Completion of the General Education Core (57\* credits)  
    BS 203 or 204; MS 113; and MS 305 or MS 114 are required in the Gen-Ed
- \_\_\_ Completion of the General Education Competencies
- \_\_\_ Completion of the major requirements for Music Business or Music Business with a Concentration in Audio Production (69-75 credits)
- \_\_\_ Completion of 33 credits at the 300-level or above
- \_\_\_ Completion of required electives to bring total up to 126 credits (~0-3 credits)
- \_\_\_ Completion of Music Business Portfolio
- \_\_\_ Additional requirements, as explained in Music Program Handbook
- \_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*TH 230 in the major electives for Music Business can count toward the Gen-Ed oral expression competency, thereby reducing the total Gen-Ed credits to 54 for that track.

Choose from two tracks:

Music Business (69 credits)

Music Business with a concentration in Audio Production (75 credits)

## Music Business Major (69 credits)

### *Music Component (35 credits)*

- MS 100 Seminar in Music Performance (2) (4 semesters)
- MS 106\* Music Business Forum (0)
- MS 121 Survey of Music Production, Marketing, and Distribution (3)
- MS 122 Survey of Music and Artist Management (3)
- MS 261-262 Music and Artist Management Seminar I-II  
(Battle of the Bands) (2, 2)
- MS 361-362 Music Production, Marketing, and Distribution Seminar I-II  
(Album Project) (3, 3)
- IS 310 Pre-Practicum/Pre-Internship (1)
- MS 332 Music Publishing (3)
- MS 451 Practicum in Music Business (2)
- MS 461 Music Business Seminar V (2)
- MS 462 Music Business Seminar VI (2)
- MS 485 Senior Studies in Music Business (3)
- Choose 4 hours of ensemble courses: (Repeatable up to 4 times)
  - MS 151 College Choir (1)
  - MS 153 Guitar Ensemble (1)
  - MS 154 Instrumental Chamber Ensemble (1)
  - MS 156 Accompanying (1)
  - MS 251 Chamber Choir (1)
  - MS 354 Contemporary Ensemble (1)

\*Required every semester while enrolled as a full-time student,  
with the exception of off-campus immersion semester.

### *Performance Component (4 credits)*

Choose one sequence of courses from the following:

- MS 141-142, 241-242 Applied Piano
- MS 133-134, 233-234 Applied Group Lessons
- MS 143-144, 243-244 Applied Voice
- MS 145-146, 245-246 Applied Organ
- MS 147-148, 247-248 Applied Guitar
- MS 147-148, 247-248 Applied Woodwinds
- MS 147-148, 247-248 Applied Strings
- MS 147-148, 247-248 Applied Percussion

### *Business Component (21 credits)*

- BS 101 Intro to Business (3)
- BS 201 Principles of Accounting I (3)
- BS 202 Principles of Accounting II (3)
- BS 209 Management (3)
- BS 230 Marketing (3)
- BS 309 Business Ethics (3)
- MS 331 Copyright Law (3)

*Music Business Electives (9 credits)*

*Music History and Culture (3 credits)*

Choose one:

- MS 202 Social History of Rock and Roll (3)
- MS 305\*Survey of Musical Styles I (3)
- MS 306 Survey of Musical Styles II (3)
- WA 306 Music in Worship (3)

\*MS 305 may be taken in Music History and Culture if not taken as humanities.

*Practical Skills (6 credits)*

Choose two (3 credits must be 300-level or above):

- AR 241 Drawing I (3)
- AR 245 Principles of Design (3)
- AR 341 Drawing II (3)
- AR 342 Painting (3)
- AR 344 Sculpture (3)
- AR/CM 349 Graphics and Photojournalism (3)
- BS 214 Quantitative Methods (3)
- CM 228 Media Studies (4)
- CM 313 Public Relations (3)
- MS 114\*Music Theory II (4)
- MS 131 Introduction to Digital Sound Recording (3)
- MS 206 Rhythm Studies (2)
- MS 221 Introduction to the Studio (3)
- MS 301 Midi and Sound Synthesis (3)
- MS 319 Arranging (3)
- MS 322 Live Sound and Lighting (3)
- TH 230\* Acting (3)
- TH 232 Stagecraft (3)
- TH 333 Theatre Ensemble (4)
- TH 317 Directing (3)
- TH 330 Advanced Acting (3)
- WA 461 Worship Arts Seminar I (1)
- WA 462 Worship Arts Seminar II (1)

\*MS 114 may be taken in Practical Skills if not taken as humanities.

\*TH 230 may double-count in the Gen-Ed to fulfill oral competency.

<b>Four Year Plan: Bachelor of Science in Music Business</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Application/Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
MS 100 Seminar in Music Performance	0.5	MS 100 Seminar in Music Performance	0.5
MS 106 Music Business Forum	0	MS 106 Music Business Forum	0
MS 121 Survey of Music Prod./Mkt./Dist.	3	MS 122 Survey of Music and Artist Mgt.	3
MS 141/143/145/147 Applied Music I	1	MS 142/144/146/148 Applied Music II	1
Ensemble Course	1	Ensemble Course	1
BS 101 Intro to Business	3	PE Activity Course	1
	<b>16.5</b>		<b>15.5</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BS 230 Principles of Marketing	3	BS 209 Principles of Management	3
BS 203 Macroecoon or Gen-Ed Math*	3	HS 102 History of World Civilization II	3
HS 101 History of World Civilization I	3	BS 204 Microecoon or Gen-Ed Math*	3
MS 113 Music Theory I	4	MS 100 Seminar in Music Performance	0.5
MS 100 Seminar in Music Performance	0.5	MS 106 Music Business Forum	0
MS 106 Music Business Forum	0	MS 262 Music & Artist Mgt. Seminar II	2
MS 261 Music & Artist Mgt. Seminar I	2	MS 242/244/246/248 Applied Music IV	1
MS 241/243/245/247 Applied Music III	1	Ensemble Course	1
Ensemble Course	1	Gen-Ed Oral Competency	3
	<b>17.5</b>		<b>16.5</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BS 201 Principles of Accounting I	3	BS 202 Principles of Accounting II	3
MS 106 Music Business Forum	0	MS 106 Music Business Forum	0
MS 331 Copyright Law	3	MS 332 Music Publishing	3
MS 361 Music Prod, Mkt, Dist Seminar I	3	MS 362 Music Prod, Mkt, Dist Sem II	3
Gen-Ed Literature	3	MS 114** or Practical Skills Elective	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>17</b>		<b>16</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BS 309 Business Ethics	3	Immersion Semester Option	
MS 106 Music Business Forum	0	MS 106 Music Business Forum	0
MS 305** or Practical Skills Elective	3	MS 451 Practicum in Music Business	2
MS 461 Music Business Seminar	2	Music History and Culture Elective or Practical Skills Elective**	3
Gen-Ed Humanities	3	MS 462 Music Business Seminar	2
IS 310 Pre-Practicum	1	MS 485 Senior Studies- Music Business	3
IS 461 Seminar on Faith and Life	2	Practical Skills Elective	3
	<b>14</b>		<b>13</b>
<i>Completion of 33 credits at the 300-level or above. Music Business Portfolio must be submitted by the end of the senior year.</i>			
Total hours required for degree:			<b>126</b>

\*Students may choose BS 203 or BS 204; mathematics must be taken the alternate semester.

\*\*Students are required to take MS 114 or MS 305 as a humanities credit (one class); a Music History and Culture elective (one class); and a Practical Skills elective (one class).

\*\*\*See General Education for optional course offerings

**Music Business Major with a Concentration in Audio Production (75 credits)**  
**Montreat Audio Production Program (MAPP)**

*Music Business Component (17 credits)*

MS 106\* Music Business Forum (0)

MS 121 Survey of Music Production, Marketing, and Distribution (3)

MS 122 Survey of Music and Artist Management (3)

MS 261-262 Music and Artist Management Seminar I-II  
(Battle of the Bands) (2, 2)

MS 361-362 Music Production, Marketing, and Distribution Seminar I-II  
(Album Project) (3, 3)

IS 310 Pre-Practicum/Pre-Internship (1)

\*Required every semester while enrolled as a full-time student,  
with the exception of off-campus immersion semester.

*Audio Production Component (28 credits)*

MS 131 Introduction to Digital Sound Recording (3)

MS 221 Introduction to the Studio (3)

MS 301 Midi and Sound Synthesis (3)

MS 322 Live Sound and Lighting (3)

MS 209 MAPP Recording Studio Management (3)

MS 232 MAPP Critical Listening (1)

MS 325 MAPP Digital Sound Processing (3)

MS 326 MAPP Mastering (3)

MS 451 MAPP Practicum in Audio Production (3)

MS 485 Senior Studies in Music Business (3)

*Performance Component (9 credits)*

MS 100 Seminar in Music Performance (1) (2 semesters)

Choose any 4 hours of an applied instrument from the following:

MS 141-142, 241-242 Applied Piano

MS 133-134, 233-234 Applied Group Lessons

MS 143-144, 243-244 Applied Voice

MS 145-146, 245-246 Applied Organ

MS 147-148, 247-248 Applied Guitar

MS 147-148, 247-248 Applied Woodwinds

MS 147-148, 247-248 Applied Strings

MS 147-148, 247-248 Applied Percussion

Choose 4 hours of ensemble courses: (Repeatable up to 4 times)

MS 151 College Choir (1)

MS 153 Guitar Ensemble (1)

MS 154 Instrumental Chamber Ensemble (1)

MS 156 Accompanying (1)

MS 251 Chamber Choir (1)

MS 354 Contemporary Ensemble (1)

*Business Component (18 credits)*

BS 101 Intro to Business (3)

BS 201 Principles of Accounting I (3)

BS 202 Principles of Accounting II (3)

BS 230 Marketing (3)

BS 309 Business Ethics (3)

MS 331 Copyright Law (3)

*Music History and Culture (3 credits)*

Choose one:

MS 101 Introduction to Music (3)

MS 202 Social History of Rock and Roll (3)

MS 305\* Survey of Musical Styles I (3)

MS 306 Survey of Musical Styles II (3)

WA 306 Music in Worship (3)

\*MS 305 may be taken in Music History and Culture if not taken as humanities.

**Four Year Plan: Bachelor of Science in Music Business  
with a Concentration in Audio Production (MAPP)**

<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	CS 102 Computer Application/Concepts	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
MS 100 Seminar in Music Performance	0.5	MS 100 Seminar in Music Performance	0.5
MS 106 Music Business Forum	0	MS 106 Music Business Forum	0
MS 121 Survey of Music Prod/Mkt/Dist	3	MS 122 Survey of Music and Artist Mgt	3
Applied Instrument	1	Applied Instrument	1
Ensemble Course	1	Ensemble Course	1
BS 101 Intro to Business	3	BS 204 Microecon or Gen-Ed Math*	3
	<b>16.5</b>		<b>17.5</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BS 201 Principles of Accounting I	3	BS 202 Principles of Accounting II	3
BS 203 Macroecon or Gen-Ed Math*	3	HS 102 History of World Civilization II	3
HS 101 History of World Civilization I	3	Gen-Ed Literature	3
MS 113 Music Theory I	4	Gen-Ed Oral Competency	3
MS 106 Music Business Forum	0	MS 106 Music Business Forum	0
MS 261 Music & Artist Mgt Seminar I	2	MS 262 Music & Artist Mgt Seminar I	2
Applied Instrument	1	Applied Instrument	1
Ensemble Course	1	Ensemble Course	1
		PE Activity Course	1
	<b>17</b>		<b>17</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BS 230 Principles of Marketing	3	MS 114 or Music Hist/Culture Elec**	3
MS 106 Music Business Forum	0	MS 106 Music Business Forum	0
MS 131 Intro to Digital Sound Recording	3	MS 301 Midi and Sound Synthesis	3
MS 221 Introduction to the Studio	3	MS 322 Live Sound and Lighting	3
MS 361 Music Prod, Mkt, Mgt Seminar I	3	MS 362 Music Prod, Mkt, Mgt Sem II	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>17</b>		<b>16</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester: Immersion</b>	
BS 309 Business Ethics	3	MS 106 Music Business Forum	0
MS 106 Music Business Forum	0	MS 209 MAPP Recording Studio Mgt	3
MS 305 or Music Hist/Culture Elec**	3	MS 232 MAPP Critical Listening	1
MS 331 Copyright Law	3	MS 325 MAPP Digital Sound Processing	3
Gen-Ed Humanities	3	MS 326 MAPP Mastering	3
IS 310 Pre-Practicum	1	MS 451 MAPP Practicum in Audio Prod	3
IS 461 Seminar on Faith and Life	2	MS 485 Senior Studies in Music Business	3
	<b>15</b>		<b>16</b>
<i>Completion of 33 credits at the 300-level or above. Music Business Portfolio must be submitted by the end of the senior year.</i>			
Total hours required for degree:			<b>132</b>

\*Students may choose BS 203 or BS 204; mathematics must be taken the alternate semester.

\*\*Students are required to take MS 114 or MS 305 as a humanities credit (one class); and a Music History and Culture elective (one class).

\*\*\*See General Education for optional course offerings



## **Music Business Minor**

### **Requirements for a Minor in Music Business (18 credits)**

#### **Music Business Minor core (12 credits)**

MS 121 Survey of Music Production, Marketing, and Distribution (3)

MS 122 Survey of Music and Artist Management (3)

MS 331 Copyright Law (3)

MS 332 Music Publishing (3)

#### **Music Business Minor Required Electives (6 credits)**

Choose two classes from the following:

MS 113 Music Theory I (4)

MS 114 Music Theory II (4)

MS 131 Introduction to Digital Sound Recording (3)

MS 301 Midi and Sound Synthesis (3)

MS 322 Live Sound and Lighting (3)

## **Outdoor Education (OE) & Outdoor Ministry (OM) Majors**

The purpose of the Outdoor Education department is to develop Christ-centered Outdoor Educators who are equipped with historical and philosophical foundations, technical skills, and teaching/leadership expertise. The Outdoor Education Department offers two distinct majors, one in Outdoor Education and one in Outdoor Ministry. Four minors, Adventure-Based Counseling, Leadership, Outdoor Education and Outdoor Ministry, are available. The OE Department also offers a Master of Science in Environmental Education degree (see SPAS graduate programs).

### **The Outdoor Education Major (OE)**

The Bachelor of Science with a major in Outdoor Education (OE) combines elements of adventure education and environmental education into one unique program of study. Offering a strong emphasis in outdoor skills, leadership training, and environmental knowledge, students learn to teach adventure activities, team building, and environmental awareness in the context of an outdoor setting and from a biblical worldview. The Outdoor Education curriculum is designed to give students the skills, knowledge, and training necessary to both facilitate personal growth and interpret the natural environment.

### **The Outdoor Ministry Major (OM)**

The Bachelor of Science with a major in Outdoor Ministry (OM) combines courses in Outdoor Education and Outdoor Ministry with Youth and Family Ministries courses. This unique program of study focuses on developing a strong ministry mind-set in students and prepares them to utilize the outdoor environment for evangelism and discipleship. While all are welcome to pursue this major, it is particularly suited to students who have had life-shaping experiences at summer camps, Young Life camps, church retreats, or other programs and want to provide similar experiences for others.

### **The Adventure-Based Counseling Minor**

The minor in Adventure-Based Counseling (19-21 hours) combines existing courses from Outdoor Education (OE), Psychology (PY), and Human Services (HU) into a unique program of study. Adventure-Based Counseling and the closely related field of Adventure Therapy are two areas of Outdoor Education that are growing very quickly. This minor will provide a basic understanding of adventure-based counseling for those OE, PY, and HU students interested in pursuing a Master degree in a related area.

## **The Leadership Minor**

The Leadership Minor is an Interdisciplinary Studies (IS) program that is supervised by the Outdoor Education Department. The minor is for students from all majors who are interested in a leadership development program that includes elective courses, as well as experiential and service learning opportunities. Students will be challenged to grow in personal faith, to discern truth prior to taking action, and to effectively lead others in the pursuit of accomplishing tasks and developing relationships. Students will be better prepared to live as Christ-following agents of renewal and reconciliation in their careers and communities. (21 hours)

## **Why Study Outdoor Education or Outdoor Ministry at Montreat College?**

**Theory and practice are integrated in the curriculum.** Montreat College's OE & OM programs emphasize developing students to become leaders who are competent in using outdoor environments for education and ministry. Through numerous course studies and field experiences, students are prepared to design, implement, and administer outdoor programs that are safe, challenging, and enjoyable. Supported by a liberal arts foundation, students will use their knowledge of the environment and ministry preparation to point others to Christ.

**The campus is located among mountainous wilderness areas.** Montreat College is adjacent to Pisgah National Forest, close to the Great Smoky Mountains National Park, and within two hours of numerous climbing locations, four major wilderness areas, and several rivers with whitewater rated up to Class V. Montreat College is also within a 14-mile hike or bike ride of Mt. Mitchell, the highest peak east of the Mississippi River.

**The faculty brings a diversity of training and depth of experience.** Professors are passionate about engaging their students and challenging them to be professional, well-rounded educators. They prioritize the integration of faith and learning in classroom and the importance of field experiences. Professors bring experience from the National Outdoor Leadership School, Outward Bound, American Mountain Guides Association, the National Park Service, U.S. Forest Service, the North American Association for Environmental Education, Christian Adventure Association, Association for Experiential Education, Christian Camping International, Christian Camp and Conference Association, the American Canoe Association and the Wilderness Education Association, the National Association for Interpretation and remain current through active memberships. Students can expect their Outdoor Education professors to be beside them, guiding them and challenging them to reach their full potential both inside and outside the classroom.

**Career opportunities are abundant.** Graduates in Outdoor Education and Outdoor Ministry from Montreat College go on to a variety of careers in outdoor, adventure, and environmental education programs; camps and conference centers; mission organizations; national and state parks; churches and church-related youth organizations; expedition programs such as the National Outdoor Leadership School, Wilderness Education Association, and Outward Bound; environmental organizations; nature centers; outdoor science programs; and environmental interpretation centers. Certification programs are available in several different areas. Many graduates report that whatever their career choice, the interpersonal skills, training in teaching and leading, and discipleship experiences they gained through the OE and OM programs prepared them for all aspects of their lives.

**Opportunities for Experience.** The Outdoor Education Department provides practical opportunities to equip students with technical skills and teaching/leadership experience. The department houses three outreach programs – the Team and Leadership Center (TLC). TLC utilizes challenge course facilities to develop team-building strategies and to strengthen the concept of community through experience-based learning. TLC is housed on the Black Mountain Campus and includes a high teams course, climbing wall and low initiatives course. Participants often include corporate groups, school and church groups, and private organizations.

## **Certificate in Wilderness Leadership (OE Immersion Semester)** **(Acceptance by special application only)**

The Outdoor Education Department offers a Certificate in Wilderness Leadership that can be obtained through taking standard courses or taking courses offered during an Immersion Semester focusing on Wilderness Leadership. Courses included in this certificate include OE 306, OE 341, ES 202, PE 260 and at least one course in Outdoor Programming and Leadership (OE 311, 312, 313, or 314) plus a Wilderness First Responder Certification. If enrolled, students will complete a minimum of 15 credits.

These courses will provide the training to allow students to test for WEA Outdoor Leader or ACA Instructor in kayaking or canoeing. The WEA and ACA certification exam and fees are in addition to the course costs. The opportunity to test may take place in the subsequent semester to allow students adequate time to practice and hone their skills and knowledge. Pass or Fail of the certification exam will not weigh into the course grade.

Students taking classes in the immersion format required to pay regular tuition, room and board fees plus special course and certification fees.

## **Summit Adventure: Immersion Service and Adventure Semester (ISAS)**

As an alternative to the OE Immersion Semester, Summit Adventure and Montreat College partner in this challenging 17-credit immersion program. If enrolled, students spend two to three weeks backpacking through California's High Sierra. For six to seven weeks students are housed at Summit Adventure's Basecamp where students delve deeply into a variety of subject areas. In addition, students participate in service and adventure-based learning during five to six weeks in Ecuador, putting into practice internationally all that was learned stateside. ISAS Courses may include IS 302, OE 306, CC301, CE401 OE 191, OE 192, OE 312 and OE 313. For more information, visit [www.summitadventure.com](http://www.summitadventure.com) or contact the Outdoor Education Department.

# Outdoor Education Major

## Requirements for a Major in Outdoor Education

### ✓ Degree Component

- \_\_\_\_\_ Completion of the General Education Core (53\* credits)
  - \_\_\_\_\_ BL 101-102 are recommended in the Gen-Ed as prerequisites to ES courses;
  - \_\_\_\_\_ IS 102 and PY 201 or PY 202 are recommended in the Gen-Ed
- \_\_\_\_\_ Completion of the General Education Competencies
- \_\_\_\_\_ Completion of the Outdoor Education Major Core (52 credits)
  - \_\_\_\_\_ Completion of OE 180 Discovery in the first year in OE major
  - \_\_\_\_\_ Completion of an outdoor activity PE (210, 220, 230, 240, 260) in the first year in OE major
- \_\_\_\_\_ Completion of the Outdoor Education Major Electives (8 credits)
- \_\_\_\_\_ Completion of required electives to bring total up to 126 credits (~13)
- \_\_\_\_\_ Completion of 33 credits at the 300-level or above
- \_\_\_\_\_ Completion of Outdoor Education Dept. Comprehensive Exit Exam (included in OE 491)
- \_\_\_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*OE 310 in the major can count toward Gen-Ed oral expression competency.

NOTE: Students who wish to add an Environmental Studies minor will complete ES 200 and an additional 2 credits in BL or ES courses.

NOTE: Students who double major in Outdoor Education and Outdoor Ministry can count their field experience (OE/OM 241) and internship (OE/OM 441) credits toward both majors.

### Outdoor Education Major Core (52 credits)

- ES 201 Field Natural History I, II (2)
- ES 202 Field Natural History II (2)
- ES 206 Ecology (4)
- IS 302 Philosophy of Leadership (3)
- IS 310 Pre-Internship (1)
- OE 103 Survey of Outdoor Education I (3)
- OE 111 Facilitating Outdoor Education Experiences (3)
- OE 180 Discovery Wilderness Expedition (4) (1<sup>st</sup> Year Requirement)
- OE 191\* Outdoor Living Skills I (2)
- OE 192\* Outdoor Living Skills II (2)
- OE 241 Outdoor Education Field Experience (1/1)
- OE 306 Leadership & Group Dynamics (3)
- OE 310 Principles of Environmental Interpretation (3)
- OE 340 OE Teaching Methods & Curriculum Development (4)
- OE 404 Administration & Management of OE (4)
- OE 441 Internship in Outdoor Education (3)
- OE 462 Current Issues in Outdoor Education (3)
- OE 491 Senior Seminar (1)
- OM 300 Outdoor and Camp Programming (3)

\*Transfer students may register for OE 191, OE 192 without the OE 180 pre-requisite

### **Required Major Electives (8 hours)**

Choose 6 or more hours from the following:

- OE 182 Wilderness Journey (2)
- OM 200 Introduction to Christian Camping & Outdoor Ministry (3)
- OE 210 Challenge Course Facilitation (3)
- OE 220 Survey of Environmental Education Curricula (3)
- OE 225 Conference and Event Planning (1-3)
- OE 300 Survey of Adventure-Based Counseling (3)
- OE 305 Environmental Policy & Law (3)
- OE 311 Outdoor Programming/Leadership: Kayaking (4)
- OE 312 Outdoor Programming/Leadership: Expedition Mgmt. (4)
- OE 313 Outdoor Programming/Leadership: Rock Climbing (4)
- OE 314 Outdoor Programming/Leadership: Canoeing (4)
- OE 341 Outdoor Education Practicum (1-3)
- OE 480 Special Topics (1-6)

Choose 2 or more hours from the following:

- BL 205 Animal Diversity and Ecology (4)
- BL 215 Plant Diversity and Ecology (4)
- ES 301 Physical & Environmental Geography (4)
- ES 305 American Ecosystems (4)
- ES 315 Freshwater Ecosystems (4)
- ES 460 Field Studies (1-4)

<b>Four Year Plan: Bachelor of Science in Outdoor Education</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	BB 102 Survey of New Testament	3
BB 101 Survey of Old Testament	3	EN 102 English Composition II	3
EN 101 English Composition	3	OE 111 Facilitating Outdoor Ed Experiences	3
OE 103 Survey of Outdoor Education I	3	BL 102 Survey of Biological Principles II	4
BL 101 Survey of Biological Principles I	4	OE 241 Outdoor Education Field Experience I	1
PE 210, 220, 230, 240, or 260	1	PE 210, 220, 230, 240, or 260	1
		ES 200 Intro to Environmental Studies (optional)	
	<b>16</b>		<b>15</b>
<b>Freshman Summer</b>			
OE 180 Discovery Wilderness Expedition <i>(All OE majors must complete OE 180 within first year at Montreat College)</i>			<b>4</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
ES 201 Field Natural History I	2	ES 202 Field Natural History II	2
ES 206 Ecology	4	OE 306 Leadership and Group Dynamics	3
OE 191 Outdoor Living Skills I	2	OE 192 Outdoor Living Skills II	2
OE 340 Teaching Methods for OE	4	Gen-Ed Social Science	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
OE 241 Outdoor Education Field Experience	1	CS 102 Computer Applications and Concepts	3
	<b>16</b>		<b>16</b>
<i>OE 241 Field Experiences must be completed before the student does his/her internship</i>			
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
OE 310 Principles of Environmental Interpretation	3	Immersion Semester Option <sup>1</sup>	
Major Elective	3	IS 302 Philosophy of Leadership	3
Gen-Ed Mathematics	3	OM 300 Outdoor Camp and Programming	3
Gen-Ed Humanities (IS 202 recommended)	3	Major Elective	3
IS 310 Pre-Internship	1	Gen-Ed Literature	3
Elective	1	Gen-Ed Humanities	3
	<b>14</b>		<b>15</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
OE 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
OE 404 Admin & Management of OE	4	OE 462 Current Issues in OE	3
IS 461 Seminar on Faith and Life	2	OE 491 Senior Seminar	1
Major Elective	2	Elective	3
Gen-Ed Humanities	3	Elective	3
Elective	3	Elective	3
	<b>14</b>		<b>13</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the OE Comprehensive Exit Exam (embedded in OE 491) by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126</b>

<sup>1</sup> Immersion Semester: Wilderness Leadership Certificate or Summit ISAS Option

\*See General Education for optional course offerings



# Outdoor Education Minor

## Requirements for an Outdoor Education Minor (20 credits)

A minimum of six credits must be at the 300-level or above

### Outdoor Education Courses (12 hours)

Choose one course from the following:

- OE 103 Survey of Outdoor Education I (3) **OR**
- OE 111 Facilitating Outdoor Education Experiences

Choose 9 hours from the following:

- IS 302 Philosophy of Leadership (3)

Only one of these courses:

- OE 180 Discovery Wilderness Expedition (4) **OR**
- OE 182 Wilderness Journey (2-4)
- OE 111 Facilitating Outdoor Education Experiences (3)
- OE 191 Outdoor Living Skills I (2)
- OE 192 Outdoor Living Skills II (2)
- OM 200 Introduction to Christian Camping & Outdoor Ministry (3)
- OE 210 Challenge Course Facilitation (3)
- OE 220 Survey of Environmental Education Curricula (3)
- OM 300 Outdoor and Camp Programming (3)
- OE 300 Survey of Adventure-Based Counseling (3)
- OE 305 Environmental Policy & Law (3)
- OE 306 Leadership & Group Dynamics (3)
- OE 310 Principles of Environmental Interpretation (3)
- OE 311 Outdoor Programming/Leadership: Kayaking (4)
- OE 312 Outdoor Programming/Leadership: Expedition Mgmt. (4)
- OE 313 Outdoor Programming/Leadership: Rock Climb (4)
- OE 314 Outdoor Programming/Leadership: Canoeing (4)
- OE 340 Teaching Method/Curriculum Development in OE (4)
- OE 341 Outdoor Education Practicum (1-3)
- OE 404 Administration/Management of OE (4)
- OE 441 Internship (3)
- OE 462 Current Issues in Outdoor Education (3)
- OE 480 Special Topics (1-6)

### Environmental Studies Courses (8 hours)

ES 206 Ecology (4)

Choose 4 hours from the following:

- BL 205 Animal Diversity and Ecology(4)
- BL 215 Plant Diversity and Ecology (4)
- ES 201-202 Field Natural History I, II (2, 2)
- ES 301 Physical & Environmental Geography (4)
- ES 305 American Ecosystems (4)
- ES 315 Freshwater Ecosystems (4)
- ES 460 Field Studies (1-4)

# Outdoor Ministry Major

## Requirements for a Major in Outdoor Ministry

- Degree Component**
- Completion of the General Education Core (53\* credits)
  - BL 101-102 are recommended in the Gen-Ed as prerequisites to ES courses;
  - PY 201 or PY 202 is recommended in the Gen-Ed
- Completion of the General Education Competencies
- Completion of the Integrated Outdoor Education Major Core (32 credits)
- Completion of the Outdoor Ministry Major Courses (26 credits)
  - Completion of OE 180 Discovery in the first year in OM major
  - Completion of an outdoor activity PE (210, 220, 230, 240, 260) in the first year in OM major
- Completion of required electives to bring total up to 126 credits (~15 credits)
- Completion of 33 credits at the 300-level or above
- Completion of Outdoor Education Dept. Comprehensive Exit Exam (included in OE 491)
- Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*OE 310 in the major can count toward the Gen-Ed oral expression competency.

NOTE: Students who double major in Outdoor Education and Outdoor Ministry can count their field experience (OE/OM 241) and internship (OE/OM 441) credits toward both majors.

### **Integrated Outdoor Education Major Core Courses (32 hours)**

- ES 201 Field Natural History I (2)
- IS 310 Pre-Internship (1)
- IS 302 Philosophy of Leadership (3)
- OE 103 Survey of Outdoor Education (3)
- OE 111 Facilitating Outdoor Experiences (3)
- OE 180 Discovery Wilderness Expedition (4) (1<sup>st</sup> Year Requirement)
- OE 191 Outdoor Living Skills I (2)
- OE 192 Outdoor Living Skills II (2)
- OE 306 Leadership & Group Dynamics (3)
- OE 310 Principles of Environmental Interpretation (3)
- OE 404 Administration & Management of OE (4)
- OE 491 Senior Seminar (1)

### **Outdoor Ministry Major Courses (26 hours)**

- YM 303 Discipleship & Lifestyle Evangelism (3)
- YM 401 Spiritual Formation and Faith Development (3)
- Choose one:
  - YM 407 Contemporary Youth Culture (3) **OR**
  - CC 301 Foundations of Cross-Cultural Ministry (3)
- IS 202 Modern Secular-Christian Worldviews (3)
- OM 200 Introduction to Christian Camping & Outdoor Ministry (3)
- OM 241 Outdoor Ministry Field Experience (1/1)
- OM 300 Outdoor & Camp Programming (3)
- OM 441 Internship in Outdoor Ministry (3)
- Choose one:
  - PY 300 Child & Adolescent Development (3) **OR**
  - SC 414 Counseling Adolescents & Families (3)

<b>Four Year Plan: Bachelor of Science in Outdoor Ministry</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	BB 102 Survey of New Testament	3
BB 101 Survey of Old Testament	3	EN 102 English Composition II	3
EN 101 English Composition	3	OE 111 Facilitating Outdoor Ed Experiences	3
OE 103 Survey of Outdoor Education I	3	BL 102 Survey of Biological Principles II	4
OM 200 Intro to Christian Camping and OM	3	CS 102 Computer Applications and Concepts	3
PE 210, 220, 230, 240, or 260	1		
	<b>15</b>		<b>16</b>
<b>Freshman Summer</b>			
OE 180 Discovery Wilderness Expedition ( <i>All OM majors must complete OE 180 within their first year at Montreat College</i> )			<b>4</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
ES 201 Field Natural History I	2	IS 202 Modern Secular-Christian Worldviews	3
BL 101 Survey of Biological Principles I	4	OE 192 Outdoor Living Skills II	2
OE 191 Outdoor Living Skills I	2	Gen-Ed Literature	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
Gen-Ed Mathematics	3	PY 201 or PY 202 General Psychology	3
PE 210, 220, 230, 240, or 260	1	Elective	1
	<b>15</b>		<b>15</b>
<i>OE 241 Field Experiences must be completed before the student does his/her internship</i>			
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
OE 310 Principles of Environmental Interpretation	3	IS 302 Philosophy of Leadership	3
Major Elective	3	OM 300 Outdoor Camp & Programming	3
YM 303 Discipleship and Evangelism	3	OE 306 Leadership and Group Dynamics	3
IS 310 Pre-Internship	1	Gen-Ed Humanities	3
OM 241 Outdoor Ministry Field Experience	1	OM 241 Outdoor Ministry Field Experience	1
Gen-Ed Humanities	3	Elective	3
	<b>14</b>		<b>16</b>
<i>OM 241 Field Experiences must be completed during the junior school year, prior to the internship. Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
OM 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
OE 404 Admin & Management of OE	4	YM 401 Spiritual Formation	3
Major Elective	3	OE 491 Senior Seminar	1
Gen-Ed Humanities	3	IS 461 Seminar on Faith and Life	2
Elective	3	Elective	3
Elective	3	Elective	3
	<b>16</b>		<b>12</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
<i>Completion of the OE Comprehensive Exit Exam (embedded in OE 491) by the end of the Senior Year.</i>			
Total hours required for degree:			<b>126</b>

\*See General Education for optional course offerings

## Outdoor Ministry Minor

The Outdoor Ministry minor will enhance most majors at Montreat College. With a strong emphasis in group process, discipleship and leadership, all students involved in the minor will grow as well as develop skills that can be used in working with adults and youth in group settings.

### Requirements for a Minor in Outdoor Ministry (21 credits)

Minimum of six hours at the 300-400 levels

ES 201 Field Natural History I (2) (Prerequisites: BL 101 & 102)

One of these options for 4 credits:

OE 180 Discovery Wilderness Expedition (4) **OR**

OE 182 Wilderness Journey (2-4)

OE 306 Leadership & Group Dynamics (3)

OM 200 Intro to Christian Camping & Outdoor Ministry (3)

OM 300 Outdoor and Camp Programming (3)

YM 303 Discipleship & Lifestyle Evangelism (3)

YM 401 Spiritual Formation & Faith Development (3)

## **Adventure-Based Counseling Minor**

### **Requirements for a Minor in Adventure-Based Counseling (19 credits)**

#### **Adventure-Based Counseling Minor Core (12)**

- OE 300 Introduction to Adventure Based Counseling (3)
- OE 211 Challenge Course Facilitation (3)
- PY 202 General Psychology (3)
- PY 412 Theories and Principles of Counseling (3)

#### **Adventure-Based Counseling Required Minor Electives (7-9)**

Choose one of the following: (2)

- PY 341 Practicum (2)
- OE 241 Field Studies (2)

Choose one of the following: (3)

- PY 300 Child and Adolescent Development (3)
- PY 305 Adult Development and Aging (3)
- SC 414 Counseling Adolescents and Families (3)

Choose one of the following (2-4)

- OE 180 Discovery (4)
- OE 182 Wilderness Journey (2-4)
- OE 311 Outdoor Programming and Leadership: Kayaking (4)
- OE 312 Outdoor Programming and Leadership: Expedition Management (4)
- OE 313 Outdoor Programming and Leadership: Rock Climbing (4)
- OE 314 Outdoor Programming and Leadership: Canoeing (4)

## Leadership Minor

This minor will enhance most majors at Montreat College. This is a leadership development program that includes many elective courses, as well as experiential and service learning opportunities. (21 hours total)

### Requirements for a Leadership Minor (21 credits)

#### Theoretical and Practical Leadership Courses (15 credits)

Choose one ethics course:

BS 309 Business Ethics (3) **OR**

PH 301 Ethics (3)

IS 202 Modern Secular-Christian Worldviews (3)

IS 302 Philosophy of Leadership (3)

IS 421 Leadership Practicum (3)

OE 306 Leadership & Group Dynamics (3)

#### Leadership Minor Required Electives (6 credits)

Choose at least two courses:

BB 211 Christian Doctrine (3)

BS 209 Principles of Management (3)

BS 303 Human Resources Management (3)

BS 307 Organizational Behavior (3)

BS 308 Servant Leadership (3)

EN 271 Business Communication (3)

Only one wilderness course:

OE 180 Discovery Wilderness Expedition (4) **OR**

OE 182 Wilderness Journey (2-4)

PY 412 Theories & Principles of Counseling (3)

YM 303 Discipleship & Lifestyle Evangelism (3)

YM 401 Spiritual Formation & Faith Development (3)

## **Accelerated Master of Science in Environmental Education (MSEE)**

Undergraduate Montreat College students receiving a degree in Environmental Studies or in Outdoor Education may apply to the Accelerated Master of Science in Environmental Education program. If accepted, these students will complete their BS degree requirements, except for their last two courses, in 7 semesters, including taking OE 220 as part of their BS degree. During the spring term of their senior year, students will finish the BS with OE 462 and OE 491 and begin the first term of the MS program with EV 500 and EV 505. These students will obtain their BS degree and then complete the MSEE degree in four more terms.



## Philosophy & Worldviews (PH) Minor

The Philosophy and Worldviews program of study prepares students to pursue graduate studies in a broad range of fields such as Philosophy, Ministerial Studies and many other graduate programs. Students from this major regularly find themselves studying Law or Medicine among other things.

### The Philosophy and Worldviews Discipline

The Philosophy and Worldviews Major is housed within the Bible and Religion Department and offers either a Bachelor of Science or a Bachelor of Arts depending on the interests and direction of the student. This program is designed to prepare students to enter theological seminaries or graduate schools in multiple fields of study. This major requires a senior thesis and provides a balance of instruction in Biblical studies, philosophy, and worldview studies from the perspective of a *Reformational* worldview.

### Why Study Philosophy and Worldviews at Montreat College?

Montreat College provides a unique mentoring environment that facilitates interaction between students and faculty both in and outside the classroom context. The department's commitment to exploring the relationship between faith and learning, and the relevance of the Christian faith for all disciplines of study, provides the student with a rich liberal arts experience and a solid foundation for graduate study or a wide range of occupations. The departmental faculty challenges students academically, assisting them in wrestling with the spiritual and practical implications of the subject matter. The full-time faculty is complemented by part-time and adjunct faculty who share the College's and department's mission, providing specific expertise to enhance the educational experience.

### Requirements for a Minor in Philosophy and Worldviews (18 credits)

#### Required Minor Courses

- PH 201 Introduction to Philosophy (3)
- PH 210 Logic (3)
- PH 301 Ethics (3)
- IS 202 Modern Secular/Christian Worldviews

#### Required Minor Electives

Choose 6 additional hours from the following:

- PH 321 Contemporary Theologies (3)
- PH 403 Philosophy of Religions (3)
- HS 371 History of Political Philosophy (3)

## Physical Education (PE) Minor

The Physical Education minor is designed to prepare individuals interested in teaching physical education or in coaching various sports. More than just a collection of activities, the concentration includes specialized theory courses that prepare a student to identify and assess the needs of individuals in the domain of fitness and wellness.

### Requirements for a Minor in Physical Education (19 credits)

#### Physical Education Minor Core (14 credits)

- HL 101 Health (3)
- HL 102 Advanced First Aid (3)
- PE 111 Introduction to Physical Education (3)
- PE 201 Concepts of Fitness (2)
- PE 302 Methods & Materials of Coaching (2)
- IS 310 Pre-Practicum (1)

#### Physical Education Minor Electives (5 credits)

Choose one:

- PE 341 Practicum (3) **OR**
- OE class at 300 or above (3)

Choose two PE activity courses (2)

The study and application of Physical Education as a minor is used to provide an understanding of the physiological growth and development of the human body. It also develops skills and techniques for teaching physical education, and explores creative ways in which to implement a physical education curriculum. These combined skills provide an essential role in the pedagogical training of teachers and coaches.

## Pre-Law Program

The American Bar Association, the national organization that oversees legal education in the U.S., does not recommend any undergraduate majors or group of courses to prepare for a legal education. Students are admitted to law school from almost every academic discipline. You may choose to major in subjects that are considered to be traditional preparation for law school, such as American studies, history, English, philosophy, political science, economics or business, or you may focus your undergraduate studies in areas as diverse as art, music, science and mathematics, computer science, engineering, nursing, or education. Whatever major you select, you are encouraged to pursue an area of study that interests and challenges you, while taking advantage of opportunities to enrich your ability to read and think critically, and develop your research, writing, and oral communication skills. Taking a broad range of difficult courses from demanding instructors is excellent preparation for legal education. A sound legal education will build upon and further refine the skills, values, and knowledge that you already possess.

If you wish to take some elective courses to introduce yourself to policy and law in one or more fields of your interest, the college offers such courses as Business Ethics; Business and the Legal Environment; Labor-Management Relations; Public Relations; Cybercrime, Cyberlaw, and Cyberethics; Copyright Law; Environmental Policy and Law; History of Political Philosophy; and U.S. Constitutional History.

### **Pre-Law Advisor**

Undergraduate institutions often assign a person to act as an advisor to current and former students who are interested in pursuing a legal education. Montreat College's Pre-Law Advisor, Dr. Ben Smith, J.D. and Assistant Professor of Music Business, can help you find ways to gain exposure to the law and the legal profession and assist you with the law school application process.

## **Psychology and Human Services (PYHU) Major**

The Psychology and Human Services program of study prepares students for the world of work and for graduate school. Upon graduation, students are equipped with the knowledge, skills, and experience they need for working in social agencies, churches, and other settings. In addition, students are prepared to enter graduate programs in areas such as psychology, counseling, and social work.

### **The Psychology and Human Services Discipline**

The Psychology and Human Services major offers two areas of concentration: Psychology and Human Services. Students should select an area of concentration that reflects their specialized interest.

Students choosing the Psychology concentration will engage in a course of study that focuses on psychological theories and research about human behavior and psychological processes. The goals of psychology are to describe, explain, and predict these behaviors and processes.

Students choosing the Human Services concentration will engage in a course of study that integrates the disciplines of psychology, counseling, and social work. Emphasis will be placed on developing and implementing skills for helping individuals and families facing the challenges of our present society. These students will participate in two courses during their sophomore or junior years that provide them with hands-on experience.

Students choosing either concentration can earn either a Bachelor of Arts or Bachelor of Science degree. Both concentrations require the completion of an intensive off-campus internship during the summer after their junior year.

### **Why Study Psychology and Human Services at Montreat College?**

Professors in the Psychology & Human Services major at Montreat College are interested in more than the mastery of theoretical content alone. They are committed to helping students explore the relationship between faith and learning. Students participate in classroom discussions that help them evaluate secular theories from a Christian perspective. Department faculty members encourage students to develop greater self-awareness and help students develop the personal characteristics that are needed in order to succeed in Psychology and Human Services. A 180-hour summer internship at community agencies further reinforce textbook learning and provide networking opportunities for our students. Classes are small and are extremely interactive, ensuring a more personalized learning environment. Students are invited to voice their views in a safe environment that welcomes free inquiry and the exchange of diverse ideas. The major provides students with a rich liberal arts experience and a solid foundation for graduate study or a wide range of occupations.

## After Graduation

Graduates with degrees in Psychology and Human Services will find a large number of options available to them whether they want to begin working immediately or desire to attend graduate school. Psychology and Human Services graduates are prepared to pursue further study in a variety of graduate areas such as psychology, counseling, and social work. It is not uncommon for Psychology and Human Services majors to pursue further studies in other fields such as education, seminary, business, and law. Those with undergraduate degrees in Psychology and Human Services are qualified for positions in the workforce that may include a case worker, a counselor aide, or a residential staff member. Graduates with degrees in Psychology and Human Services are qualified to work in a variety of areas, including mental health, children's homes, community health centers, group homes, non-profit public organizations, law enforcement agencies, victims programs, employee assistance programs, religious organizations, and social service agencies.

## Requirements of a Major in Psychology and Human Services

### ✓ Degree Component

- \_\_\_\_\_ Completion of the General Education Core (53\* credits)  
          MT 114 is required in the Gen-Ed
- \_\_\_\_\_ Completion of the General Education Competencies
- \_\_\_\_\_ Completion of the Psychology and Human Services Major Core (19 credits)
- \_\_\_\_\_ Completion of a Concentration (18 credits)
- \_\_\_\_\_ Completion of the Bachelor of Arts or Bachelor of Science requirement (12 credits)
- \_\_\_\_\_ Completion of required electives to bring total up to 126 credits (~24 credits)
- \_\_\_\_\_ Completion of 33 credits at the 300-level or above
- \_\_\_\_\_ Completion of ACAT Exam
- \_\_\_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*One psychology or sociology course from the major can count toward the Gen-Ed social science requirement.

## Psychology and Human Services Major Core (19 credits)

Choose one:

- PY 201 Psychology Applied to Modern Life (3) **OR**
- PY 202 General Psychology (3)
- PY/HU 300 Child and Adolescent Development (3)
- PY/HU 305 Adult Development and Aging (3)
- PY/HU 315 Abnormal Psychology (3)
- PY/HU 412 Theories and Principles of Counseling (3)
- PY/HU 490 Senior Seminar (3)
- IS 310 Pre-Internship (1)

## Choose from two Psychology and Human Services Concentrations:

- Human Services (18 credits)
- Psychology (18 credits)

## Human Services Concentration (18 credits)

- SC 204 Introduction to Sociology (3)
- SC 205 Marriage and Family (3)
- SC 311 Social Welfare and Social Services (3)
- SC 414 Counseling Adolescents and Families (3)
- HU 101 Introduction to Human Services (1)
- HU 241 Field Experience (1)
- HU 241 Field Experience (1)
- HU 441 Internship (3)

<b>Four Year Plan: BA or BS in Psychology and Human Services Concentration in Human Services</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	MT 114 Elementary Probability-Statistics	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
PY 201 or PY 202 General Psychology	3	CM 220 Public Speech & Rhetorical Analysis	3
Bachelor of Arts or Science requirement	3	Bachelor of Arts or Science requirement	3
CS 102 Computer Applications & Concepts	3	HU 101 Introduction to Human Services	1
Gen-Ed Literature	3	HU 241 Field Experience	1
Elective	3	Gen-Ed Humanities	3
PE activity course	1	Elective	3
	<b>16</b>		<b>14</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
PY 300 Child & Adolescent Development	3	PY 305 Adult Development and Aging	3
SC 204 Introduction to Sociology	3	SC 205 Marriage and Family	3
Bachelor of Arts or Science requirement	3	Bachelor of Arts or Science requirement	3
Gen-Ed Humanities	3	Gen-Ed Humanities	3
IS 310 Pre-Internship	1	Elective	3
Elective	3	HU 241 Field Experience	1
	<b>16</b>		<b>16</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
HU 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
PY 315 Abnormal Psychology	3	PY 412 Theories and Prin. of Counseling	3
PY 490 Senior Seminar	3	SC 311 Social Welfare and Social Services	3
IS 461 Seminar on Faith and Life	2	SC 414 Counseling Adolescents & Families	3
Elective	3	Elective	3
Elective	3	Elective	3
	<b>14</b>		<b>15</b>
<i>Completion of 33 credits at the 300-level or above; Completion of the ACAT Test by the end of the Senior Year.</i>			
*See General Education for optional course offerings			Total hours required for degree: <b>126</b>

## Psychology Concentration (18 credits)

- PY 310 Research Methods (3)
- PY 314 Personality (3)
- PY 320 Social Psychology (3)
- PY 420 Physiological Psychology (3)
- PY 416 Learning and Memory (3)
- PY 441 Internship (3)

<b>Four Year Plan: BA or BS in Psychology and Human Services Concentration in Psychology</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	MT 114 Elementary Probability-Statistics	3
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1		
	<b>16</b>		<b>16</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
PY 201 or PY 202 General Psychology	3	CM 220 Public Speech & Rhetorical Analysis	3
Bachelor of Arts or Science requirement	3	Bachelor of Arts or Science requirement	3
CS 102 Computer Applications and Concepts	3	PY 310 Research Methods	3
Gen-Ed Literature	3	Gen-Ed Humanities	3
Elective	3	Elective	3
PE activity course	1		
	<b>16</b>		<b>15</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
PY 300 Child & Adolescent Development	3	PY 305 Adult Development and Aging	3
PY 314 Personality	3	PY 320 Social Psychology	3
Bachelor of Arts or Science requirement	3	Bachelor of Arts or Science requirement	3
Gen-Ed Humanities	3	Gen-Ed Humanities	3
IS 310 Pre-Internship	1	Elective	3
Elective	3		
	<b>16</b>		<b>15</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
PY 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
PY 315 Abnormal Psychology	3	IS 461 Seminar on Faith and Life	2
PY 416 Learning and Memory	3	PY 412 Theories and Prin. of Counseling	3
PY 490 Senior Seminar	3	PY 420 Physiological Psychology	3
Elective	3	Elective	3
Elective	3	Elective	3
	<b>15</b>		<b>14</b>
<i>Completion of 33 credits at the 300-level or above; Completion of the ACAT Test by the end of the Senior Year.</i>			
*See General Education for optional course offerings			Total hours required for degree: <b>126</b>

## Psychology and Human Services Minor

Montreat College offers a minor in Psychology & Human Services that requires a minimum of 18 semester hours including:

### Requirements of a Psychology and Human Services Minor (18 credits)

Choose one:

PY 202 General Psychology (3) **OR**

PY 201 Psychology Applied to Modern Life (3)

Choose 3 credits from the PYHU major core (excluding PY 490 Senior Seminar):

PY/HU 300 Child and Adolescent Development (3)

PY/HU 305 Adult Development and Aging (3)

PY/HU 315 Abnormal Psychology (3)

PY/HU 412 Theories and Principles of Counseling (3)

Choose 12 credits from the PYHU concentrations:

SC 204 Introduction to Sociology (3)

SC 205 Marriage and Family (3)

SC 311 Social Welfare and Social Services (3)

SC 414 Counseling Adolescents and Families (3)

HU 101 Introduction to Human Services (1)

HU 241 Field Experience (1)

HU 441 Internship (3) (Prerequisite: IS 310)

PY 310 Research Methods (3)

PY 314 Personality (3)

PY 320 Social Psychology (3)

PY 420 Physiological Psychology (3)

PY 416 Learning and Memory (3)

PY 441 Internship (3) (Prerequisite: IS 310)



## **Adventure-Based Counseling Minor**

### **The Adventure-Based Counseling Minor**

The minor in Adventure-Based Counseling (19-21 hours) combines existing courses from Outdoor Education (OE), Psychology (PY), and Human Services (HU) into a unique program of study. Adventure-Based Counseling and the closely related field of Adventure Therapy are two areas of Outdoor Education that are growing very quickly. This minor will provide a basic understanding of adventure-based counseling for those OE, PY, and HU students interested in pursuing a Master degree in a related area.

### **Requirements for a Minor in Adventure-Based Counseling (19 credits)**

#### **Adventure-Based Counseling Minor Core (12)**

- OE 300 Introduction to Adventure Based Counseling (3)
- OE 211 Challenge Course Facilitation (3)
- PY 202 General Psychology (3)
- PY 412 Theories and Principles of Counseling (3)

#### **Adventure-Based Counseling Required Minor Electives (7-9)**

Choose one of the following: (2)

- PY 341 Practicum (2)
- OE 241 Field Studies (2)

Choose one of the following: (3)

- PY 300 Child and Adolescent Development (3)
- PY 305 Adult Development and Aging (3)
- SC 414 Counseling Adolescents and Families (3)

Choose one of the following (2-4)

- OE 180 Discovery (4)
- OE 182 Wilderness Journey (2-4)
- OE 311 Outdoor Programming and Leadership: Kayaking (4)
- OE 312 Outdoor Programming and Leadership: Expedition Management (4)
- OE 313 Outdoor Programming and Leadership: Rock Climbing (4)
- OE 314 Outdoor Programming and Leadership: Canoeing (4)

## Spanish (SP) Minor

Spanish has become the fourth most widely spoken language in the world and the second most frequently used language in the United States. Many American companies are looking for Spanish language personnel since the new international trade agreement was made with Latin America in 2005.

The Spanish minor prepares students to understand, speak, read, and write Spanish proficiently. The Spanish minor familiarizes students with the history, literature, culture, and civilization of the Spanish-speaking nations in order to share the Christian message in a global community.

### Requirements for a Minor in Spanish (18 credits)

Minor Core (6 credits)

SP 201 Intermediate Spanish I (3)

SP 202 Intermediate Spanish II (3)

### Minor Electives (12 credits)

Choose an additional 12 credits at the 300 level, alternating with Latin American and the Peninsular Literature.

SP 303 Advanced Conversation and Composition I (3)

SP 304 Advanced Conversation and Composition II (3)

SP 305 Selected Readings in Spanish Literature (3)

SP 306 Selected Readings in Latin American Literature (3)

SP 480 Special Topics (1-3)

SP 481 Directed Study and Research (1-3)

The College has a computerized language lab equipped with internet access, as well as language tutorials, games, culture CD-ROMs and a word processing program. A lab assistant is available five times a week. Additionally, the L. Nelson Bell Library has a video/DVD viewing carrel for foreign language films and individual audio CD-players. The Spanish program provides weekly tutoring opportunities. Students may join the Spanish Table, held Tuesdays at dinner in the dining hall.

Montreat College provides students with several avenues for foreign study. Students may apply for the Council of Christian Colleges and Universities' Latin American Studies Program in San José, Costa Rica for a semester abroad. They may also join a May Term to the Dominican Republic.

This generation offers widening opportunities for students to join institutions that want to employ Spanish-speaking team members. Employment is available in education, the military, law, public health, journalism, radio, TV, missions, business, translation, civil service, and social service. Other students may decide to proceed with their graduate study in Spanish.

## Theatre (TH) Major

Theatre carries a very relevant place in the world of Christian Education and practice. It is an interdisciplinary weaving of all God's many gifts. Excellent theatre, seen through the lens of a Christian Worldview, is an art form that can magnify the failings and aspirations of man for the purpose of enjoyment and revelation of failure and potential. As Christians we get to examine and direct the telling of "everyman's" story. Even if a play is blatantly non-redemptive and might disturb some believers, it can image a piece of hope on stage. The goal of the Theatre Program is to provide students with an enriched curriculum and solid foundation of all the facets of the art and craft of theatre by a dedicated faculty providing future professionals with the confidence and skill set needed for entering the professional field, higher education, ministry, sales, public relations, and any number of possible careers. Montreat College's Theatre Program will foster integrity, and help students to gain appropriate knowledge of the artistic, business, and humanitarian side of their pursuits while attentively integrating a Christian worldview.

When I was a child, I talked like a child, I thought like a child, I reasoned like a child. When I became a man, I put the ways of childhood behind me. For now we see only a reflection as in a mirror; then we shall see face to face. Now I know in part; then I shall know fully, even as I am fully known. And now these three remain: faith, hope and love. But the greatest of these is love.

*Corinthians 13: 11-13*

### **The Theatre Discipline**

The Theatre Major consists of 54 hours of core classes beyond the General Education Core. Classes are designed to give students knowledge of theory and an opportunity to practice it in real-world settings. A 3-credit professional internship required as an upper classman. Students of other majors can get a Theatre Minor by completing 18 hours of coursework in the department.

### **Why Study Theatre at Montreat College?**

The faculty brings a diversity of training and depth of experience. Professors are professionals in their discipline who have worked on stage, and in film and television. They are passionate about engaging their students and challenging them to be reflective, well-rounded artists and communicators.

Every Theatre course blends a Biblical worldview with scholarship. Christ told stories to reveal truth and the Theatre major allows students to examine the discipline as a means of purposing that truth.

**Abundant opportunities for personal and artistic discovery and growth.** As a new major at Montreat, the program will offer many possibilities for the student to discover their strengths and have abundant “hands-on” opportunities to create, develop, and practice their own projects. It will be an adventurous endeavor to “grow” the program and put your personal stamp on it.

**Voted one of the 50 Most Beautiful Christian Colleges in the World.** Montreat is set apart, a beautiful piece of God’s world. What better place to spend four years, becoming part of a wonderful community, and learning together what it means for you to use theatre as a tool to make a difference in the world. Montreat College is adjacent to Pisgah National Forest, close to the Great Smoky Mountains National Park, and is also within a 14-mile hike or bike ride of Mt. Mitchell, the highest peak east of the Mississippi River.

### **How Can You Get Involved?**

- Annual Theatre Production
- Students have the opportunity to write, produce and direct original plays and video shorts for Film Production, Playwriting, and Acting for Camera.
- Special Topic courses are regularly offered that provide students with unique opportunities, such directing, design, acting.
- Join with the Communication students working on films in front of and behind the camera. Filmmaking is becoming an increasing presence on our campus providing opportunities to gain experience in producing, directing, camera, sound, acting, and writing.
- Students will get to evolve their own studio productions and staged readings.
- Students are encouraged to attend regional and national theatre conferences and to present their talents there.
- Students are required to do a professional internship as upperclassmen that will provide professional employment experience and contacts that make a difference after graduation.
- Students are urged to audition for URTA/SETA.
- Develop a Theatre Club.
- Do a Devise Theatre piece for the local community.
- Participate in Theatre Ministry through Theatre Ensemble.

### **Off-Campus Study Opportunities**

Off-campus study opportunities are a great asset to any student. Summer Theatre opportunities, internship opportunities, etc., provide opportunities to obtain professional and life experiences that give polish and maturity to a student. They also provide a means to meet and work with professionals that can serve as mentors or job contacts after graduation.

## After Graduation

Upon completion of the Theatre program at Montreat College, the student has a wide selection of options. One might find a calling as a professional actor, director, producer, playwright, stage manager, critic, dramaturgy, artistic director, managing director, Spokesperson, Voiceover artist, crew member in the field of Stage, Film, and Television, ministry leader, teacher, broadcast technician, screen writer, public speaker, marketing researcher, sales representative, workshop leader, administrator....the list goes on and on. After working in the field, students may consider graduate study to further expand their career choices.

The theatre skills of observation, effective interpersonal communication, empathy, group-solving abilities, organizational skills, creative thinking and doing, and self-esteem are all concrete tools for any career field. Learning to Improvise teaches focus and adaptation; Staging a Production helps with team management, accomplishing a job on time and on budget; working creatively with a limited budget is a desired characteristic in any field; knowing how to communicate with people at any level because you are observant, sensitive, and empathetic lends itself well to business, law, sales, and everything you do.

## Requirements for a Major in Theatre

- Degree Component**
- Completion of the General Education Core (53\* credits)
  - PY 201 is recommended in the Gen-Ed
- Completion of the General Education Competencies
- Completion of the Theatre Major Courses (42 credits)
- Completion of the Theatre Major Electives (12 credits)
- Completion of the Bachelor of Arts requirement (12 credits)
- Completion of required electives to bring total up to 126 credits (~7 credits)
- Completion of 33 credits at the 300-level or above
- Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*TH 220 or TH 230 in the major can count toward the Gen-Ed oral expression competency.

## **Theatre Major Core (42 credits)**

### *Interdisciplinary Courses (7 hours)*

- BS 101 Introduction to Business (3)
- CM 346 Web Studies and Design (3)
- IS 310 Pre-Practicum/Pre-Internship (1)

### *Theatre Courses (35 hours)*

- TH 110 Theatre History (3)
- TH 230 Acting I (3)
- TH 220 Voice and Movement (3)
- TH 232 Stagecraft (3)
- TH 317 Directing (4)
- TH 333 Theatre Ensemble (4)
- TH/CM 335 Playwriting/Screenwriting (3)
- TH 441 Internship (3)
- TH 491 Senior Thesis (2)
- Theatre Production\* (7)
  - TH 106; 205-206; 305-306; 405-406 (1 credit each = 7 credits)

\*Students may be permitted to take two theatre production classes in the same semester.

## **Theatre Major Required Electives (12 credits)**

Choose 12 credits below based on specific area of interest

- TH 202 Acting for the Camera (3)
- TH 330 Advanced Acting (3)
- TH 381 Theatre Workshop: Special Topics (1-3)
- TH 340 Musical Theatre (3)
- TH 481 Directed Study & Research (2-3)
- TH 492 Practicum (2-4) (Prerequisite: IS 310)
- CM 249 Digital Media (4)
- CM329 Film Production (4)
- AR 241 Drawing (3)
- AR 245 Visual Design (3)
- MS 143-144; 243-244; 343-344; 443-444 Applied Voice (1 credit ea., take up to 12)
- MS 131 Introduction to Digital Sound Recording (3)
- BB 306 World Religions (3)
- YM 203 Foundations of Youth & Family Ministry (3)
- CM 203 Communication & Culture (3)
- CM 220 Public Speaking and Rhetoric Analysis (3)
- CM228 Media Studies (4)
- BS 407 Entrepreneurship and Small Business Management (3)
- PY 314 Personality (3)
- PY 320 Social Psychology (3)

<b>Four Year Plan: Bachelor of Arts in Theatre</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
IS 102 Foundations of Faith and Learning	2	TH 106 Theatre Production	1
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition II	3
TH 110 Theatre History	3	CS 102 Computer Applications & Concepts	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
PE activity course	1	PE activity course	1
	<b>16</b>		<b>15</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
TH 230 Acting I	3	TH 220 Voice and Movement	3
TH 232 Stagecraft	3	TH/CM 335 Playwriting/Screenwriting	3
TH 205 Theatre Production	1	TH 206 Theatre Production	1
Elementary Foreign Language 101	3	Elementary Foreign Language 102	3
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
Gen-Ed Mathematics	3	Gen-Ed Literature	3
	<b>16</b>		<b>16</b>
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
TH 317 Directing	4	Major Elective	3
TH 305 Theatre Production	1	TH 306 Theatre Production	1
Major Elective	3	Bachelor of Arts Humanities	3
Bachelor of Arts Humanities	3	Gen-Ed Humanities	3
BS 101 Introduction to Business	3	Elective	3
PY 201 or PY 202 General Psychology	3	IS 310 Pre-Internship	1
	<b>17</b>		<b>14</b>
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Junior Summer</b>			
TH 441 Internship			<b>3</b>
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
CM 346 Web Studies and Design	3	TH 333 Theatre Ensemble	4
TH 405 Theatre Production	1	TH 406 Theatre Production	1
Major Elective	3	TH 491 Senior Thesis	2
Major Elective	3	Gen-Ed Humanities	3
IS 461 Seminar on Faith and Life	2	Elective	4
Gen-Ed Humanities	3		
	<b>15</b>		<b>14</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
Total hours required for degree:			<b>126</b>

\*See General Education for optional course offerings

# Theatre Minor

A minor in Theatre is an excellent supplement for students planning careers in education, music, business, law, public relations, counseling, ministry, and other fields which demand the ability to work exceptionally well with other people.

## Requirements of a Minor in Theatre (18 credits)

### Theatre Minor Core (9 credits)

- CM 220 Public Speech & Rhetorical Analysis (3)
- TH 110 Theatre History (3)
- TH 230 Acting I (3)

### Theatre Minor Electives (9 credits)

Choose 9 hours from the following:

- TH 106 Theatre Production (1)
- TH 205 Theatre Production (1)
- TH 206 Theatre Production (1)
- TH 220 Voice and Movement (3)
- TH 202 Acting for the Camera (3)
- TH 317 Directing (4)
- TH 330 Advanced Acting (3)
- TH 333 Theatre Ensemble (4)
- TH 335 Playwriting (3)
- TH 340 Musical Theatre (3)
- CM 341 Practicum (3)



## **Worship Arts (WA) Major**

The Bachelor of Music in Worship Arts major at Montreat is committed to preparing a new generation of pastoral musicians, passionate and devoted to the renewal of Christian worship; grounded in the biblical-theological-historical foundation of Christian worship; and informed, skillful, and disciplined regarding the use of music and the non-musical arts in Christian worship.

### **Why Study Worship Arts at Montreat College?**

A graduate of the Worship Arts program will have received a unique grounding in the biblical, theological and historical foundations of Christian worship and excellent and thorough training in music and an introduction to other non-musical arts. Each course in the curriculum is taught from the Christ-centered focus that is a hallmark of Montreat College and will assist in preparing the student for ministry as a worship planner and leader. Small class sizes and personal attention from professors with high levels of academic and practical expertise provide the mentoring needed to prepare students for their future role as pastoral musicians and agents of worship renewal.

### **Entrance Requirements**

In addition to meeting the entrance requirements of the College, the prospective Bachelor of Music in Worship Arts major must pass a performance audition. Bachelor of Arts in Music also requires a performance audition. No audition is required for Music Business majors or for Music, Music Business, or Worship Arts minors.

### **After Graduation**

A Bachelor of Music degree in Worship Arts can lead to graduate studies in music or worship. A graduate of the Worship Arts program may find employment as a worship planner and leader, pastoral music and/or arts director at a church, or an independent artist and/or teacher.

## Requirements for a Major in Worship Arts

### v Degree Component

- \_\_\_ Completion of the General Education Core (55\* credits)
  - \_\_\_ MS 113 and MS 114 are required humanities in the Gen-Ed
  - \_\_\_ HS 353 is a required social science in the Gen-Ed
  - \_\_\_ TH 220 or TH 230 is recommended for oral expression competency in the Gen-Ed
- \_\_\_ Completion of the General Education Competencies
- \_\_\_ Completion of the Worship Arts Major Courses (71 credits)
- \_\_\_ Completion of sophomore evaluation for major
- \_\_\_ Completion of 33 credits at the 300-level or above
- \_\_\_ Completion of Instrumental Proficiency Examination(s)\*\* (recommended to complete before junior year)
- \_\_\_ Additional requirements, as explained in Music Program Handbook
- \_\_\_ Completion of 126 credit hours with a minimum GPA of 2.0 (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*TH 220 or TH 230 in the major can count toward the Gen-Ed oral expression competency; if the student elects to take a different class to meet oral competency, an additional 3 credits will be added to the Gen-Ed.

**\*\*All Worship Arts majors must pass the four levels of the piano proficiency exam in order to graduate.** Students may not participate in the commencement ceremony unless all four levels of piano proficiency have been completed, regardless of catalog year (students may not petition to walk in commencement if any component of the piano proficiency is left outstanding). It is highly recommended that students complete this requirement before entering their junior year.

## Required Major Courses (71 credits)

### *Music Courses (40 credits):*

- MS 213 Music Theory III (4)
- MS 214 Music Theory IV (4)
- MS 305 Survey of Musical Styles I (3)
- MS 306 Survey of Musical Styles II (3)
- MS 401 Choral Conducting I (2)
- MS 405 Choral Methods (2)
- MS 100 Seminar in Music Performance for major instrument: 8 semesters (4)
- Applied lessons in major instrument: 8 semesters (See list below) (8)
- Applied lessons in secondary instrument: 2 semesters (See list below) (2)
  - MS 141-142, 241-242, 341-342, 441-442 Applied Piano
  - MS 133-134, 233-234, 333-334, 433-434 Applied Group Lessons
  - MS 143-144, 243-244, 343-344, 443-444 Applied Voice
  - MS 145-146, 245-246, 345-346, 445-446 Applied Organ
  - MS 147-148, 247-248, 347-348, 447-448 Applied Guitar
  - MS 147-148, 247-248, 347-348, 447-448 Applied Woodwinds
  - MS 147-148, 247-248, 347-348, 447-448 Applied Strings
  - MS 147-148, 247-248, 347-348, 447-448 Applied Percussion
- Ensemble: 8 semesters (Repeatable up to 8 times) (8)
  - MS 151 College Choir (1)
  - MS 153 Guitar Ensemble (1)
  - MS 154 Instrumental Chamber Ensemble (1)
  - MS 156 Accompanying (1)
  - MS 251 Chamber Choir (1)
  - MS 354 Contemporary Ensemble (1)

### *Worship Arts Courses (19 credits):*

- WA 101 Worship Arts Survey I (3)
- WA 102 Worship Arts Survey II (3)
- WA 302 Worship Arts Resources (3)
- MS 307 History of Congregational Song (3)
- IS 310 Pre-Practicum/Pre-Internship (1)
- WA 341 Worship Arts Practicum I (2)
- WA 342 Worship Arts Practicum II (2)
- WA 461 Worship Arts Seminar I (1)
- WA 462 Worship Arts Seminar II (1)

*Fine Arts Courses (6 credits):*

Choose one in visual art and one in theatre:

- AR 241/AR 341 Drawing I/II (3)
- AR 342 Painting (3)
- AR/CM 349 Graphics and Photojournalism (3)
- TH 220\* Voice & Movement (3)
- TH 230\* Acting (3)
- TH 333 Theatre Ensemble (4)

\*TH 220 or TH 230 may double-count to fulfill the Gen-Ed oral competency.

*Music Electives (6 credits):*

Choose two from the following:

- MS 206 Rhythm Studies (3)
- MS 301 Midi and Sound Synthesis (3)
- MS 131 Introduction to Digital Sound Recording (3)
- MS 322 Live Sound and Lighting (3)
- MS 331 Copyright Law (3)
- MS 332 Music Publishing (3)

<b>Four Year Plan: Bachelor of Music in Worship Arts</b>			
<b>Freshman Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition I	3	EN 102 English Composition II	3
IS 102 Foundations of Faith and Learning	2	HS 102 History of World Civilization I	3
WA 101 Worship Arts Survey I	3	WA 102 Worship Arts Survey II	3
MS 141/143/145/147 Applied Music I (major instrument)	1	MS 142/144/146/148 Applied Music II (major instrument)	1
MS 113 Music Theory I	4	MS 114 Music Theory II	4
MS 100 Performance Seminar	0.5	MS 100 Performance Seminar	0.5
Ensemble Course	1	Ensemble Course	1
	<b>17.5</b>		<b>18.5</b>
<b>Sophomore Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
MS 213 Music Theory III	4	MS 214 Music Theory IV	4
MS 305 Survey of Musical Styles I	3	MS 306 Survey of Musical Styles II	3
CS 102 Computer Applications & Concepts	3	WA 302 Worship Arts Resources	3
HS 101 History of World Civilization I	3	Fine Arts (Theatre) Elective (TH 220 or TH 230 recommended)	3
MS 241/243/245/247 Applied Music III (major instrument)	1	MS 242/244/246/248 Applied Music IV (major instrument)	1
MS 141/143/145/147 Applied Music I (secondary instrument)	1	MS 142/144/146/148 Applied Music II (secondary instrument)	1
MS 100 Performance Seminar	0.5	MS 100 Performance Seminar	0.5
Ensemble Course	1	Ensemble Course	1
PE activity course	1	PE activity course	1
	<b>17.5</b>		<b>17.5</b>
<i>All Worship Arts majors must pass a sophomore evaluation.</i>			
<b>Junior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
MS 307 History of Congressional Song	3	Gen-Ed Literature	3
Gen-Ed Mathematics	3	HS 353 History of Christianity	3
Gen-Ed Natural Science	4	Gen-Ed Natural Science	4
MS 401 Choral Conducting	2	MS 405 Choral Methods	2
MS 341/343/345/347 Applied Music V (major instrument)	1	MS 342/344/346/348 Applied Music VI (major instrument)	1
MS 100 Performance Seminar	0.5	MS 100 Performance Seminar	0.5
Ensemble Course	1	Ensemble Course	1
WA 461 Worship Arts Seminar I	1	WA 462 Worship Arts Seminar II	1
IS 310 Pre-Practicum	1		
	<b>16.5</b>		<b>15.5</b>
<i>Completion of Piano Proficiency by the end of the junior year.</i>			
<i>Completion of the General Education competencies by the end of the junior year.</i>			
<b>Senior Year</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
Gen-Ed Humanities	3	IS 461 Seminar on Faith and Life	2
Fine Arts (Visual Art) Elective	3	Music Elective	3
MS 441/443/445/447 Applied Music VII (major instrument)	1	MS 442/444/446/448 Applied Music VIII (major instrument)	1
MS 100 Performance Seminar	0.5	MS 100 Performance Seminar	0.5
Ensemble Course	1	Ensemble Course	1
WA 341 Worship Arts Practicum I	2	WA 342 Worship Arts Practicum II	2
Music Elective	3	Elective	3
	<b>13.5</b>		<b>12.5</b>
<i>Completion of 33 credits at the 300-level or above.</i>			
Total hours required for degree:			<b>129</b>

\*See General Education for optional course offerings

## **Worship Arts (WA) Minor**

### **Requirements for a Worship Arts Minor (20 credits)**

#### **Worship Arts Minor Core (14 credits)**

- WA 101 Worship Arts Survey I (3)
- WA 102 Worship Arts Survey II (3)
- WA 302 Worship Arts Resources (3)
- MS 307 History of Congregational Song (3)
- WA 461 Worship Arts Seminar I (1)
- WA 462 Worship Arts Seminar II (1)

#### **Worship Arts Minor Electives (6 credits)**

Choose one in visual art and one in theatre:

- AR 241/AR 341 Drawing I/II (3)
- AR/CM 349 Graphics and Photojournalism (3)
- AR 342 Painting (3)
- TH 220 Voice & Movement (3)
- TH 230 Acting (3)
- TH 333 Theatre Ensemble (4)

## **Youth and Family Ministries (YM) Minor**

The Youth and Family Ministries minor is designed specifically for students who wish to explore their gifts in children's, youth, and/or family ministries while earning a separate specialized degree. The program intends to provide learners with broad knowledge and basic skills necessary for serving the needs of the church in these vital areas.

### **Requirements of a Minor in Youth and Family Ministries (18 credits)**

#### **Youth and Family Ministries Core (12 credits)**

- YM 203 Foundations of Youth and Family Ministries (3)
- YM 380 Administrative Ministry & Organization (3)
- YM 401 Spiritual Formation and Faith Development (3)
- YM 407 Contemporary Youth Culture and Programming (3)

#### **Youth and Family Ministries Required Electives (6 credits)**

Choose two courses from the following:

- BB 211 Christian Doctrine (3)
- BB 302 Romans (3)
- CC 301 Foundations of Cross-Cultural Ministry (3)
- YM 303 Discipleship and Lifestyle Evangelism (3)
- YM 360 Ministry to Children (3)
- YM 408 Introduction to Pedagogy (3)

## Dual Major

Students may work toward a dual major. Through a comprehensive, concentrated, and diverse education, students with a dual major demonstrate breadth, depth, flexibility, and persistence to potential employers. To complete a dual major, a student must fulfill the general education core requirements and the designated requirements of both majors. When two majors have common course requirements, students may count the required courses towards both majors. Students with dual majors should expect to take overloads, summer classes, and/or attend an extra semester to fulfill the requirements for both majors.



## Associate Degrees

The requirements for associate degrees at Montreat College are designed to provide breadth in the liberal arts general education. Students earning an associate degree from Montreat College will be equipped with foundational skills to integrate into professional careers, and prepared to pursue junior and senior level study toward a bachelor degree.

- Earn a minimum of 60 academic hours of credit.
- Successfully complete all courses listed as basic degree requirements.
- Present a grade of C or better on transfer hours accepted and a cumulative grade point average of 2.0 on all work attempted for a degree at Montreat College.
- Earn a minimum of 24 semester hours at Montreat College\*.
- Complete an “Application for Graduation” form during the registration period for the semester immediately prior to the date the degree is to be granted.
- Successfully fulfill General Education competency requirements (mathematical computation, oral expression, reading, writing, and computer literacy).

Students are normally subject to the academic requirements stated in the Catalog that was current when they matriculated. A student who leaves the College and is later readmitted must meet the requirements current at the time of readmission. It is each student's responsibility to be sure all degree requirements are met.

\*NOTE: Students who leave Montreat College with less than 60 hours or less than a 2.0 grade point average may enroll in another institution and transfer back a maximum of 12 semester hours toward a degree at Montreat College.

Students wishing to complete an associate degree while pursuing a bachelor degree must have the two-year degree conferred at least one academic year prior to earning the four-year degree.

# Associate of Arts (AA) or Science (AS) Degree

## Requirements for an Associate of Arts or Associate of Science Degree

### √ Degree Component

- \_\_\_ Completion of the AA or AS Degree Requirements (60 credits)
- \_\_\_ Completion of the General Education Competencies\*
- \_\_\_ Completion of 60 credit hours with a minimum GPA of 2.0 (a minimum of 24 credit hours must be completed at Montreat College)

\*See the bachelor degree General Education section for explanation of competencies and other Gen-Ed components.

Associate Degree Requirements		
Curricula	Applicable Courses	Hrs
First Year Experience**	IS 102 (2) or IS 200 (1)	2
Bible*	BB 101 & BB 102	6
Computer	CS 102 or CS 102E	3
English Writing*	EN 101 or EN 103 & EN 102 or EN 104	6
English Literature	EN literature 200-level or above (excludes writing)	3
History	HS 101 & HS 102 (HS 201 or HS 202 may be substituted for one semester of world history)	6
Humanities and Arts (two areas must be represented) Applied courses not included (i.e. photography, piano, writing, speech).	Choose three: AR 101, AR 102 MS 101, MS 113, MS 114, and 200-level or above MS courses, not including applied courses Foreign Language (Including sign language) IS 202, IS 306, HS 371, CM 318, TH 110 BB or PH above 100-level EN 200-level and above except writing courses WA 101, 102	6
Mathematics	MT 101 or above	3
Natural Science	Choose two from: AT 101, AT 102, BL 101, BL 102, CH 201, CH 202, PC 131, PC 132	8
Oral Expression	CM 220, EN 271, OE 310, PR 310, TH 220, or TH 230	3
Social Science	Choose one class: 200-level or above in economics, geography, sociology, psychology or history; CM 203, CC 402	3
Physical Education +	Choose two PE activity courses	2
AA or AS requirement	AA students must select an additional humanities course	3
	AS students must select an additional mathematics course	
Electives	Choose ~6 credits of electives to bring total credits to 60	6
<b>Total Associate Degree General Education &amp; Elective Hours:</b>		<b>60</b>

\* All full-time students **must** be enrolled in BB 101 and EN 101 the first semester of enrollment and BB 102 and EN 102 the second semester of enrollment until they are successfully completed. Refer to "Required Courses Must Be Taken Until Successfully Completed" for more information.

\*\*All full-time students **must** be enrolled in either IS 102 or IS 200 the first semester of enrollment until successfully completed. IS 102 is for students with less than 12 hours of college credit obtained in a college setting (does not include AP classes or CLEP credits). IS 200 is for students who have attended another college and are transferring in at least 12 credit hours. Athletes that are forced to miss two or more days of IS 200 will need to drop and re-enroll the next semester.

+ Athletes may receive 1 credit per semester for full participation in designated college team sports (up to 2 credits total). Verification of participation must be provided by the team coach.

NOTE: Course numbering is specific to Montreat courses; transfer students will be given consideration based on a course-by-course evaluation of credit.

## **Special Programs**

### **Christian Environmental Studies Center (CESC)**

The Christian Environmental Studies Center (CESC) seeks to provide an information exchange between scientists and the Christian community, launching collaborative efforts that integrate Christian environmental organizations. These collaborative efforts may involve conference activities, course/workshop development, information services, curriculum development, and communication between organizations within the communities. Montreat College, uniquely placed among numerous Christian conference centers, additionally strives to prompt the integration of these services with collaborative efforts of the Scientific Environmental Christian Community. Montreat College seeks to host and/or formulate these collaborative efforts within the Southeast and across the nation.

### **Field-Based Wilderness courses**

Montreat College offers unique wilderness experiences, Discovery Wilderness Expedition and Wilderness Journey Practicums, which are open to any student. Course components may include backpacking, whitewater canoeing, rock climbing, route-finding, and a solo experience. Traveling in small groups, students experience the beauty and challenge of the wilderness while developing camping skills and learning backcountry navigation. Through this experience, students are encouraged to work together, develop an attitude of service, and gain an appreciation for the natural environment. Emphasis is placed on spiritual growth and Christian fellowship. These courses are offered at various times during summer and winter breaks.

Incoming new students may also participate in MCFOOT (Montreat College Freshmen Outdoor Orientation Trip) prior to the Fall semester. This trip allows incoming students to build relationships with fellow classmates as they hike, climb, and camp in the beautiful wilderness of the Southern Appalachian Mountains. Students spend time focusing on their relationship with God, others, themselves, and their natural surroundings as they journey in His creation. One PE course requirement will be waived for students who participate in this trip.

## **Certificate in Wilderness Leadership: Outdoor Education Immersion Semester**

Montreat College offers a certificate program in Wilderness Leadership which consists of a minimum of 15 hours of course work. This unique program is open to any current Montreat student or transfer interested in completing the certificate. Students are accepted by special application only. The program is housed on the Black Mountain Campus and combines an intentional community setting with specific leadership training. Courses include Leadership and Group Dynamics, Winter Outdoor Education, Outdoor Education Practicum, Field Natural History, Expedition Management, and at least one course from the following: Outdoor Programming and Leadership in Whitewater Canoeing, Kayaking or Rock Climbing. In addition to this course work students will complete a Wilderness First Responder and qualify for many of the competencies for the Wilderness Education Association Outdoor Leader Certification. Students are required to pay regular tuition, room and board fees, special course and certification fees. The Immersion Semester is currently offered in the spring semester of even years (2014, 2016, etc.)

### **McCALL**

Montreat College's Center for Adult Lifelong Learning (McCALL) is a community-directed effort to promote noncredit educational experiences on campus. Members of McCALL determine fees, curriculum, and course leaders. Course offerings occur during the College's academic semesters, and classes meet in available classrooms. In addition to educational opportunities, McCALL provides social activities for members, including teas, lecture series, and other cultural events. Lifelong learning, regardless of the format, is the central focus of the McCALL program.

### **Travel Seminars**

As an academic community, Montreat College seeks to provide students with a total educational experience that is international in scope and multicultural in perspective. In this regard, travels both at home and abroad, for credit and noncredit, are made available. Tours of a historical, biblical, and general interest nature are offered during semester breaks and the summer. These travel seminars are led by experienced faculty members and professional tour guides. Travel experiences are arranged in conjunction with the Office of Academic Affairs.

### **Young life**

Over the past decade, an exciting relationship with Young Life has developed at Montreat College that allows students to be involved with Young Life at a number of levels. Young Life staff helps design and teach academic courses within the Biblical, Religious, and Interdisciplinary Studies department that deal specifically with Young Life's philosophy of ministry and preparation for leadership.

## Study Abroad and Off-Campus Study Opportunities

### Opportunities in the Council for Christian Colleges and Universities (CCCU)

Because Montreat College is a member of a council of more than 95 private liberal arts Christian colleges and universities, a number of off-campus learning opportunities exist through the programs offered by the CCCU. For further information, contact the Assistant Director of the Office of Records for Database Audits and Advising at Montreat College; the Council for Christian Colleges and Universities, 329 Eighth Street NE, Washington, D.C. 20002, Phone: 202-546-8713, Fax: 202-546-8913; or consult the CCCU website ([www.bestsemester.com](http://www.bestsemester.com)).

- Participation in the off-campus studies programs requires the approval of the Associate Dean of Academics.
- Students are encouraged to participate prior to their last semester, and the program is typically limited to juniors and seniors who show serious Christian commitment and a strong academic record.
- Continuing Montreat College degree seeking students should file a FAFSA to be eligible for federal and state awards and loans if applicable. However, no Montreat College funds/scholarships will be awarded. Students will not be eligible for College work-study or any aid that ordinarily requires on-campus participation and effort.
- Students will pay the College, which in turn will be billed by the Council for Christian Colleges and Universities. The College is responsible for ensuring payment of fees, with the exception of the \$100 application fee, which is paid directly to the Council by the student. The College will charge a \$100 administrative fee in addition to the CCCU charges.
- All academic credit will be issued from Montreat College. Whether credit may be applied toward a major will be a decision made by the academic department of the major. Students will be considered enrolled at the College at an extension campus.
- Students will act at all times as representatives of Montreat College and will comply with the behavioral code of the program.

### **American Studies Program (ASP)**

Founded in 1976, the American Studies Program has served hundreds of students from Council member institutions as a “Washington, D.C., campus.” ASP uses Washington as a stimulating educational laboratory where students gain hands-on experience with an internship in their chosen field and explore pressing national and international issues in public policy seminars which are issue-oriented, interdisciplinary, and led by ASP faculty and Washington professionals. Internships are tailored to fit talents and aspirations and are available in a wide range of fields. ASP bridges classroom and marketplace, combining biblical reflection, policy analysis, and real-world experience via on-the-job learning that helps students build for their future and gain perspective on God’s call for their lives. Students choose between a global development or public policy track and earn 15-16 semester hours of credit.

### **Australian Studies Program (ASP)**

Students attend Wesley Institute, a dynamic evangelical Christian community or people from a variety of vocations, locations, churches, languages and cultures. Enrolling in a course of study involves a commitment to personal development through study and fellowship with others who share a common goal: being equipped to undertake ministry opportunities in all aspects of life. All students enrolled in the Australian Studies Program take a course in Australian religion, politics, and economics and a course focusing on Australian indigenous cultures and choose two additional courses from a variety of other areas including Christian Studies, Business, Ministries, Social Science, Education, History, English, or Drama.. Students earn 16 semester hours of credit.

### **China Studies Program (CSP)**

The China Studies Program allows students to engage this large and intriguing country from the inside. While living and experiencing Chinese civilization firsthand, students participate in seminar courses on the historical, cultural, religious, geographical, and economic realities of this strategic and populous nation. In addition to the study of standard Chinese, opportunities will be given to assist Chinese students in learning English or working in an orphanage, allowing for one-on-one interaction. The program seeks to introduce students to the diversity of China, including Beijing, Shanghai, and Xi’an. This interdisciplinary, cross-cultural program of study enables Christian students to deal with this increasingly important part of the world in an informed, Christ-centered way. Students earn 15-18 semester hours of credit.

### **Contemporary Music Center (CMC)**

The Contemporary Music Center is based in Nashville, Tennessee, and offers students the opportunity to spend a semester studying, living, and working with faculty, music industry experts, and other students who share an interest in making and marketing contemporary music. The program is designed especially for students considering a career as a musician, songwriter, producer, engineer, artist manager, booking agent, A and R director, marketing executive, music publisher, concert promoter, or entertainment industry entrepreneur. In addition to core courses investigating the music industry and the intersection of faith and culture, students can choose between the artist track, business track, or technical track. Students who elect to take the artist track will use their time outside of the formal classroom setting to create a portfolio of original songs, make demo recordings, and develop a compelling live concert presentation. Business track students will work with the artists in career direction and management; recording contract negotiations; planning, budgeting, and producing artist demo sessions; and creating and executing a record marketing and sales plan. Students on the technical track will develop advanced audio engineering and recording skills. All students will participate in a culminating concert tour practicum. Students will earn 16 semester hours of credit.

### **India Studies Program (ISP)**

The India Studies Program is offered from Coimbatore in the state of Tamil Nadu and known for its flourishing textile industry. The program structure provides students with three-weeks of travel for exposure to the diversity of India and the option to complete a field experience in a local community. Coursework gives a broad overview of the historical, religious, geographic, and economic landscape of India, as well as the opportunity to explore a variety of issues—poverty, social justice, rapid social change, religious pluralism—through the eyes of Indian Christians. Students earn 16 semester hours of credit.

### **Latin American Studies Program (LASP)**

Students of Council member colleges have the opportunity to live and learn in Costa Rica through the Latin American Studies Program. The program introduces students to as wide a range of Latin American experiences as possible through the study of the language, literature, culture, politics, history, economics, ecology, and religion of the region. Living with a Costa Rican family, students experience and become a part of the day-to-day lives of typical Latin Americans. Students also participate in a service opportunity and travel to Nicaragua for another two-week homestay. Students participate in one of four concentrations: Latin American Studies (offered both fall and spring semesters); Advanced Language and Literature (limited to Spanish majors and offered both fall and spring terms); International Business and Management (offered only in the fall semester); and Environmental Science (offered only in the spring semester). Students in all concentrations earn 16-18 semester hours of credit.

### **Los Angeles Film Studies Center (LAFSC)**

The Los Angeles Film Studies Center is designed to train students of Council member institutions to serve in various aspects of the film industry with both professional skill and Christian integrity. Students live, learn and work in the Los Angeles area near major studios. The curriculum consists of two required seminars focusing on the role of film in culture and the relationship of faith to work in this very important industry. In addition, students choose two elective courses from several offerings in film studies. Internships in various segments of the film industry provide students with hands-on experience. The combination of the internship and seminars allow students to explore the film industry within a Christian context and from a liberal arts perspective. Students earn 16 semester hours of credit.

### **Middle East Studies Program (MESP)**

The Middle East Studies Program, based in Jerusalem, allows Council students to explore and interact with the complex and strategic world of the modern Middle East. The interdisciplinary seminars give students the opportunity to explore the diverse religious, social, cultural and political traditions of Middle Eastern people. In addition to seminars, students study the Arabic language, experience a week-long homestay, and work as volunteers with various organizations in Jerusalem. Through travel to Egypt, Palestine, Jordan, Tunisia and Turkey, students are exposed to the diversity and dynamism of the region. The MESP encourages and equips students to relate to the Muslim world in an informed, constructive, and Christ-centered manner at a time of tension and change. Students earn 16 semester hours of credit.



### **Oxford Summer Programme (OSP)**

This five-week program, taken for six credits, allows students to do intensive scholarship in areas that interest them, while exploring the relationship between Christianity and the development of the British Isles. Each student participates in two seminars with tutorials, under expert Oxford academics, and a lecture series involving field trips to sites of historical interest that are related to the work undertaken in the seminars.

### **The Scholars' Semester at Wycliffe Hall, Oxford University**

The Scholars' Semester takes students to Oxford, England, the academic home of such notables as John Wycliffe, Erasmus, John Donne, John and Charles Wesley, C. S. Lewis, and J. R. R. Tolkien. The program centers on a CCCU-organized British Studies core course and an integrative seminar in which students meet together to discuss and debate critical and timely issues. In addition, they enroll in two tutorials—the unique learning system of Oxford University, with sessions in their selected areas of interest led by Oxford scholars. The CCCU's partnership with Wycliffe Hall, Oxford provides special benefits to students. Participants are granted visiting student status and are fully matriculated members of Oxford University. As members of the university, students are able to join a collegiate athletic team; be a part of drama, music, or fencing clubs; participate in the Junior Common Room; attend university lectures; and take in debates at the world-famous Oxford Union. Students live in an environment emphasizing integrity and community. Pastoral care and student development are overseen by experienced CCCU staff. Students in this program can earn up to 17 semester hours of credit. This program is for upper class students with a grade point average of 3.5 or higher.

### **Uganda Studies Program (USP)**

The Uganda Studies Program offers an invaluable opportunity for students to understand and participate in Ugandan culture. Students may live with a Ugandan family or a residence hall at Uganda Christian University and can choose from courses in African literature, history, religion, and politics. Electives allow participants to study an African language or engage in a cross-cultural ministry practicum. Students will take weekend trips throughout Uganda and a 10-day excursion to Rwanda and will earn 13-16 credits for the semester.

## Other Off-Campus Study Opportunities

Montreat students have the opportunity to participate in the following approved study abroad or off-campus study programs sponsored by other institutions. See the guidelines for all off-campus study programs for more information.

### Au Sable Institute

As part of a partnership with CCCU institutions, Montreat College students can take a number of 4-credit Biology or Environmental Studies courses at Au Sable Institute for credit at Montreat. Courses, dates, and locations include:

- “Ecology of the Indian Tropics” during the late December-early January term in India
- “Tropical Agriculture and Missions” during May Term in Costa Rica
- “Field Biology in Spring” during May Term on the shores of the Great Lakes in Michigan
- Courses in aquatic biology, conservation biology, field botany, animal ecology, land resources, molecular tools for field biologists, and research methods during the Summer I term in Michigan
- Courses in water resources, restoration ecology, environmental chemistry, watershed stewardship, wildlife ecology, and research methods II during Summer II term in Michigan.
- Courses in environmental health, ecological agriculture, marine biology, international development and sustainability, marine mammals, and alpine ecology during Summer II term on the Puget Sound in Washington State.

The Institute provides generous financial aid and room and board at all instructional sites. For more information, visit [www.ausable.org](http://www.ausable.org).

### EduVenture

EduVenture is a cross-cultural educational program that challenges Christian college students to grow in active faith through discipleship, academics, adventure, and community. EduVenture employs an educational philosophy that emphasizes guided experiential learning, yet combines both traditional and non-traditional approaches. Five core courses (15 credit hours) may be taken at either one of two sites, one in Fiji and one in Indonesia: Spiritual Formation, PE /Outdoor Education, Community Development, Cross-Cultural Communications, and Applied Missions. An additional 3 credit hours may be earned through an optional independent or guided study in Cultural Anthropology, with a concentration on Ethnography. For more information, visit [www.eduventure.net](http://www.eduventure.net).

## **Hannam University Programs**

Through a partnership with Hannam University in South Korea, Montreat College students may earn credits at the University for discounted and sometimes free tuition. During the summer semester, students may earn 3 humanities or elective credits in the three-week Korea Studies Summer Program while learning about Korean culture (music, art, film, cuisine, fashion, architecture, and religion), history, language, martial arts, and technology and seeing the sights of South Korea. During the academic year, Montreat students may study at Hannam for one semester or a full year and earn academic credit for a wide variety of courses. For more information, contact the Associate Academic Dean or email the Center for International Relations at Hannam University at [cir@hannam.ac.kr](mailto:cir@hannam.ac.kr).

### **Leadership and Discipleship in the Wilderness (LDW)**

LDW is a wilderness leadership course offered by the Outdoor Leadership Team of the Coalition for Christian Outreach for learners who desire to grow in the areas of leadership development and discipleship to college students using wilderness as the context for ministry. The program uses the Leave No Trace outdoor ethics curriculum and the Wilderness Education Association (WEA) curriculum, which is designed to develop hard skills, judgment and decision-making and situational leadership principles. LDW is a unique leadership development experience rooted in six areas of discovery for the participants: spiritual disciplines, community, leadership, knowing, servant hood/Christ-likeness and outdoor living skills.

### **Summit Adventure: Immersion Service and Adventure Semester (ISAS)**

As an alternative to the OE Immersion Semester, Summit Adventure and Montreat College partner in this challenging 17-credit immersion program. If enrolled, students spend two to three weeks backpacking through California's High Sierra. For six to seven weeks students are housed at Summit Adventure's Basecamp where students delve deeply into a variety of subject areas. In addition, students participate in service and adventure-based learning during five to six weeks in Ecuador, putting into practice internationally all that was learned stateside. ISAS Courses may include IS 302, OE 306, CC301, CE401 OE 191, OE 192, OE 312 and OE 313. For more information, visit [www.summitadventure.com](http://www.summitadventure.com) or contact the Outdoor Education Department.

### **Study Program In Contemporary Europe (SPICE)**

Through the College's partnership with Dordt College, students have the opportunity to earn 16 credits in a spring semester for study in one of four tracks: International Business, Western European Culture, Nursing, or Education. Students live with families in Zwolle, Netherlands, and have many opportunities to interact with Dutch and Romanian students and explore how their faith affects their relationships with persons from other countries. For more information contact the Associate Academic Dean or visit [www.dordt.edu/spice](http://www.dordt.edu/spice).

### **Studies Program in Nicaragua (SPIN)**

SPIN is a fall semester academic and cultural opportunity offered through the College's partnership with Dordt College. Students will live with host families in Leon and have opportunities to interact with other Nicaraguans as they earn 16 credits studying the Spanish language, Nicaraguan/Central American worldviews, culture, history, and contemporary society, and engage in service learning. Electives include options for specialized study in Spanish language, Nicaraguan Studies, or Agriculture in the Developing World. For more information contact the Associate Academic Dean or visit [www.dordt.edu/spin](http://www.dordt.edu/spin).

### **Irish-American Scholars Program**

Through Montreat College's participation in the Association of Presbyterian Colleges and Universities Business Education Initiative, the College may send up to three students per year to study for one semester or a full year in Northern Ireland. Programs of study include business, computing, performing arts, communication, and teacher education. Application deadline: February 1 for the following year. For more information, contact the Associate Academic Dean.

### **Veritas**

Students who study on a Veritas program will have opportunities to work with local missionaries in Argentina, Brazil, Chile, Peru, Costa Rica, Dominican Republic, Spain, South Korea, London, Paris, or Rome, while they earn college credit toward their degree. Serving others in the host culture for a semester or summer program will enhance the immersion experience and give students a broader understanding of the joys and challenges of cross-cultural missions beyond the experience of a short-term mission trip. Veritas Christian Study Abroad is an affiliate company of International Studies Abroad (ISA), which for 25 years has been providing high quality academic programs. Veritas utilizes the experience and infrastructure of ISA to create study abroad programs for students interested in integrating faith and learning. Students take one Veritas course and then choose from a wide selection of courses taught at the host university in each city, either in English or in the language of the host country. The program is offered in fall, spring and summer semesters. For more information visit [www.veritasabroad.com](http://www.veritasabroad.com).

## **Academic Support Services**

### **Academic Assistance for Students with Special Learning Needs**

Students with special learning needs are urged to contact the Director of Counseling as soon as they arrive on campus. The Student Success Team can assist these students in identifying any needed accommodations, in acquiring a tutor, or in gaining smooth access to other support services. Under the Americans with Disabilities Act (ADA), the student must take the initiative to request any special accommodations and must do so in writing. The Student Success Team is available to talk with students and parents about reasonable accommodations as well as resources available at the College for students with special learning needs. The Student Success Team remains a resource for these students throughout their time at Montreat College.

### **Tutoring**

The tutoring program is organized to assist students of all scholastic levels in reaching their academic goals and is coordinated by the Student Success Team, through the Academic Affairs Office. The services offered by the program include assistance in locating a private tutor, if needed; accountability conferences to assist students in planning for academic improvement; and study skills counseling and resources which include note-taking, time management, and test-taking strategies.

### **Writing Center**

Students are encouraged to take advantage of the resources provided by the Writing Center, located on the first floor of Bell Library and also available on the Web ([www.montreat.edu/writing](http://www.montreat.edu/writing)). Student writing consultants are trained to assist students in developing strategies for specific college papers and in shaping strong written arguments. They also aid students in mastering grammar and punctuation, understanding research techniques, and in tackling related writing tasks. Writing consultants are available throughout the academic year; electronic and phone consultations are also available (see the website for more information).

## **L. Nelson Bell Library**

The library is an integral part of the College's academic program. The librarians, collection, resources and services support the educational program and research needs of the faculty and students at all campuses. The library serves faculty and students in the School of Arts and Sciences and the School of Professional and Adult Studies.

Services include access to numerous databases and e-book collections, research assistance, library instruction, and interlibrary loan. Librarians work closely with faculty to offer multimodal instruction to individual classes. Librarians are available for research consultations, to assist students in locating information from a wide variety of formats for research purposes and in the use of electronic resources. Faculty and students can access the library's databases from any location and search an extensive range of scholarly journals. The Appalachian College Association Bowen Central Library and NC LIVE provide Montreat College with access to thousands of ebooks, streaming videos, and online resources to support all degree programs.

The building is equipped with wireless access and study and research areas for individual and group work, as well as an active learning classroom equipped with technological learning tools. The library facility also houses a computer lab, Writing Center, college archives, art gallery, and classroom.

Special collections include the memorabilia of Dr. L. Nelson Bell, the Crosby Adams Music Collection, Montreat College historical materials, and Terry Estate papers.

## Academic Computing Support Services

Montreat College is served by a Microsoft Windows network that utilizes a fiber optic backbone, linking most campus buildings, and a wide area network linking the Montreat, Black Mountain, Asheville, and Charlotte campuses. High-speed hardwire connections, which provide access to the campus network and to the internet, are available to all residential students for a small setup fee. Wireless internet access is also available in each dorm lobby. All students receive a free email address.

Computer labs consisting of desktop computers with connections to the Internet are available in the Belk 24 hour Lounge and the Bell Library Community Training Facility. Internet access is also available in the library facilities at the Asheville and Charlotte campuses. Various academic departments have other facilities available including Macintosh computers and department-specific software.

The College hosts a World Wide Web home page at [www.montreat.edu](http://www.montreat.edu). Visitors can access information about the College and campus life. They can look at faculty home pages and request information about courses. Students can access assignments, schedules, and other course information online. Alumni can visit the page and see what is happening at Montreat College, as well as keep in touch with other alumni. Prospective students can request more information, including an application by email from [admissions@montreat.edu](mailto:admissions@montreat.edu).

# Course Descriptions for the School of Arts and Sciences

## Undergraduate

### Course Numbering System and Abbreviations

The first digit of the course number generally indicates the level of the course, i.e. 100 = freshman, 200 = sophomore, 300 = junior, 400 = senior. The number in parentheses after the course title provides the credit in semester hours.

Courses numbered 100 and 200 are open to all students; 300-level courses are normally open to sophomores, juniors, and seniors; 400-level courses are open to juniors and seniors.

The following list of abbreviations is used for academic subjects:

<b>AR</b>	Art	<b>HU</b>	Human Services
<b>AS</b>	American Studies	<b>IS</b>	Interdisciplinary Studies
<b>AT</b>	Astronomy	<b>MT</b>	Mathematics
<b>BB</b>	Bible and Religion	<b>MS</b>	Music
<b>BL</b>	Biology	<b>OE</b>	Outdoor Education
<b>BS</b>	Business Administration	<b>OM</b>	Outdoor Ministry
<b>CH</b>	Chemistry	<b>PH</b>	Philosophy
<b>CM</b>	Communication	<b>PE</b>	Physical Education
<b>CS</b>	Computer Studies	<b>PC</b>	Physics
<b>CC</b>	Cross-Cultural Studies and Missions	<b>PR</b>	Preaching
<b>EN</b>	English	<b>PY</b>	Psychology
<b>ES</b>	Environmental Studies	<b>SC</b>	Sociology
<b>EX</b>	Exercise Science	<b>SP</b>	Spanish
<b>GG</b>	Geography	<b>SM</b>	Sport Management
<b>GR</b>	Greek	<b>TH</b>	Theatre
<b>HL</b>	Health	<b>WA</b>	Worship Art
<b>HB</b>	Hebrew	<b>YM</b>	Youth and Family Ministries
<b>HS</b>	History		

Courses designated by hyphenated numbers (101-102) or by numbers separated by commas (101, 102) continue throughout the year. Use of the hyphen indicates that the course must be taken in the listed sequence.

Not every course listed in the Catalog will be offered each year. The College publishes a listing of courses to be offered each semester.



## AMERICAN STUDIES (AS)

### **AS 401 American Studies (3)**

This seminar is designed to help students to see America through the eyes of the global community, providing insights into and an analysis of the way America is viewed throughout the world.

## ART (AR)

### **AR 101 Survey of Art I (3)**

A survey of painting, sculpture, architecture, and the minor arts of Western and non-Western cultures from ancient times to the thirteenth century.

### **AR 102 Survey of Art II (3)**

A survey of painting, sculpture, architecture, and the minor arts of Western and non-Western cultures from the thirteenth century to the present.

### **AR 241 Drawing I (3)**

A studio course emphasizing the fundamentals of drawing and composition through a variety of tools, materials, and techniques.

### **AR 245 Principles of Design (3)**

A foundation course presenting the elements and organizational principles of visual design applied to pictorial composition and graphic arts.

### **AR 341 Drawing II (3)**

An advanced studio drawing course emphasizing understanding and illustration of the human form.

### **AR 342 Painting (3)**

A studio course for observing and interpreting the natural world and/or still-life to create works of art through painting, both on location and within the studio.

### **AR 344 Sculpture (3)**

A studio course developing three-dimensional forms through earthenware clay sculpture techniques.

### **AR/CM 349 Graphics & Photojournalism (3)**

This course explores the theoretical and practical aspects of choosing, creating, & composing photographic images for graphic arts and journalism. Students will explore an historical overview of photography to critically evaluate the visual rhetoric of images in popular culture and journalism. Students will create effective images for a series of graphic arts and journalism projects. Cross listed with CM 349.

### **AR 404 Exhibition (3)**

An independent studio course, supervised by the art department, through which the student must prepare and document a final exhibition of personal artwork/research. *Prerequisites: Art 101 or 102, 241, 244, 245, 246, or permission of professor.*

### **AR 461 Seminar in Studio Art (3)**

An advanced visual art studio course of study, varied by medium, objective, and faculty, to present unique techniques and aesthetic philosophies. May be repeated once as content varies. Up to three hours can be applied to an Art minor studio course (drawing, photography, sculpture), and up to six hours toward overall graduation requirements.

### **AR 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

## **ASTRONOMY (AT)**

### **AT 101      The Solar System (4)**

This course will explore the historical foundations of astronomy, the laws of Newton and Kepler, the planets and their moons, and the smaller objects in the solar system. Three hours of lecture and two hours of lab per week.

### **AT 102      Stars and Galaxies (4)**

This course will explore the means by which we learn about stars and galaxies. Stellar and galactic life cycles and the origin and structure of the universe will be considered. Three hours of lecture and two hours of lab per week.

## **BIBLE AND RELIGION (BB)**

### **BB 101      Survey of the Old Testament (3)**

This course introduces the student to the tools and background necessary for understanding, interpreting, and applying the Old Testament to contemporary life. Furthermore, the course prepares the student to discuss intelligently the factual material in the Old Testament and to make clear critical judgments regarding the validity of various interpretations of the Old Testament. Required of all full-time students in the first semester

### **BB 102      Survey of the New Testament (3)**

An introduction to the tools and background necessary for understanding, interpreting, and applying the New Testament to contemporary life, designed to prepare students to intelligently discuss the factual material in the New Testament and to make clear critical judgments regarding the validity of various interpretations of the New Testament. Required of all full-time students in the second semester.

### **BB 201      Old Testament Theology (3)**

An in-depth study of Old Testament themes with a view to their relevance for Christian theology, worship, and ethics. These include God's self-revelation, creation, covenant/kingdom, fall, law, worship, prophecy, and hope. The course will include an introduction to proper exegetical, hermeneutical, and theological method. This course may be taken in lieu of Bible and Religion 101 with the permission of the department chair.

### **BB 202      New Testament Theology (3)**

An introduction to the major themes of New Testament theology and their specific relevance for Christian theology, worship, and ethics. These include: the Kingdom of God, justification, sanctification, and Pauline theology. This course may be taken in lieu of BB 102 with permission of the department chair.

### **BB 208      Gospels (3)**

A study of the broad outlines of the life of Jesus and the Gospel literature of the New Testament. The course will examine the distinguishing theological interests of the gospel accounts, drawing particular attention to the similarities and differences between the Synoptic Gospels and the Gospel of John.

### **BB 209      Epistles (3)**

A study of the broad outlines of the epistolary literature of the New Testament. The course will examine the distinguishing theological interests of the Epistles, especially the dominant motifs conveyed in the apostolic epistolary addresses to the earliest churches.

**BB 207, 307 English Bible (1-3)**

Demonstration of inductive Bible study methods and treatment of a particular book or books of the Old and New Testaments based on the English text. Additional work will be required for those seeking upper division credit. May be repeated for credit as the book(s) under consideration change.

**BB 211 Christian Doctrine (3)**

A basic study of the major doctrines of the Christian faith and their application to contemporary thought and life. Includes studies in revelation, authority, the existence and nature of God, the person and work of Christ, the Holy Spirit, the Church, man, and Christian ethics.

**BB 302 Romans (3)**

An intensive study of the letter and its setting in Paul's ministry. The course also treats the biblical theology developed in the letter. (*Offered alternate years.*)

**BB 303 Prophetic Literature of the Old Testament (3)**

A comprehensive study of the Hebrew prophets interpreted in light of their context. (*Offered alternate years.*)

**BB 305 Biblical Interpretation (3)**

A study of the history, problems and methods of biblical interpretation, including a study of biblical-theological themes of the Old and New Testaments. (*Offered alternate years.*)

**BB 306 World Religions (3)**

This class will offer a survey of contemporary world religions and attempt to compare the worldview of these religious systems with a biblical worldview. Students will be equipped to converse with followers of these religions and to make clear comparisons between their beliefs and a biblical worldview.

**BB 308 Apocalyptic Literature (3)**

A survey of the history, development, and interpretation of biblical Apocalyptic literature with special emphasis on Daniel and the Revelation of John. (*Offered alternate years.*)

**BB 351 Biblical Studies Abroad (1-6)**

Selected biblical topics or books - authors, historical developments, theological themes, missionary movements - with emphasis on their geographical and cultural settings associated with the biblical literature. Residence abroad. Normally offered during the summer session. (*Offered on demand.*)

**BB 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**BB 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**BB 491 Senior Thesis (3)**

Students will develop an extensive paper under the direction of a faculty member that demonstrates their ability to do senior-level research and writing on a specialized topic in biblical studies or theology. A committee consisting of the course professor, another member of the division, and one member chosen by the student will evaluate and grade the thesis.

## BIOLOGY (BL)

### **BL 101,102 Survey of Biological Principles I, II (4, 4)**

General introductory study stressing principles common to all living organisms: their structure, function, basic chemical and physical properties, inheritance, evolution, and ecology. Three hours of lecture and two hours of lab per week.

### **BL 103,104 Advanced Survey of Biological Principles I, II (4, 4)**

General introductory study stressing principles common to all living organisms: their structure, function, basic chemical and physical properties, inheritance, evolution, and ecology. Three hours of lecture and two hours of lab per week. The advanced biology course will have more in-depth coverage of all topics in lecture, and more challenging inquiry-based laboratory activities.

### **BL 205 Animal Diversity & Ecology (4)**

Lectures deal with taxonomy, morphology, ecology, and relationships of principal vertebrate groups. Laboratories treat ecology, population biology identification and morphology, with emphasis on local forms. Three hours of lecture and three hours of lab per week. *Pre-requisites: BL 101,102.*

### **BL 206 Human Anatomy and Physiology I (4)**

An introduction to basic concepts of biology and the in-depth anatomy and physiology of the skeletal and muscular systems with additional overviews of human respiratory, cardiovascular and nervous system anatomy and physiology for health sciences students. The laboratory portion emphasizes the scientific method, involving observation, experimentation, data analysis and critical thinking, as applied in the study of human anatomy and physiology. *Pre-requisites: BL 101, BL 102.*

### **BL 207 Human Anatomy and Physiology II (4)**

An introduction to the anatomy and physiology of the nervous, digestive, respiratory, cardiovascular, immune, renal, reproductive, and endocrine systems for health sciences students. The laboratory portion emphasizes the scientific method, involving observation, experimentation, data analysis and critical thinking, as applied in the study of human anatomy and physiology. *Pre-requisite: BL 206.*

### **BL 215 Plant Diversity & Ecology (4)**

Taxonomy and ecology of indigenous flora with concentration upon vascular plants. An introduction to plant structure, function, and systems will be included. The development of a collection and the use of an herbarium will be integrated into this program's effort to survey the natural surroundings of the college. One and one-half hours lecture, one and one-half hours lab per week. *Pre-requisite: BL 101,102 or permission of professor.*

### **BL 220 Medical Terminology (1)**

This on-line course is designed to introduce students to medical terminology commonly used in a variety of health care fields. Emphasis is placed on prefixes, suffixes, and building and analyzing medical terms.

### **BL 301 Biometrics (3)**

The application of statistical methods in the biological sciences. Topics include experimental design, sampling techniques, and data analysis techniques including regression analysis and analysis of variance and covariance.

### **BL 311 Plant Physiology (3)**

Focusing on the mechanisms regulating the growth and development of higher plants, topics include photosynthesis, mineral nutrition, water relations, stress physiology, and growth regulators. *Pre-requisites: BL 101,102 and ES 206, or permission of professor.*

**BL 315 Cell Biology (4)**

Structure and physiology of cells with an emphasis on the homeostasis of molecular processes and how cellular functions are integrated in multicellular organisms. Three hours lecture and 4 hours laboratory. *Pre-requisites: BL 101 and BL 102 or permission of professor.*

**BL/ES 340 Research Methods (3)**

Participation in faculty-supervised independent research project. Involves a literature review, data collection and analysis, the completion of a written research paper, and an oral presentation. *Pre-requisite: MT 114 or BL 301; Junior standing or permission of professor.*

**BL 401 Genetics (3)**

Molecular, Mendelian, and population principles will be developed with the inclusion of an introduction to modern experimental techniques. The course will also explore the application of Christian values to ethical issues related to genetics. *Pre-requisite: BL 101,102 or permission of professor. (Offered spring semester, even-numbered years.)*

**BL 404 Microbiology (3)**

Fundamental concepts, biochemistry, and applied aspects of microbiology with a review of current analysis techniques emerging from the field of microbiology. Topics include microbial structure, physiology, genetics, growth, control, and reproduction integrated with selected topics of applied microbiology within the medical, environmental, and industrial fields. Three hours lecture. *Pre-requisites: CH 320 or permission of professor.*

**BL 406 Conservation Biology (3)**

This course studies an emerging discipline that encompasses the study and conservation of the earth's biodiversity. Topics include population biology, ecology, and conservation of the diversity of species that cohabit the living world. It also examines how theories are used in habitat management practices. Current issues and case studies are used as examples. *Pre-requisites: BL 101-102 and ES 301.*

**BL 415 Biochemistry/Toxicology (3)**

Application and integration of biochemical processes to the functioning of whole organisms. Toxicological emphasis will be related to medical and environmental concerns. *Pre-requisites: ES 206, CH 201-202 and recommend CH 320-321 or permission of professor. (Offered on demand.)*

**BL 421 Contemporary Biological Investigations (3)**

Exploration of contemporary topics through applied research in Animal Physiology, Microbiology, Genetics, and Biochemistry culminating in a senior biology research project. Three hours and an occasional additional hour for senior project development. *Prerequisites: A background in Cell Biology, Genetics, Biochemistry, and some experience in biological research techniques and investigation, or permission of professor.*

**BL/ES 440 Senior Project or Internship (honors option) (3)**

Students are responsible for a project/internship design and proposal. Employment is pursued through a student job search. This project is typically developed during the junior year, employment is during the summer, and the final project presented during the senior year. A research-based project may be considered for honors recognition. All proposals and evaluation of projects will be approved through the Environmental Studies Review Committee.

**BL 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisite: Permission of department chair.*

**BL 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**BUSINESS ADMINISTRATION (BS)**

**BS 101 Introduction to Business (3)**



A survey course that introduces students to the fundamentals of business with particular attention given to the historical and economic foundations of our capitalistic system; the global marketplace; social and legal environments; human resources; marketing; management information systems; and financial management. *(Offered each semester.)*

**BS 201 Principles of Accounting I (3)**

Proprietary-based treatment of the accounting cycle, financial statements, merchandising, cash receivables, payables, inventories, plant property and equipment, payroll, accepted accounting principles and partnerships. *Pre- or Co-requisite: BS 101. (Offered fall semester.)*

**BS 202 Principles of Accounting II (3)**

Treatment of corporations, investment, consolidated statements, tax impact on decision, statement analysis, changes in financial position, responsibility account, manufacturing, cost process job order, and standard. *Pre- or Co-requisite: BS 201. (Offered spring semester.)*

**BS 203 Macroeconomics (3)**

A study of modern explanations of national income and employment. The course will give special emphasis to the American economy, its production, inter-relationships of households, business, and government, nature and function of money, monetary and fiscal policy, and public finance. *Pre- or Co-requisite: BS 101. (Offered fall semesters.)*

**BS 204 Microeconomics (3)**

A study of price theory and the interplay of supply and demand in competitive markets as a multitude of individual prices, wage rates, profit margins, and rental changes are created. *Pre- or Co-requisite: BS 101. (Offered spring semester.)*

**BS 209 Principles of Management (3)**

An introductory course to management structured around the basic management functions of planning, organizing, leading, and controlling. The course explores the functions of the management process in for-profit and not-for-profit organizations, large and small. Special topics include: globalization, quality, competitiveness, teamwork, ethics, and entrepreneurship. *Pre- or Co-requisite: BS 101. (Offered each spring.)*

**BS 214 Quantitative Methods (3)**

Models for decision-making for marketing, finance, accounting, production and operations management, parametric and nonparametric statistics. An introduction to simple regression models, constrained and unconstrained optimization, and other techniques. *Pre-requisite: MT 114. (Offered each fall.)*

**BS 230 Principles of Marketing (3)**

An introductory study of the marketing process with a background in the elements of the marketing mix, product distribution structure, price system, and promotional activities. The importance of customer orientation is stressed. *Pre- or Co-requisite: BS 101. (Offered each fall.)*

**BS 301 International Finance (3)**

This course exposes the student to the techniques of financial management unique to a multinational enterprise. Students also learn the basics of the macroeconomic and financial environments within which the multinational firm must function. Foreign exchange management is emphasized. Specific topics include—the International Monetary System and the Balance of Payments, International Bond, Equity and Money markets, Futures & Options on Foreign Exchange, Currency Swaps, Exposure Management, International Capital Structure, Capital Budgeting and Short-term financial management. *Pre-requisite: BS 203, 204 and MT 114 (Offered fall semesters, odd years)*

**BS 303 Human Resource Management (3)**

A course exploring the management of human resources to help companies meet competitive challenges. Included are discussions of global, quality, social and technological challenges facing United States businesses and the role of human resource management. Current practices and research on motivating, training, and supporting people will be examined. *Pre- or Co-requisite: BS 209. (Offered spring semester, even-numbered years.)*

**BS 304 Labor-Management Relations (3)**

A study of the history and development of labor relations, structure of union organizations, and process of collective bargaining negotiations and contract administration. With declining union membership over the last ten years, special emphasis is placed on employee relations in nonunion organizations. Contemporary issues include public sector and international labor relations. *Pre- or Co-requisite: BS 209 or permission of professor. (Offered fall semesters, even-numbered years.)*

**BS 306 Corporate Finance (3)**

Study of financial functions of a business enterprise conducted from the standpoint of the financial manager. Emphasis on analysis, planning and control, working capital management, capital budgeting, long-term financing, financial structure and valuation, and required rate of return. *Pre-requisite: MT 114; pre- or Co-requisite: BS 202. (Offered each spring.)*

**BS 307 Organizational Behavior (3)**

This course examines the development and maintenance of organizational effectiveness in terms of environmental effects, improving motivation, behavior modification, systems aspects, communications, structure, and the dynamics of problem solving, goal setting, team building, conflict resolution, and leadership. *Pre- or Co-requisite: BS 209. (Offered fall semesters, odd-numbered years.)*

**BS 308 Servant Leadership (3)**

A study of the concept of servant leadership and its applicability to today's business environment. Students will examine leadership characteristics and strategies of the Great Teacher, Jesus Christ, and compare them to historical and current models for leadership including Nehemiah, Gandhi, Greenleaf, Deming, Covey, and others. *Pre-requisite: BS 101; pre- or Co-requisite: BS 209; or permission of professor. (Offered fall semesters, odd-numbered years.)*

**BS 309 Business Ethics (3)**

This course includes an analysis of business policies and practices with respect to their social and moral impact. It raises basic questions on moral reasoning and the morality of economic systems, both nationally and internationally. It also examines the impact of governmental regulations on corporate behavior, and the ethical relationships between the corporation and the public. *Pre-requisite: BS 101. (Offered each fall.)*

**BS 310 Total Quality Management (3)**

An overview of the philosophy and tools of total quality management beginning with a study of W. Edwards Deming's Theory of Profound Knowledge. Students will be actively involved in team-building exercises employing statistical tools and techniques for innovation while solving real-world productivity problems. *Pre- or Co-requisite: MT 114 and BS 209 or permission of professor. (Offered fall semesters, even-numbered years.)*

**BS 312 Business and the Legal Environment (3)**

An introduction to the fundamentals of law in which managers manage and entrepreneurs conduct business. A basic understanding of court procedures, legal contacts and related components, contractual capacity issues, and the application of this information to the business environment will be provided through interactive class discussion. Students will also be exposed to issues relating to sales, warranties, agency, employee rights, and the legal forms of business ownership in order to strengthen their decision-making skills. *Pre- or Co-requisite: BS 101. (Offered each spring.)*

**BS 313 Production/Operations Management (3)**

A study of the management of the production functions of a manufacturing business to include world-class production theory. The course will include the study of forecasting, location analysis, allocating resources, designing products and services, scheduling activities, and assuring quality of outputs. *Pre-requisite: MT 114; pre- or co-requisite: BS 214. (Offered spring semesters, even-numbered years.)*

**BS 320 International Business (3)**

A study of the approach to doing business in other nations and cultures. The influences of political systems, competition, economic systems, social, legal, and technology environments on the main business functions (marketing, production, finance) and business effectiveness will be examined. *Pre- or Co-requisite: BS 101. (Offered fall semesters, odd-numbered years.)*

**BS 331 Sales Administration (3)**

A course on the professional, ethical, needs-based, non-manipulative, low-pressure, consultative approach to sales. Theories of selling, communicating, time management, and the relationship of sales to marketing and promotion are covered. Ethical business issues are examined in simulated selling situations. *Pre- or Co-requisite: BS 230. (Offered spring semesters, even-numbered years.)*

**BS 335 Retailing Management (3)**

This course employs a balance between a descriptive and conceptual approach for understanding the retailing industry and the decisions made by retailers. Types of retailers, trends in retailing, needs of customers, and factors affecting store and merchandising choices will be examined. Extensive case analysis and actual retailer comparisons will complement the classroom discussion. *Pre- or Co-requisites: BS 230. (Offered fall semesters, even-numbered years.)*

**BS 336 Principles of Advertising (3)**

An overview of the non-selling methods of promotion, including advertising, sales promotion, and public relations. Primary emphasis on the field of advertising includes a review of the history and economics of advertising, research, copy, layout, production, budgeting, and advertising organization. *Pre- or Co-requisite: BS 230. (Offered fall semesters, even-numbered years.)*



**BS 338            Marketing Research (3)**

A study of the role of research in marketing decisions. Special emphasis on data gathering, compilation, analysis, and interpretation including the writing and analysis of surveys. Students will work on business problems with actual companies or evaluate new product concepts. *Pre- or Co-requisite: BS 230. (Offered spring semesters, even-numbered years.)*

**BS 402            Management of Not-for-Profit Organizations (3)**

A practical course designed to familiarize students with the unique management challenges of not-for-profits to include accounting and financial controls, bylaws, boards of directors, program planning, fund-raising, staffing, and community relations. Case studies of mission organizations, church administration, para-church organizations, and other nonprofits are examined. *Pre-requisite: BS 209; pre- or Co-requisite: BS 202. (Offered spring semesters, odd-numbered years.)*

**BS 405            International Marketing (3)**

An in-depth study of the operational and cross-cultural aspects of international marketing, including the nature of competition, developmental structures and channels, price and credit policies, promotional challenges, research, product trade barriers, and other international arrangements. The international competitive position of the United States is discussed and evaluated. *Pre- or Co-requisite: BS 230. (Offered spring semesters, odd-numbered years.)*

**BS 407            Entrepreneurship and Small Business Management (3)**

A practical course designed to familiarize students with the application of managerial responsibilities that are uniquely critical to small businesses including entrepreneurship, location analysis, forms of ownership, financing alternatives, accounting practices, marketing and advertising techniques, and inventory control. *Pre-requisites: BS 209, 230. (Offered spring semesters, odd-numbered years.)*

**BS 435            Consumer Behavior (3)**

This course stresses the understanding of consumer behavior in developing marketing strategy. Opportunities are provided for the analysis of advertising's objective, target audience, and the underlying behavioral assumptions. Students will apply consumer behavior knowledge to social and regulatory issues as well as to business and personal issues. *Pre- or Co-requisite BS 230. (Offered fall semesters, odd-numbered years.)*

**BS 436            Ecommerce (3)**

This course provides insights into the applications of rapidly evolving electronic commerce to determine and satisfy the needs of customers via the internet. Issues and practices that deal with concepts, theories, tactics, and strategies of information technologies and changes in marketing functions to meet the organization's objectives while delivering customer satisfaction and value are analyzed.

*Pre- or Co-requisite: BS 230, CS 204. (Offered spring semesters, odd-numbered years.)*

**BS 437            Marketing Management (3)**

An integrated course in marketing systematically oriented with emphasis on the marketing mix, formulation of competitive strategies, and special attention to control function, market analysis, marketing information, and sales forecasting. Case analysis and simulation is stressed. *Pre- or Co-requisite: BS 230. (Offered fall semesters, odd-numbered years.)*

**BS 441            Internship (3)**

Supervised internship provides students with the opportunity to integrate classroom instruction with on-the-job learning in an area associated with their concentration. A maximum of six hours may be counted toward the degree. *Pre-requisite: Twelve hours of BS course work and IS 310. (Offered each semester.)*

**BS 460 Strategic Management (3)**

This course is designed to provide students with an overview of the strategic management process. Emphasis is placed on developing a vision, setting objectives, and crafting strategy to achieve desired results. The course stresses the importance of analyzing external competitive conditions and the organization's internal capabilities, resources, strengths, and weaknesses in order to gain and sustain a competitive advantage. Approaches to organizational structure, policy, support systems, and leadership required to effectively execute strategy are all examined. *Pre-requisite: Senior standing in BS. (Offered each semester.)*

**BS 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisite: Permission of department chair.*

**BS 481 Directed Study/Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**CHEMISTRY (CH)****CH 201-202 Environmental Inorganic Chemistry I, II (4, 4)**

Introduction to chemistry for the science major. Topics considered include atomic and molecular structure, nomenclature, chemical bonding, stoichiometry, properties of gases, oxidation-reduction, electrochemistry, chemical equilibria, and an introduction to nuclear and organic chemistry with an environmental application. The laboratories will concentrate on chemical experimentation with qualitative and quantitative inorganic analysis. Three hours of lecture and three hours of laboratory per week. *Pre-requisite: Two years of high school algebra or permission of professor.*

**CH 315-316 Chemistry of the Environment I, II (3, 3)**

These courses serve to provide both Environmental Studies and Biology students the background to understand the environmental interface of inorganic and organic principles. Topics will launch an understanding of these principles within various environmental processes, including topics centering on contemporary environmental chemistry. Additionally, the course will develop quantification projects that will enable the application of these concepts to the field. *CH 201-202 and ES 206.*

**CH 320-321 Organic Chemistry I, II (3, 3)**

The structure, nomenclature, stereochemistry, energy relations, and reaction mechanisms of major classes of organic compounds are studied in application to biological, toxicological, and environmental topics. Lecture will include the utilization of spectroscopy data to identify compounds. Three hours lecture per week. *Pre-requisites: CH 201, 202 or permission of professor.*

**CH 322 Organic Chemistry Lab-I (2)**

Experimental techniques of synthesis, isolation, and identification of compounds using classical and contemporary instrumentation are utilized to establish a foundation of organic chemistry processes, an understanding of reaction mechanisms, and a basic background in investigation techniques. The course will include the use of analytical instrumentation that are typically integrated into contemporary investigations in Chemistry and Biochemistry. Prerequisites: Chemistry 201, 202, 320, or permission of professor. [2 credit hours, 4 hour class hours per week]

**CH 323      Organic Chemistry Laboratory-II (1)**

Building upon the foundational components of previous Organic Chemistry training, students will engage in Organic Chemistry research and use advanced analytical instrumentation. Students will develop independent investigations in applied Organic Chemistry and Biochemistry. Prerequisites: Chemistry 201, 202, 320, 321, 322 or permission of professor. [1 credit hour, 4 hour class hours]

**COMMUNICATION (CM)****CM 181      Summer Fine Arts Intensive (3)**

Students will sign up for a theatre, music, or production track, but will be required to do work in the other tracks as well. The goal is to explore how various art forms can be utilized to explore and expound upon a theme. The integration of the Christian faith into the arts will be explored as well through discussion, observing performances of established Christian artists, and talk-backs with these artists. The week-long intensive will culminate in a juried final performance that brings together what has been taught. Journals, reflection papers, and a research paper are part of the assessment process.

**CM/TH 202    Acting for the Camera (3)**

This course aims to inform the student to learn how to present himself on camera in a variety of genres. It will provide instruction and experience in the basics of acting for both television and film. It will also examine informational and news journalism. Cross listed as TH 202. Prerequisite: permission of instructor.

**CM 203      Communication and Culture (3)**

How do you as an individual create meaningful communication? Who do you become in a group or organization, and how does that influence your communication? How are you, along with millions of others, creating popular culture? These questions and many more will be explored in an overview of communication's vital role in society. Discussions will focus on the interaction of individuals, groups, organizations, media, and popular culture as viewed through the fascinating lens of communication theory.

**CM 220      Public Speech and Rhetorical Analysis (3)**

How do you become an excellent communicator? In this class we will examine excellent public communication from throughout history from a practical and theoretical perspective. At the same time, students will prepare and deliver their own speeches in a variety of formats. Emphasis will be placed on historical context, speaker ethos, and rhetorical analysis, with special attention paid to modern and post-modern rhetorical theory.

**CM 228      Media Studies (4)**

This course examines the history of mass media in terms of its relationship with our culture and sense of identity. All mass media will be discussed, but particular focus will be given to the internal structure of electronic media production in terms of process and job roles. This course will include a student project or a 12 to 15 hour/week student internship.

**CM 249      Digital Media Production (4)**

This course covers the steps to create a short film/documentary. Students will explore the techniques, aesthetics, and theory that inform lighting, cameras, editing, crew organization, work flow, and production requirements. Students will complete short film projects in journalism, advertising/PR and a final short narrative or documentary piece. This course will make demands of students' time in that project. *Pre-requisites: EN 101-102*

**CM 313 Public Relations (3)**

A course emphasizing the practical application of communication theory to the tasks of public relations and professional written communication. Course assignments include writing news releases, researching organizational communication strategies, and applying legal and ethical issues to the public relations practice. *Pre-requisites: English 101-102 with a minimum grade of C-*.

**CM 318 Film History and Theory (4)**

This course looks at cinema history through the lens of film theory. We will trace the development of film as an art form and communication tool in the US and Europe from the silent era through today. Two major goals will be 1) to understand the influence of culture, philosophy, and world events upon film, and 2) to understand film as an expression of these realities. To this end, films that have made significant contributions to world culture will be viewed and discussed on a weekly basis. Finally, film theory will be discussed as it arises within the context of history and may include techniques, narrativity, diegesis, cinematic codes, "the image", genre, subjectivity, and authorship. Genres studied may include comedy, westerns, action/adventure, drama, war, crime/gangster, musicals, and science fiction.

**CM 329 Film Production (4)**

This course will explore what is required to create a collaborative film. Students will explore the techniques, aesthetics, and theory that informs the good use of lighting, cameras, editing, crew organization, and the production process. Students will have short projects in which they learn various filmmaking techniques and a final project in which they create a short film. Students will use class members and friends as their cast and crew. *Pre-requisites: EN 102, CM 249, CM 335, and/or permission of the instructor.*

**CM/TH 335 Playwriting/Screenwriting (3)**

This course covers the foundational elements of stage and/or film script writing: structure, character development, plot development and use of image. It will also develop the use of the imagination and address how to utilize that effectively with the discipline of writing well. Semester will conclude with staged readings of the students' final scenes.

**CM 341 Practicum (1-3)**

Supervised practical experience provides students with opportunity to integrate classroom instruction with on-the-job learning in various areas of communication-related fields. *Pre-requisite: Permission of professor.*

**CM 342 Communication Methods (4)**

This field course introduces students to examples and practice of research in communication including critical, quantitative and qualitative methods of investigation. Students will write research questions, select methodology, collect data, analyze data, and present results. Prerequisite: MT 114 Elementary Probability and Statistics.

**CM 344 Nonprofit Organizational Communication (4)**

This course will focus in communicating the mission and vision of nonprofit organizations—including Christian organizations—with passion and sophistication. A primary focus of the course will be in the development, preparation, and stewardship of grant proposals. Students will also be introduced to nonprofit communication and management theory and participation in a practicum. Prerequisites: English 101 and 102 or 104, with C or better and CM 203.

**CM 346      Web Studies and Design (3)**

From a theoretical viewpoint, this course will examine ways the internet influences how we create identity, community, and particular cultures. From a practical viewpoint, this course will teach basic web design and aesthetics. A goal of this course is to equip students for entry level positions in webpage design.

**CM 347      News Editing (3)**

A practical examination of design principles, copy editing and feature writing for print media. Design elements cover software applications for text, photo and graphics. Copy editing covers AP Stylebook rules, including headline and cutline composition. Writing topics include basic reporting, story structure and feature content. (*Offered every other spring*).

**CM 348      News Writing (3)**

A practical examination of investigative reporting in print media. Topics include: developing the news story, exploring leads, interviewing sources, and understanding the reporter/editor relationship. Related issues address the ethical, legal, and social responsibilities of the journalist. Students will sharpen their reporting skills through the researching, writing, and editing of several publishable-quality news stories. *Prerequisite: Completion of EN 101-102 with a grade of C- or higher.*

**CM/AR 349      Graphics & Photojournalism (3)**

This course explores the theoretical and practical aspects of choosing, creating, & composing photographic images for graphic arts and journalism.

Students will explore an historical overview of photography to critically evaluate the visual rhetoric of images in popular culture and journalism.

Students will also learn how to use digital and single-lens cameras to create effective images for a series of graphic arts and journalism projects. Cross listed with AR 349.

**CM 441      Internship (3)**

An intensive, quality, structured learning opportunity that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. *Pre-requisite: IS 310*

**CM 480      Special Topics in Communication (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**CM 491      Senior Thesis (2)**

Students will develop an extensive capstone project. A departmental committee will specify the thesis parameters, approve the topic, and grade the final product.

## COMPUTER STUDIES (CS)

**CS 102      Computer Applications and Concepts (3)**

This course will enable students to improve their skills as knowledge workers with an emphasis on personal productivity concepts through using functions and features in computer software such as word processing, spreadsheets, presentation graphics, communications and scheduling, and online learning systems. This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows 7, Outlook 2013, Word 2013, Excel 2013, PowerPoint 2013 and Moodle, an online learning management system. (8 weeks)

**CS 102E      Computer Competency Exam (3)**

An examination to fulfill the computer competency requirement. Credits given if student passes exam with the equivalent of a C grade or better.

**CS 204      Fundamentals of Information Systems (3)**

Providing an introduction to systems and development concepts, information technology, and application software, this course explains how information is used in organizations and how information technology enables improvement in quality, timeliness, and competitive advantage in organizations. Topics include systems concepts, system components and relationships, cost/value and quality of information, competitive advantage and information, specification, design and reengineering of information systems, application versus system software, and package software solutions. *Pre-requisite: CS 102 or permission of professor. (8 weeks)*

**CS 207      Principles of Operating Systems and Computer Hardware (3)**

An in-depth study of operating systems and computer hardware covering the domains of the A+ Certification. Focus is on identification, installation, configuration, and troubleshooting of field replaceable components. Topics include microprocessors, memory, BIOS and CMOS, expansion bus, motherboards, power supplies, floppy drives, hard drives, removable media, video, audio, portable PCs, printers, networks, the Internet, computer security, and Windows operating systems. *Pre-requisites CS 204.*

**CS 215      Introduction to Computer Networking (3)**

An in-depth study of computer networking theories and concepts covering the domains of the Network+ Certification. Focus is on the configuration, maintenance, and troubleshooting of network devices using appropriate network tools and understanding of the features and purpose of network technologies. *Pre-requisite: CS 207.*

**CS 288      Cyber Defense Preparation (1)**

This course, open to freshmen, sophomores and juniors, prepares students to be part of a Cyber Defense competition such as the Southeast Collegiate Cyber Defense Competition, SECCDC. *Pre-requisite: Permission of professor.*

**CS 302      Programming, Data, File, and Object Structures (3)**

Students will receive an exposure to algorithm development, programming, computer concepts, and the design and application of data and file structures, including the use of logical and physical structures for both programs and data. Topics include data structures and representation of characters, records, files, multimedia, precision of data, information representation, organization and storage, algorithm development, programming control structures, program correctness, verification, and validation. *Pre- or Co-requisite: CS 204. (Offered fall semesters, odd-numbered years.)*

**CS 310      Database Programming (3)**

A course introducing the student to the logic, design, implementation, and accessing of organizational databases as contrasted to older conventional data file techniques introduced in COBOL programming. Particular emphasis is placed on relational database management that focuses on the logical nature of databases. Popular microcomputer-based database programs will be utilized. *Pre-requisite: CS 302 or permission of professor. (Offered spring semesters.)*

**CS 335      Computer and Systems Security (3)**

An in-depth study of computer and systems security covering the domains of the Security+ Certification. Focus is on the knowledge and skills required to identify risk and participate in risk mitigation activities, provide infrastructure, application, operational and information security, apply security controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations. *Pre-requisite: CS 215.*

**CS 345 Principles of Cybersecurity (3)**

Examination of current standards of due care and best business practices in Cybersecurity. Includes examination of security technologies, methodologies and practices. Focus is on the evaluation and selection of optimal security posture. Topics include evaluation of security models, risk assessment, threat analysis, organizational technology evaluation, security implementation, disaster recovery planning and security policy formulation and implementation. *Pre-requisite: CS 335.*

**CS 350 Management of Cybersecurity (3)**

Detailed examinations of a systems-wide perspective of Cybersecurity, beginning with a strategic planning process for security. Includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in the organization. Topics include security practices, security architecture and models, continuity planning and disaster recovery planning. *Pre-requisite: CS 345.*

**CS 365 The 3 C's: Cybercrime, Cyberlaw and Cyberethics (3)**

A study of the impact of cybercrimes affecting various entities and organizations engaged in cyberspace transactions and activities including the government, military, financial institutions, retailers and private citizens. The course covers broad areas of law pertaining to cyberspace, including Intellectual Property (Copyright, Patent, Trademark, and Trade Secret), Contract, and the U.S. Constitution. The study of Cyberethics addresses a definition of ethics, provides a framework for making ethical decisions undergirded by a biblical worldview, and analyzes in detail several areas of ethical issues that computer professionals are likely to encounter in cyberspace and in business.

**CS 370 Network Defense and Countermeasures (3)**

Detailed examination of the tools and technologies used in the technical securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Cybersecurity. Topic covered include: firewall configurations, hardening Linux and Windows servers, Web and distributed systems security, and specific implementation of security models and architectures. *Pre-requisite: CS 345.*

**CS 375 Linux Operating Systems and Security (3)**

An in-depth study of Linux operating system covering the domains of the Linux+ Certification Focus is on implementing GNU and UNIX commands from the command line, installing and configuring Linux, and maintaining securing the Linux system. *Pre-requisite: CS 215.*

**CS 380 Certification Study and Preparation (3)**

The Cybersecurity concentration is optimally designed to equip our graduates with the necessary skills and knowledge to enter the IT workforce. This course will assist students who plan to study and prepare for IT certifications in A+ or Network+ or Security+ or Linux. *Pre-requisites: CS 207 or CS 215 or CS 335 or CS 375..*

**CS 385 Security Script Programming (3)**

A study of secure programming and security programming techniques. The course examines aspects of developing traditional computer software, applying additional controls and measures to prevent the development of vulnerable and exploitable code. The course then examines programming techniques used in support of ongoing technical security functions, including Perl and CGI scripting. *Prerequisite: CS 370 or permission of professor.*

**CS 388 Cyber Defense Preparation (1)**

This course provides advanced preparation for students who are returning participants in a Cyber Defense competition such as the Southeast Collegiate Cyber Defense Competition, SECCDC. *Pre-requisite: CS 288, permission of professor.*

**CS 428 Penetration Testing (3)**

A detailed examination of real world cybersecurity knowledge, enabling recognition of vulnerabilities, exploitation of system weaknesses, and safeguards against threats. Students will learn the art of penetration testing through hands-on exercises and a final project. Students who complete this course will be equipped with the knowledge necessary to analyze and evaluate systems security. *Prerequisite: CS 370 or permission of professor.*

**CS 441 Internship (3)**

Supervised internship provides students with the opportunity to integrate classroom instruction with on-the-job training in an area associated with their concentration. A maximum of six hours may be counted toward the degree. *Pre-requisite: IS 310, junior standing, permission of department. (Offered on demand)*

**CS 448 Incident Response and Contingency Planning (3)**

An examination of the detailed aspects of incident response and contingency planning consisting of incident response planning, disaster recovery planning, and business continuity planning. Developing and executing plans to deal with incidents in the organization is a critical function in information security. This course focuses on the planning processes for all three areas of contingency planning – incident response, disaster recovery and business continuity, as well as the execution of response to human and non-human incidents in compliance with these policies. *Prerequisite: CS 370 or permission of professor.*

**CS 475 Cybersecurity Programs and Strategies (3)**

This course integrates learning from all prior CS courses, encourages the student to develop skills in synthesis and communication both written and oral, and teaches new material about the role of the CISO and the strategic and tactical planning and operation of the cybersecurity department in a variety of organizations. A research paper will be prepared and presented in the course. Outside speakers will supplement the course and provide the student additional, outside perspectives on the cybersecurity industry. *Prerequisite: CS 448 or permission of professor.*

**CS 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisites: CS 102, 204. (Offered on demand.)*

**CS 488 Cyber Defense (4)**

This capstone course discusses the hardware/software tools and techniques associated with the protection of computer systems and networks. Students learn how to protect network resources as deployed during a regional Cyber Defense competition such as the Southeast Collegiate Cyber Defense Competition, SECCDC. Course topics include policy and practice associated with the protection of communication resources, intrusion detection systems, firewalls, and use of various tools for system and network protection. *Prerequisites CS 370 or permission of professor.*



## CROSS-CULTURAL STUDIES AND MISSIONS (CC)

### CC 201 Comparative Cultures (3)

Designed to help the student gain a basic knowledge of the concepts and methods needed to compare and understand different cultures and/or subcultures. Instructional methods include on-site participant observation, interviews, case studies, and readings. This course is recommended for those who are not in the cross-cultural studies concentration. (*Offered on demand.*)

### CC 301 Foundations of Cross-Cultural Ministry (3)

An introduction to the study of cross-cultural ministry, this course will examine the biblical theology of cross-cultural ministry, historical perspectives on the expansion of the Christian movement, modern movements in missions, and the strategy and components of cross-cultural work being employed today.

### CC 302 Journey in Missions: Becoming a Missionary (3)

A practical guide to help students determine their place in the task of global evangelization and ministries of mercy in the name of Christ. This course will include investigation into particular geographical areas of the world and types of missionary activity (medical, educational, evangelistic and tent-making ministries). It will also deal with deciding whether or not one is called to be a missionary in the international arena; choosing a sending agency and preparing for international missions while still engaged in college life.

### CC 341 Practicum (1-3)

A supervised learning experience in a cross-cultural setting that provides one with initial exposure to relevant professional activities. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of three (3) hours may be used to satisfy degree requirements. Prerequisite: Permission of the student's advisor and department chair or designee.

### CC 402 Cultural Anthropology (3)

Using selected national cultures, this course teaches methods of analysis and understanding of any culture for the purpose of equipping students to make an effective presentation of the Christian Gospel. (*Offered alternate years.*)

### CC 403 Cross-Cultural Communication (3)

A technical study of communication across lines of cultural and language differences. (*Offered alternate years.*)

### CC 441 Internship (3)

An intensive, quality, structured learning opportunity that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of six (6) hours may be used to satisfy degree requirements. *Pre-requisite: IS 310, permission of the student's advisor and department chair or designee, junior standing.*

### CC 480 Special Topics (1-3)

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

### CC 481 Directed Study and Research (1-3)

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

## ELEMENTARY EDUCATION (ED)

### **ED 209 Children's Literature (3)**

This course emphasizes the practical application of traditional and contemporary writing for children, including picture books, folk literature, modern fantasy, poetry, modern fiction, trauma-specific genres, historical fiction, and multicultural literature. Emphasis on techniques of storytelling, interpretation, and selection according to literary elements and child development needs. *Pre-requisite EN 101 & EN 102 with a minimum grade of B- (GPA-2.66).*

### **ED 211 Field Experience I (2)**

In this course students will be assigned to schools for the purpose of working with their cooperating teacher, individual students, groups of students and professors, to impact student learning in the elementary (K-6) classroom. An emphasis will be placed on working with students in grades K-2.

### **ED 211L Assessment I Lab (1)**

This course will examine the assessment, evaluation, and uses of educational assessment and evaluation instruments in K-6 classrooms. The incorporation of impact projects in these field experience classes will be used to document skills in assessment and impact on student learning. Students will tutor individual and small groups of students. Students will provide academic assistance to at-risk students in the areas of reading, writing, and social studies. Additionally, students will encourage their school-age students and exhibit attributes of a good role-model. *This course must be taken concurrently with Field Experience I.*

### **ED 220 Field Experience II (2)**

Students will be assigned to schools for the purpose of working with their cooperating teacher, individual students, groups of students, and professors to impact student learning in the (K-6) classroom. Students will also observe the total school and its various operations. Students will conduct interviews with specific individuals and submit them as writing assignments. An emphasis will be placed on working with students in grades 3-6.

### **ED 220L Assessment II Labs (1)**

This course will examine the assessment, evaluation, and uses of educational assessment and evaluation instruments in K-6 classrooms. The incorporation of impact projects in these field experiences classes will be used to document skills in assessment and impact on student learning. Students will tutor individual and small groups of students in the areas of math and science. Students will research NC-Common Core and Essential Skills and other websites, locate appropriate topics and design/teach lessons which are integrated with the current curriculum. Students will also visit schools evidencing high diversity and low socio-economic conditions. *This course must be taken concurrently with Field Experience II.*

### **ED 240 Computers for Education (3)**

General and content-area applications of computers for elementary education students including databases, spreadsheets, word-processing, Mimeo technology, and multimedia are emphasized. Computer terminology, wikis, social media, ethical issues, and integration into instruction will be included.

**ED 250 Foundations of Public and Private Education (3)**

This course is designed to study the profession of teaching, its' history and foundations, goals, trends, issues, philosophies, and the diversity of our modern school population. Research related to content knowledge necessary to Elementary Education preparation is emphasized. Also, the legal aspects of teaching are introduced and discussed. Preparation for the Pearson Elementary Education Tests (MTEL) required for Teacher Licensure is begun.

**ED 310 Teaching Health and Physical Education (3)**

This course is a study of teaching methods and curricular options used to fulfill psychomotor, cognitive, and affective objectives in the field of health and physical education. In addition, the students will develop and implement a personal fitness plan which assesses concrete indicators such as cardiovascular endurance, weight, strength, or flexibility.

**ED 320 Math Methods K-3 (3)**

This laboratory-centered course focuses on implementation strategies of instruction in computation, and the concepts of numbers, geometry, and measurement in grades K-3. Experiences with instructional materials, technology tools, curriculums, and current research are provided.

**ED 325 Math Methods 4-6 (3)**

This course is designed as a laboratory-centered course for implementing strategies of instruction in computation and the concepts of numbers, algebra, geometry, ratios, and measurement in grades 4-6. Experiences with instructional materials, technology tools, curriculums, and current research are provided.

**ED 330 Teaching Reading and Language Arts (3)**

A laboratory-centered course planned for the mastering of skills necessary to implement the principles, procedures, organization, and current practices in the elementary phonics-based reading and language arts program. Materials and Methods of instructional research –based practice are provided and utilized by students.

**ED 340 Integrating the Arts (3)**

Students will study art, music, creativity, physical movement, drama, and puppetry as an integrated approach to use in the elementary curriculum. Students will study art concepts and activities suitable for use with K-6 students. The sequence of motor skills is studied in regard to its relationship to art development. Students will also study music and movement that promote the physical, emotional, social, and cognitive development of young children. This course will also study learning styles.

**ED 350 Teaching Science (3)**

The organization of instruction in elementary school science will be taught through the use of research-based methods, evaluation, materials, strategies, and current curriculums and practices. Hands-on and inquiry-based learning along with 21<sup>st</sup> Century instructional skills will be emphasized.

**ED 350L Teaching Science Lab (1)**

Students will learn to teach appropriate lab procedures and lab safety practices, use science labs to expand student knowledge, satisfy curiosity, and integrate 21<sup>st</sup> century skill and content. Students will become proficient in the following: knowledge of subject matter, use a variety of instructional strategies, wise use of resources in planning, the organization of supplies and equipment, proper arrangement of the room environment, and the acceptance of procedures and rules. *This course must be taken concurrently with Teaching Science.*

**ED 360 Teaching Social Studies (3)**

Students will study instructional programs in social science materials, techniques of instruction and student involvement, current research, and their application in the classroom. The use of technology to access current social science data and to communicate with other classrooms in the community, state, and the world will be emphasized.

**ED 370 Language and Literacy (3)**

This course is designed to introduce students to a young child's reading and writing foundation and emerging communication capacities. Students will study emerging literacy, phonemic awareness, and apply knowledge of emerging reading/writing literacy in an actual school setting. Students will learn appropriate questioning techniques, problem-solving skills, and how to use literature as a springboard to the writing process, integrate literature into other content areas, and how to use appropriate assessment tools.

**ED 405 Seminar on Intercultural Issues in Education (3)**

This course focuses on gaining an understanding of how different cultural backgrounds, beliefs, and influences exert an effect on the academic/developmental needs of a diverse student population. Cultural practices will be reviewed in relation to understanding students, their families, and how to plan appropriate instruction that avoids a cultural bias. Literary selections, historical information, and artistic samples will be presented from a variety of cultural backgrounds.

**ED 406 Educational Psychology (3)**

This course is designed to study the psychological principles and theories that underlie effective educational practices. Attention is given to developmental processes, individual differences and motivation, learning theory, measurement and evaluation, understanding student behavior motivators, and teacher behavior, including the formulation of developmentally appropriate objectives.

**ED 410 Classroom Management (3)**

This course is designed to study teaching behaviors and strategies for classroom management that results in sound instructional planning and a minimum of behavior problems. Included are effective measurement and evaluation principles, strategies, characteristics of good behavior management, typical educational problems and appropriate solutions, and appropriate educational programs for children who have difficulty managing their own behavior.

**ED 430 Teaching Children with Exceptionalities (3)**

This course is designed to explore alternative ways of viewing, understanding, and teaching the exceptional child. Students will be introduced to the cognitive, behavioral, physical, and emotional characteristics of children who are classified as exceptional learners. Lectures, assigned readings, discussions, group work, written assignments and class presentations will further be used to enrich students' understanding of the exceptional child.

**ED 449 Student Teaching I (3)**

This course completes the first half of the student teaching block. Students will be assigned to classrooms in local schools for the purpose of working with their cooperating teacher, students in that teacher's classroom, and their supervising professor to impact student learning in the elementary (K-6) classroom. Students will prepare bulletin boards, centers, and perform instructional and non-instructional duties as assigned by the cooperating teacher and supervising professor. This class fulfills the requirement for the Clinical Practice semester. *Co-requisite: ED 449L.*

**ED 449L      Assessment Lab III (1)**

This course will examine the assessment, evaluation, and uses of educational assessment and evaluation instruments in elementary (K-6) classrooms. The incorporation of impact projects in these Field Experience classes will be used to document skills in assessment and impact on student learning. Students will learn to analyze student environmental, socio-economic, and test data to help develop appropriate instruction and track student growth. *This course must be taken concurrently with Student Teaching I.*

**ED 450      Student Teaching II (12)**

This course is a specifically planned 15-week student teaching experience. Students will be placed in their respective schools fulltime during this semester. The primary objective of this experience is to provide the opportunity for the acquisition and demonstration of instructional competence as a beginning teacher. This course completes the second half of the student teaching block. *Prerequisite: Successful completion of ED 449 Student Teaching I.*

**ED 451      Forum: Issues in Education (3)**

This course explores issues in education, combining principles with practice during the student teaching semester. In this seminar, all students are active participants and have intellectual responsibilities to each other, as each student advances both their understanding and fellow students' understanding. Current educational practices will be discussed. Students will review job application expectations and proper interviewing etiquette.

**ED 480      Special Topics in Education (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**ED 481      Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Permission of the Department Chair.*

## ENGLISH (EN)

*Completion of EN 101 or 103 and 102 or 104 with a minimum grade of C is required for graduation from the college.*

**EN 101      English Composition I (3)**

A course in the composing process emphasizing prewriting, writing, and revision and closely supervised practice in reading and writing expository essays. Students are taught that writing is a way of learning as well as a communication skill. Required of all full-time students in the first semester.

**EN 102      English Composition II (3)**

Research techniques and the writing of a research paper are included, in addition to continued practice in expository writing. English 102 or 104 is required of all students in the second semester. *Pre-requisite: EN 101 or EN 103*

Students achieve writing competency by: Earning grades of C or above in both English 101 and 102 (or 104) or the equivalent.

**EN 103      Honors English Composition (3)**

An advanced course in the composing process emphasizing prewriting, writing, and revision and closely supervised practice in reading and writing expository essays. Students are taught that writing is a way of learning as well as a communication skill. *Pre-requisite: Acceptance into Honors program.*

**EN 104 Honors Introduction to Literary Studies (3)**

A course in literary studies, including the writing of formal literary research papers and an introduction to literary genres. Strongly recommended for students intending to major in either the literature or the creative writing concentration of the English major, and for other students who desire intense literary exposure. May substitute for English 102. English 102 or 104 is required of all students in the second semester. *Pre-requisite: EN 101 or EN 103, permission of professor. (Offered each spring.)*

**EN 201 Survey of English Literature I (3)**

A survey of English literature before the Romantic Period with a major emphasis on the masterpieces. *Pre-requisites: EN 101-102*

**EN 202 Survey of English Literature II (3)**

A survey of English literature from the Romantic Period to the present. *Pre-requisites: EN 101-102*

**EN 203 World Literature I (3)**

An examination of thematic concepts reflected in the literature of Western heritage. Includes Homer and Sophocles. *Pre-requisites: EN 101-102*

**EN 223 Writing Tutor (1)**

The Writing Tutor course is designed for students who are or want to be Writing Center tutors. The course will expose the tutors to writing center theory as well as develop their abilities to assess and address the needs presented in a peer's paper. Tutors will be active participants in course development and create a personalized learning contract for their semester's work. Because of varied topics and individualized learning, the course can be repeated up to three times (designated by addition of letters to the course id to indicate different semesters of enrollment) *Pre-requisite: Instructor Permission.*

**EN 271 Business Communication (3)**

A study of communication concepts as they apply to business, including written communication (email, memos, letters, reports, proposals), interpersonal communication, and oral presentation. *Pre-requisites: BS 101 (pre- or co-requisite), EN 101-102 with a 'C' or better, Sophomore status strongly recommended. (Offered each spring.)*

**EN 300 Middle English Literature (3)**

A study of Middle English literature with an emphasis on Chaucer's *Canterbury Tales*. *Pre-requisites: EN 101-102*

**EN 301 Shakespeare (3)**

A study of the major plays of Shakespeare with special emphasis on the tragedies and comedies. May be repeated up to six hours as content varies.

*Pre-requisites: EN 101-102*

**EN 304 Restoration and Eighteenth Century British Literature (3)**

A course in Restoration and Eighteenth Century literature with an emphasis on John Dryden, John Bunyan, Johnathan Swift, Alexander Pope, and Samuel Johnson. *Pre-requisites: EN 101-102*

**EN 305 Milton (3)**

An intensive study of Milton's poetry with an emphasis on *Comus*, *Samson*, *Agonistes*, and *Paradise Lost*. *Pre-requisites: EN 101-102*

**EN 307 Romantic British Literature (3)**

A study of the major Romantic writers, including William Blake, William Wordsworth, Samuel Taylor Coleridge, George Gordon, Lord Byron, Percy Bysshe Shelley, and John Keats. *Pre-requisites: EN 101-102*

**EN 309 Victorian Literature (3)**

A study of the major Victorian writers, including Alfred Lord Tennyson, Robert Browning, and Matthew Arnold. *Pre-requisites: EN 101-102*

**EN 311 Creative Nonfiction Writing (3)**

An intensive course in writing with an emphasis on clear, direct prose. Particular consideration is placed on developing voice development, documenting personal experience, and writing as exploration of self and faith. *Pre-requisites: EN 101-102*

**EN 313 Poetry Writing (3)**

A workshop course in which students explore principles and techniques of poetry writing through reading and discussion of traditional and contemporary published poets and apply those principles to their own poetry. Includes critical evaluation of students' original works by the instructor as well as the class. *Pre-requisites: EN 101-102*

**EN 317 Short Story Writing (3)**

The techniques and process of writing fiction with emphasis on the short story. Readings in published short stories and essays on the art of fiction. Students will write fiction and related forms (journals, autobiography). *Pre-requisites: EN 101-102*

**EN 319 Renaissance Literature (3)**

A course in sixteenth and seventeenth British literature with an emphasis upon writers of the Elizabethan and Metaphysical periods, including Phillip Sidney, Edmund Spenser, William Shakespeare (non-dramatic works), Ben Jonson, John Donne, and George Herbert. *Pre-requisites: EN 101-102*

**EN 320 Contemporary Literature (3)**

Focus on literature written during the postmodern era (approximately 1970-present). The course will include American and British writers, as well as authors reflecting a variety of national and cultural perspectives. *Pre-requisites: EN 101-102*

**EN 321 Literature of the United States I (3)**

Beginnings to 1865. Representative authors include Anne Bradstreet, Edgar Allan Poe, Nathaniel Hawthorne, Walt Whitman, and Emily Dickinson. *Pre-requisites: EN 101-102*

**EN 322 Literature of the United States II (3)**

1865 to 1945. Representative authors include Mark Twain, Kate Chopin, Robert Frost, and William Faulkner. *Pre-requisites: EN 101-102*

**EN 324 Twentieth Century British Writers (3)**

Writers from England and Ireland from World War I to the present, concentrating on William Butler Yeats, T. S. Eliot, D. H. Lawrence, Virginia Woolf, and Seamus Heaney. *Pre-requisites: EN 101-102*

**EN 325 Literary Magazine Editing (1)**

An experiential course in editing of the literary magazine Q. Topics include evaluating manuscripts, magazine layout, copyediting, and printing arrangements. *Pre-requisites: EN 101-102 and permission of professor. May be repeated for credit.*

**EN 326 Writing Children's Literature (3)**

An in-depth study of creative writing technique specific to children's literature. Participants will become familiar with current trends in children's literature, imitate a favorite author's work, read and discuss major children's novels, and draft/workshop/compose twenty pages of original children's literature. *Pre-requisites: EN 101-102*

**EN 329 Outdoor and Nature Writing (3)**

A writing workshop focused on the study of models and technique specific to writing about experiences in the outdoors in various genres. Models include Thoreau, Muir, and Dillard. Emphasis is on description, personal expression, and voice. Out-of-classroom field trips and small fees may be required. *Pre-requisites: EN 101-102*

**EN 330 The Writing Process: Theory and Practice (3)**

A course designed for students who are Writing Scholars in the Camaraderie of Writers Program. Participation is by invitation only. The course will expose the Writing Scholars to composition theory and advanced revision strategies. It will also develop their abilities to assess and address the needs presented in a peer's paper through written feedback and conferencing. Writing Scholars will be active and reflective participants in the course.

**EN 341 Field Education (1-3)**

Supervised practical experience provides students with an opportunity to integrate classroom instruction with on-the-job learning in various areas of English-related fields. *Pre-requisites: EN 101-102 and permission of professor.*

**EN 402 Literary Criticism (3)**

A course in the history and development of important critical literary theories from Plato to the present. Special emphasis will be given to a Christian approach to literature. *Prerequisite: English 201, 202, 203, or 204. (Offered alternate years.)*

**EN 405 The Imagination and Apologetics of C.S. Lewis (3)**

This course will offer a comprehensive view of the works of C.S. Lewis with a focus upon how his imagination helped to shape his apologetics. In addition to reading selections from his letters, journals, poems, fiction, non-fiction, and apologetics, students will view and discuss important new video productions of Lewis' life in order to gain a perspective on the ideas, thoughts, and opinions of the most popular Christian author of the twentieth century. Because Lewis has powerfully influenced so many people, this course will explore his approach to making Christianity intellectually reasonable, theologically winsome, and spiritually compelling. While open to all students who have completed a sophomore level literature course, this course is designed in particular for students majoring in English and Bible and Religion. *Pre-requisite: English 201, 202, 203, or 204 or permission of professor.*

**EN 480 Special Topic in English (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**EN 490 Bibliography for Research (1)**

Recommended to be taken the semester before the senior thesis is due, this course guides students in identifying a topic and selecting appropriate sources in preparation for the senior thesis. Particular attention is given to advanced searching of print and online resources, critical evaluation of Internet information, ethical use of resources in scholarship, and exploring information context and purpose. This course is taught by a librarian in collaboration with the thesis advisor.

**EN 491 Senior Thesis (2)**

Students will develop an extensive presentation or paper, according to their English major concentration—literature or creative writing. A committee which consists of the course professor, the concentration main professor, and one member chosen by the student will specify the thesis parameters, approve the topic at the beginning of the semester, and grade the final paper.



## ENVIRONMENTAL STUDIES (ES)

### **ES 200 Introduction to Environmental Studies (3)**

This course provides a broad foundational understanding of the field of environmental studies while using the environment as the integrating concept. Topics include environmental philosophy and theology, nature literature, environmental science and related issues, and environmental history, policy, and law. This course is open only to freshmen, sophomores, and transfer students, and it is designed specifically for students majoring in environmental studies. *Pre-requisite: BL 101.*

### **ES 201-202 Field Natural History I, II (2, 2)**

This field-based course covers a broad range of topics useful for environmental educators, naturalists, and environmental biologists, including landscape ecology, taxonomy, geomorphology, winter ecology, and field meteorology. Although science-based, the course integrates discussion of seminal natural history literature into the class structure. Various methods for teaching natural history in the field will be demonstrated. Students develop a nature journal that chronicles seasonal changes in the natural world.

### **ES 206 Ecology (4)**

A course stressing the relationship of organisms to their environment including both living and nonliving factors. Topics include population dynamics, community interactions, energy flow, biogeochemical cycling, winter adaptation, and soil dynamics. Three hours lecture and three hours lab per week. *Pre-requisite: BL 101-102, or permission of professor.*

### **ES 210 Environmental Sustainability (3)**

This course explores the concepts of environmental, social, and economic sustainability as they relate to decision making in the field of natural resource management. Students critically examine real-world environmental problems and develop possible solutions using a systems-based approach. Topics covered include: the nature of ecosystems, sustainable resource management, sustainable community development, environmental stewardship, green building, and sustainable energy. *Pre-requisite: ES 206.*

### **ES 230 Sophomore Science Seminar (0.5)**

Science training in academic and professional skills. These courses will complement students' development at progressive levels of their program training.

### **ES 301 Physical and Environmental Geography (4)**

This course will take an in-depth look at the geographic regions of the world known as biomes. The geological, topographical, and climatic dynamics of each area will be related to ecological integrations. The study of each biome will emphasize representative plant and animal species, as well as rates of successional change. Three hours lecture and three hours lab per week. *Pre-requisite: ES 206 or permission of professor.*

### **ES 305 American Ecosystems (4)**

Ecological analysis of field study sites and public education facilities in selected biomes and life zones. Ecosystem comparisons will be developed with particular attention given to the survey of flora and fauna. This course will also study land management and public utilization of ecological regions. Special emphasis will be placed on environmental education programs that educate the public about each biome or life zone. Course location will vary with each offering. Fee. *Pre-requisite: ES 206 or permission of professor. (Offered on occasion, summers only.)*

**ES 315      Freshwater Ecosystems (4)**

Chemical, physical, and ecological features of biotic and aquatic systems in the mountains of Western North Carolina. Included are the use and development of chemical and biotic monitoring of freshwater ecosystems and population dynamics associated with nutrient level disruption. Three hours lecture and three hours lab per week. *Pre-requisite: BL 101-102; CH 201-202 or permission of professor. (Offered fall semesters, even-numbered years.)*

**ES/BL 340      Research Methods (3)**

Participation in faculty-supervised independent research project. Involves a literature review, data collection and analysis, the completion of a written research paper, and an oral presentation. *Pre-requisite: Senior standing or permission of professor.*

**ES 341      Practicum (1-3)**

Supervised practical experience provides students with the opportunity to integrate classroom instruction with on-the-job learning in areas of environmental studies-related fields. *Pre-requisite: IS 310.*

**ES 360      Introduction to Geographic Information Systems (3)**

This course introduces students to the fundamental concepts of Geographic Information Systems (GIS) with an emphasis on natural resource management applications. Topics covered include: GIS hardware and software components, data capture methods, analysis of spatial information, and map creation and analysis. *Pre-requisite: ES 206.*

**ES 401      Natural Resource Management (3)**

This course will utilize a systems approach to environmental analysis and management. Topics include positive and negative feedback, nutrient cycling, environmental fate and transport, and ecosystem management. Special emphasis will be placed on contemporary environmental management issues in the Southern Appalachians. *Pre-requisite ES 301 or permission of professor.*

**ES/BL 440      Senior Project or Internship (honors option) (3)**

Students are responsible for a project/internship design and proposal. Employment is pursued through a student job search. This project is typically developed during the junior year, employment is during the summer, and the final project presented during the senior year. A research-based project may be considered for honors recognition. All proposals and evaluation of projects will be approved through the Environmental Studies Review Committee.

**ES 445      Senior Science Seminar (1)**

Science training in academic and professional skills. These courses will complement students' development at progressive levels of their program training. *Pre-requisite: ES 230 or permission of professor.*

**ES 460      Field Studies (1-6)**

This variable topic course offers an immersion experience for the purpose of studying specific environments. Course is usually offered during the semester, but during brief, concentrated periods, such as weekends or academic breaks. On occasion, the course is offered during the summer. After attending one or more mandatory pre-trip meetings, students will participate in a study trip to the site. Fee, varies by topic.

**ES 480      Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisite: Permission of department chair.*

**ES 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**EXERCISE SCIENCE (EX)****EX 201 Introduction to Exercise Science (3)**

Introduces the various workplace settings as well as the various certification and licenses available in the health and fitness industry. All the core disciplines of exercise science are covered, including biomechanics, exercise physiology, sports psychology, motor control and learning, nutrition, and sports injury.

**EX 310 Physiology of Exercise (3)**

Study of the physiological response of the cardiovascular, respiratory, endocrine, neural, and muscular systems in the human body during exercise. Students will describe, explain and explore how the body performs and responds to physical activity.

*Prerequisites: BL 101, BL 102, BL 206, BL 207; Co-requisite: EX 320.*

**EX 320 Exercise Testing & Measurements (3)**

A study of the theory and application of graded exercise testing and measurement in the evaluation of physical activity. *Co-requisites: EX 310.*

**EX 330 Kinesiology and Biomechanics (4)**

The study of human movement, this course investigates the musculoskeletal, neuromuscular and mechanical basis for human movement. The laboratory portion of the course will concentrate on the mathematical concepts and problem solving associated with human movement. *Pre-requisites: BL 206, BL 207.*

**EX 340 Exercise Prescription (3)**

A study of the application of exercise prescription for individuals varying in age, physique, and initial fitness levels. *Pre-requisites: EX 310, EX 320.*

**EX 341 Practicum (3)**

A supervised learning experience that provides the student with initial exposure to relevant professional activities. *Pre-requisite: IS 310 and permission of department chair.*

**EX 350 Prevention and Treatment of Athletic Injuries (3)**

A course designed to provide entry level knowledge in the field of sport related injuries. This course includes units dealing with the history of athletic training, basic anatomy of common injuries, evaluation techniques, preventive measures to reduce the incidences of injuries and a knowledge of basic treatment procedures to be used after injuries occur. Legal and ethical issues will also be discussed.

**EX 441 Internship I (3)**

A supervised internship that provides the student with the opportunity to integrate classroom instruction with practical on-the-job learning in various areas of exercise science-related fields. *Pre-requisite: IS 310 and permission of the department chair.*

**EX 442 Internship II (3)**

A supervised internship experience that is designed to serve as a culminating, hands-on experience for students majoring in exercise science. *Pre-requisite: EX 441 and permission of the department chair.*

**EX 450 Rehabilitation and Modalities in Sports Medicine (3)**

Methods and techniques in the application of therapeutic modalities and their use in the treatment of athletic injuries while under the guidance of a certified athletic trainer.

**EX 490 Senior Seminar (3)**

Senior Seminar is a capstone course in the Exercise Science program, connecting classroom experience with professional preparedness and/or professional certification. Students are required to develop a resume and professional portfolio. *Pre-requisite: Senior standing.*

**GEOGRAPHY (GG)**

**GG 313 World Cultural Geography (3)**

A study of the geographic features, national and international boundaries, geographical basis of economic production, and cultures of the world.

**GREEK (GR)**

**GR 201-202 New Testament Greek I, II (3, 3)**

Fundamentals of New Testament Greek emphasizing grammar, reading skills, and translation of simple passages. Course not open to freshmen. *(Offered alternate years.)*

**GR 303 Greek Grammar and Syntax (3)**

An intensive review of vocabulary, grammar, and syntax that provides an introduction to the principles of exegesis. *Pre-requisites: Greek 201-202.*

**GR 304 Greek Exegesis (3)**

A study of the Greek text of a New Testament epistle in its historical setting with attention given to sentence structure, doctrines and patterns for Christian living. *Pre-requisite: Greek 303.*

**GR 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**HEALTH (HL)**

**HL 101 Health (3)**

Includes functions and structures of the human body; nature of disease and care of the body; local, state, national and international health agencies, and services available; and processes and objectives of healthful living.

**HL 102 Advanced First Aid (3)**

This course follows the guidelines of the American Red Cross for Cardiopulmonary Resuscitation and other nationally recognized certifying agency's guidelines for the administration of basic first aid. The student will learn and become proficient in providing first aid and CPR in emergent situations. Successful completion of this course will lead to certification in CPR, FA, AED for Adults. *(Offered spring semesters, alternate years.)*

**HL 201 Human Nutrition (3)**

A study of nutrients, including sources, composition, function, and metabolism in the human body. The human life cycle is considered in planning appropriate diets.

## HEBREW (HB)

### **HB 303-304 Elementary Biblical Hebrew I, II (4, 4)**

An introduction to the basic elements of biblical Hebrew vocabulary and grammar, introduced through workbook translations and exercises. Includes a conversational Hebrew lab.

## HISTORY (HS)

### **HS 101 World Civilizations I (3)**



An interdisciplinary survey course providing a survey of civilizations during the ancient, classical, medieval, and Renaissance eras. The religious, political, economic, and social forces that shaped both Western and non-Western cultures are explored. Historical developments are related to how they shape the contemporary world.

### **HS 102 World Civilizations II (3)**



An interdisciplinary survey course providing a survey of civilizations from the Reformation to the present day. The religious, political, economic, and social forces that shaped both Western and non-Western cultures are explored. Historical developments are related to how they shape the contemporary world.

### **HS 171 Honors World Civilizations I (3)**

An Honors Program history course that explores the history of world civilizations from the ancient to the medieval era through the study of Great Books and primary sources. Interdisciplinary course designed to challenge highly motivated students to a deeper reading in history. Enrollment by invitation only. Fulfills requirement of HS 101.

### **HS 172 Honors World Civilizations II (3)**

An Honors Program history course that explores the history of world civilizations from the Renaissance to the modern era through the study of Great Books and primary sources. Interdisciplinary course designed to challenge highly motivated students to a deeper reading in history. Enrollment by invitation only. Fulfills requirements of HS 102.

### **HS 201 United States History I (3)**

A survey of significant, themes, events, and people in United States history from the pre-Columbian past to the Civil War. Emphasis will be given to the important religious, political, economic, and social forces that shaped the culture and constitution of an emerging nation. North Carolina's role in American history will be highlighted.

### **HS 202 United States History II (3)**

A survey of significant, themes, events, and people in United States history from the Civil War to the present day. Emphasis will be given to the important religious, political, economic, and social forces that shaped the culture and constitution of a modern nation. North Carolina's role in American history will be highlighted.

### **HS 210 Historical Methods (2)**

An introduction to the practice of history including techniques, procedures, and skills of the working historian. The course will concentrate on research methodology, analytical and synthetic thinking skills, and the ability to organize and report research findings in both written and oral form. This course is specifically designed for sophomore History majors and minors. *Pre-requisites: HS 101, 102 (or Co-requisite: HS 171 for Honors students).*

**HS 311 Ancient Greece and Rome (3)**

A study of the ancient civilizations of Greece and Rome that includes the following topics: the formation of the Greek people, the rise of the Greek city-states, the Persian and Peloponnesian wars, the Macedonian conquests of Philip II and Alexander, the rise of the Roman Republic, the Punic Wars and transition to empire, the Pax Romana, the spread of Christianity, and the decline and fall of Rome. The cultural legacy and historical impact of Greece and Rome on the modern world will be highlighted. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 313 Medieval World (3)**

A study of medieval civilizations from the fall of Rome to the eve of the Renaissance with a particular focus on Roman, Germanic, Byzantine, and Arab influences across the European, Mediterranean, and Islamic worlds. Themes include the development of Christianity in matters of church and state; feudalism, urbanism, and society in the Middle Ages; the interaction of world civilizations; and the cultural legacy and historical impact of the medieval world. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 315 Renaissance and Reformation (3)**

A cultural history of Europe from the fourteenth through the seventeenth centuries probing the origins of the modern West. Themes include the political, social, cultural, and religious developments that created modern Europe and shaped cross-cultural encounters with the continents of Africa, Asia, South America, and North America. Attention is given to the cultural legacy of the Renaissance and to the widespread impact of the rise of Protestantism. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 317 Modern Europe (3)**

The history of Europe from the French Revolution to the fall of the Berlin Wall. Special attention is paid to political, social, cultural, and religious developments including the rise of industrial society, ideologies and protest movements, nation-building, mass politics, materialism, interaction with the non-Western world, and the state of Christianity in modern Europe. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 331 American Revolution and Republic (3)**

A study of the causes, ideals, and events of the American Revolution and its aftermath. Themes include the disruption of British North America, the Revolutionary War, the formation of a new Constitution, the establishment of a republic, the rise of Jeffersonian Democracy, and the role and influence of religion in the late colonial and early national period. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 333 American Civil War (3)**

An examination of the causes, nature, and consequences of the American Civil War with a particular focus on the military and social dynamics of the war. Other topics include the nature of slavery, the rise of abolitionism, secession and disunion, and the effort to reconstruct American society and government. Special reliance will be placed upon the use of primary source documents. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 335 United States History Since 1945 (3)**

A study of post-World War II America from the end of the Second World War to the present. Themes explored include the Cold War at home and abroad, the nature of the modern presidency, liberalism and conservatism as dominant political ideologies, consumerism, popular culture, the social movements and cultural revolutions of the Sixties, foreign policy and domestic debates in the post-9/11 world, and the place of religion in American life. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 341 American Constitutional History (3)**

A study of the history of constitutional thought from English common law to contemporary Supreme Court decisions. The influences and precursors to the United States Constitution will be explored as will the proceedings of the Constitutional Convention and ensuing ratification debates. The text, amendments, and history of interpretation will be discussed along with issues such as federal-state relations, civil liberties, and civil rights. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 343 Religious History of America (3)**

A survey of the variety of religious expressions in the United States from the colonial era to the present day. The role that religion in general and Christianity in particular have played in American social, cultural, and political life will be emphasized. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 345 American Cultural and Intellectual History (3)**

A study of American culture and the role intellectual movements play in shaping it. Special emphasis on the development and global impact of American popular culture as well as how ideas related to religion, race, gender, class, and politics help define the American experience. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 353 History of Christianity (3)**

A survey of the Christian movement in history, its beliefs, institutions, and worldwide expansion. Attention will be given to doctrinal and ecclesial development, spirituality and devotional practices, historical expressions of service and ministry, and the dynamic between the church and global societies from the ancient world to the present day. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 355 Modern Middle East (3)**

This interdisciplinary course provides an opportunity to move beyond the news headlines in order to explore the emergence of the Modern Middle East from the 18<sup>th</sup> century to “The Arab Spring”. Students will examine Middle Eastern languages, religions and cultures; the impact of imperialism, nationalism, secularism, and militant Islam on the region; and ponder the possibility of peace between Israelis and Palestinians. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 361 The World at War, 1914-1945 (3)**

A military, political, social, and cultural overview of First and Second World Wars with special emphasis on the interrelatedness of these conflicts. Extensive use will be made of primary source documents in a variety of mediums. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 363 Global Cold War (3)**

This course examines world politics from 1941 to the 1990s. Students will examine the origins of the Cold War, the development of the United States as a superpower on the global stage, and the ways in which the American Cold War rivalry with the Soviet Union played out in Europe, the Middle East, and the Majority World. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 365 Empire and Its Discontents**

This course examines the social, cultural, and political implications of European colonialism, imperialism and decolonization from 1492 to the present. Focus is placed on the European conquests of the Americas, the global British Empire, and the preponderance of American influence in the recent past. Themes include colonial and post-colonial identity, religious contact and conflict, and orientalism. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 371 History of Political Philosophy**

A survey of political thought from the Greek city-states to the political philosophers of the twentieth century. Topics of study include the foundations of authority, the responsibilities of the state, the nature of justice, understandings and critiques of democracy, and historical understandings of the relation of church and state. Primary sources will be emphasized. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 373 History of Science and Technology**

A historical examination from a global perspective of how science and technology have transformed societies and exerted cultural influence in a variety of civilizations. A particular focus will be on how scientific inquiry and technological innovation engender “paradigm shifts” of understanding the world, shape our notions of progress, and are themselves shaped by societal, cultural, and religious assumptions. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 381 Environmental History (3)**

This interdisciplinary, experiential learning course will explore how human interaction with nature influences historical outcomes. Special attention is paid to the way nature shapes human history, settlement, and conflict; the ways in which humans have understood, utilized, and transformed the natural world; and how religious, cultural, scientific, and political attitudes toward nature have changed over time. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 383 Public History: Cities Through the Ages (3)**

This interdisciplinary, experiential learning course traces a particular city’s history and its understanding of its own past. Students will travel to cities such as Charleston SC, Savannah, GA, New Orleans LA, or Washington DC to explore a place’s historic identity and the internal debates between preservation and restoration at national parks, historic homes, public spaces, and religious sites. *Pre-requisites: HS 101, 102 (or 171-172).*

**HS 415 Historical Archive Fieldwork (3)**

Students will participate in exhibit and archival work at a local historical center. Students will be immersed in this professional context, receive supervision from a professor and on-site supervisor, and write an intensive paper on themes related to public history. *Pre-requisites: This course is for History majors only.*

**HS 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**HS 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**HS 491 Senior Thesis (3)**

After a survey of the study of history, the student will engage in a personal research project from a Christian perspective. *Pre-requisites: HS 101,102 (or 171-172). (Required of all history majors in the senior year.)*



## HONORS (HN)

### **HN 301 Honors Seminar (2)**

This course will begin a three-semester, intensive examination of a single 'Great Book,' Dante's Divine Comedy. These three courses will be divided up along the lines of the tripartite division of Dante's work: Inferno, Purgatorio, Paradiso. HN 301 will focus on the Inferno and consist of weekly discussion meetings and a class retreat toward the end of the semester, after which students will complete an extensive term paper. *Pre-requisite: Junior standing, acceptance in Honors Program.*

### **HN 302 Honors Seminar II (2)**

This is the second class in a three-semester cycle that involves an intensive examination of a single 'Great Book,' or a series of related Great Books. Examples of likely assigned works include Dante's Divine Comedy, Augustine's City of God or Homer's Iliad and Odyssey along with Virgil's Aeneid. The class will include weekly meeting culminating in a retreat toward the end of the semester. *Pre-requisite: HN 301.*

### **HN 401 Honors Seminar III (2)**

This is the third class in a three-semester cycle that involves an intensive examination of a single 'Great Book,' or a series of related Great Books. Examples of likely assigned works include Dante's Divine Comedy, Augustine's City of God or Homer's Iliad and Odyssey along with Virgil's Aeneid. The class will include weekly meeting culminating in a retreat toward the end of the semester.

*Pre-requisite: HN 302.*

## HUMAN SERVICES (HU)

### **HU 101 Introduction to Human Services (1)**

A survey of the many aspects of human services, including history, current events, future trends, theoretical approaches, counseling skills, professional identity, and the world of work.

### **HU 241 Field Experience (1)**

A Human Services major must fulfill the specified requirements of this course once by the end of the junior year before the internship experience. Field experience consists of hands-on opportunities in various human service-related events or organizations. The student's advisor makes available specific requirements and opportunities as determined by the Human Services department. *Pre-requisite: Acceptance into the Human Services major.*

### **HU/PY 300 Child and Adolescent Development (3)**

An overview of the physiological, cognitive, psychosocial, and spiritual aspects of development from conception through age 18. *Prerequisite: PY201 or PY 202 and a minimum of sophomore standing.*

### **HU/PY 305 Adult Development and Aging (3)**

An overview of the physical, cognitive, social, spiritual, and emotional aspects of adult development. *Pre-requisites: PY 201 or PY 202 and a minimum of sophomore standing.*

### **HU/PY 315 Abnormal Psychology (3)**

A survey of the current categories of abnormal behavior emphasizing symptoms, major theories of causality, and current treatment methods. *Pre-requisite: PY 201 or PY 202.*

### **HU/PY 412 Theories and Principles of Counseling (3)**

An examination of several of the major theories of counseling in working with individuals, families, and small groups. Included are principles and techniques utilized in assessment, crisis intervention, contracts, and development of the therapeutic relationship. A skills component is also included. *Pre-requisite: PY 201 or PY 202.*

**HU 490 Senior Seminar (3)**

Examines the curricular themes of epistemology, human nature, and application of psychological theory in order to answer major Christian worldview questions (what is success in life, how do I become more Christ like, etc.). *Pre-requisites: junior standing or above.*

**HU 341 Practicum (1-3)**

Supervised field education provides the student with practical on-the-job training in various areas of human service-related fields. Each field education experience is administered by the field education advisor and the supervising facility. Field education may be taken more than once.

**HU 441 Internship (3)**

Supervised internship provides the student with the opportunity to integrate classroom instruction with practical on-the-job learning in various areas of human services related fields. This course is normally taken in the summer after the junior year. *Pre-requisites: IS 310, 12 hours of course work completed at the 300 level or above in the major.*

**HU 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**HU 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

## INTERDISCIPLINARY STUDIES (IS)

**IS 102 Foundations of Faith and Learning (2)**

This course is designed to facilitate the transition to college by introducing and examining the relationship between faith and learning in light of the College's mission. Topics include the value and role of Christian education, the nature and purpose of an academic community, academic skills and planning, learning styles, advising, and how faith informs and expresses itself in life. The course will include content selected from the instructor's academic discipline to be explored from a Christian perspective and to serve as a basis to demonstrate academic competence. This course is required of all students entering college as first-time freshman as well as transfer students with less than 12 hours of academic credit.

**IS 200 Seminar on Faith and Learning (1)**

This seminar style course is designed to assist new transfer students with their transition to Montreat College. The course will help to support transfer students through an exploration of individual and group learning strategies. Topics include: the value and role of Christian higher education, basic biblical worldview concepts, the purpose and distinctiveness of the Montreat College academic community, and how faith informs and expresses itself in life. This course is required in the first semester enrolled at Montreat College for all transfer students entering the College with more than 12 college transfer credits.

**IS 202            Modern Secular-Christian Worldviews (3)**

An interdisciplinary course examining the worldviews, trends, and problems of twentieth-century Western humankind. A Christian worldview and secular thought will be contrasted in several areas, including science and modern literature. *Prerequisite: HS 101-102.*

**IS 251            Academic Studies Abroad (1-6)**

Selected academic topics—biblical, business, historical, linguistics, literary, mathematics, and science—with emphasis on their relationship to physical and cultural settings. Residence abroad. Normally offered during breaks and summer sessions. (*Offered on demand.*)

**IS 302            Philosophy of Leadership (3)**

This is an interdisciplinary course designed to stimulate thinking about leadership qualifications, styles, principles and practices. Emphasis will be placed on developing a personal philosophy of leadership that draws from life experiences, various historical theories, and the Biblical model of Jesus. *Junior standing is strongly recommended.*

**IS 306            Science and Theology of Origins (3)**

This interdisciplinary course will explore various approaches to the issues surrounding the origins debate. Current theories of origins will be presented and then explored from a variety of world views with special attention to Christian theism. Methods of biblical interpretation will also be explored as they relate to understanding origins as expressed in the Bible. The students will have the opportunity to consider several ways that Christians approach the origins issue and then write a paper expressing their current thoughts on the matter.

**IS 310            Pre-Practicum/Pre-Internship (1)**

The purpose of this course is to prepare students for the practicum/ internship experience. Topics included are internship selection, making the most of the internship, resume building, and facing internship challenges.

**IS 341            Practicum (1-3)**

A supervised learning experience that provides one with initial exposure to relevant professional activities. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of three hours may be used to satisfy degree requirements. *Pre-requisite: IS 310, permission of the student's advisor and the BRIS department chair or designee.*

**IS 421            Leadership Practicum (3)**

This course allows leadership minor students to apply the theories learned during specified leadership courses in an active leadership role. Students may serve in a variety of leadership positions in college-approved organizations (such as SGA, SCA, or FCA) as resident assistants, or as captains of varsity athletic teams. The position is for a minimum of one year. Each student must recruit a voluntary advisor within his or her discipline who will serve as counselor and evaluator of the student's leadership performance. Students are required to keep a journal of activities during the term, including lessons learned. Each student prepares, with the approval of the advisor, an evaluation form to include a mission statement, objectives and goals, performance measures, corrective actions, and outcomes. *Prerequisite: IS 310, twelve hours of coursework in the theoretical and applied leadership minor.*

**IS 441 Internship (3)**

An intensive, quality, structured learning opportunity that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of six (6) hours may be used to satisfy degree requirements. *Pre-requisite: IS 310, junior status, permission of the student's advisor and department chair or designee.*

**IS 451 Council for Christian Colleges and Universities Internships (1-6)**

In cooperation with the council, students may participate in internships in Washington, D.C. (through American Studies Program), Hollywood (through Los Angeles Film Studies Program), Martha's Vineyard, Massachusetts (through the Contemporary Music Center), or Costa Rica (through Latin American Studies Program). Students will be placed in appropriate studies-related work situations. *Pre-requisite: Permission of the Vice President for Academic Affairs & Dean of the College. See "Special Programs" for more information*

**IS 460 Council for Christian Colleges and Universities Seminars (6-8)**

In cooperation with the council, students examine selected topics relevant to the American Studies Program, Los Angeles Film Studies Program, Contemporary Music Center, or Latin American Studies Program. *Pre-requisite: Permission of the Vice President for Academic Affairs & Dean of the College. See "Special Programs" for more information.*

**IS 461 Seminar on Faith and Life (2)**

A course designed to help students define their personal Christian philosophy of life by integrating faith and learning. Students are challenged to explore their Christian calling and to consider ways in which they can exert Christian influence in the world today. *Pre-requisite: Senior standing or permission of professor.*

**IS 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**IS 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**IS 491 Senior Thesis (3)**

Students develop an extensive paper under the direction of a faculty member that demonstrates their ability to do senior-level research and writing on a specialized topic in theology, philosophy, or cross-cultural studies. A committee comprised of the course professor, another member of the division, and a member chosen by the student evaluates and grade the thesis.

**MATHEMATICS (MT)****MT 101 Introduction to Mathematics (3)**

A survey of mathematics including a sampling of topics from the history of mathematics, logic, set theory, algebra, geometry, number theory, business math, and other topics.

**MT 114 Elementary Probability and Statistics (3)**

A non-calculus course designed to introduce elementary concepts in descriptive statistics, probability, sampling distributions, linear regression, correlation, estimation, and hypothesis testing. Applications taken from a variety of disciplines including social sciences and business. Analyses of observed data are performed manually, by calculator, and by computer. (*Offered each semester.*)

**MT 121 College Algebra (3)**

A course that explores fundamental concepts of algebra including properties of real numbers, equations and inequalities, polynomial and other algebraic functions and their graphs. Additional topics may include solving systems of equations and inequalities, matrices and determinants, conic sections, etc. *Prerequisite: Grade of B or above in high school algebra II or the equivalent.*

**MT 122 College Trigonometry (3)**

A course that explores exponential and logarithmic functions as well as fundamental concepts of trigonometry. Topics covered will include triangle trigonometry, the trigonometric functions, their inverses, and their graphs. Trigonometric equations and trigonometric identities will be explored as trigonometry is applied to various situations. *Prerequisite: Grade of B or above in high school Algebra II or the equivalent.*

**MT 191 Applied Calculus I (4)**

Differential and integral calculus of the polynomial, logarithmic, and exponential functions, including limits and continuity; rules of differentiation and integration; applications in the life sciences and business, including maximum/minimum problems and related rates; and the fundamental theorem of calculus. *Prerequisite: Grade of C or above in MT 121 or a grade of B or above in high school algebra II or equivalent.*

**MT 192 Applied Calculus II (4)**

A continuation of Calculus I that includes trigonometric functions, techniques of integration, functions of two and three variables, differential equations, sequences and series, and probability. Applications will continue to be emphasized. *Prerequisite: MT 191 and 122 or high school equivalent.*

**MUSIC (MS)****MS 100 Seminar in Music Performance (.5)**

Required weekly attendance for all music majors enrolled in applied music. An important venue for weekly performances, it includes attendance at local area music productions. Successful completion required each semester of enrollment.

**MS 101 Introduction to Music (3)**

An introduction to materials and properties of music, musical media, and categories of musical literature with a concentration in music of the Baroque, Classical, Romantic, and Modern eras.

**MS 103 Beginning Class: Piano (2)**

Intended for students who have not previously studied piano. In addition to mastering note reading and playing simple pieces, students develop the ability to play chord progressions, harmonize simple melodies, and explore other keyboard capabilities.

**MS 104 Beginning Class: Voice (2)**

Intended for students who have not previously studied voice. Students learn basic concepts of producing good sound including proper breath management, good diction, and developing the full range of voice. Opportunity to sing for and listen to colleagues is an important aspect of this course.

**MS 105      Beginning Class: Guitar (2)**

Intended for students who have not previously studied guitar. Students learn to play notes and chords, read music notation, play simple music from several styles, and do a variety of other guitar-related activities.

**MS 106      Music Business Forum (0)**

This course will consist of a mixture of guest speakers from the Music and Entertainment Industries, group discussion of current news and special topics in the Music Industry, and songwriting showcase with student feedback.

**MS 113-114    Music Theory I, II (4, 4)**

A comprehensive study of musical notation, key signatures, scales, intervals, triads, and seventh chords. Additional emphasis on melodic and harmonic analysis, melodic and harmonic dictation, sight singing, and four-part harmony. To be taken in fall/spring sequence.

**MS 121      Survey of Music Production, Marketing, and Distribution (3)**



This course provides core knowledge of current business, legal and marketing practices unique to the music industry. Topics include music publishing, recording, marketing and distribution.

**MS 122      Survey of Music and Artist Management (3)**

This course provides core knowledge of current business, legal and marketing practices unique to the music industry. Topics include artist management, concert promotion, and arts administration.

**MS 131      Introduction to Digital Sound Recording (3)**

Introduction to the equipment of the recording studio and its use, audio session procedures, and guided experiences in recording. Emphasis on independent recording projects using multi-track recording, sequencing, signal processing, and MIDI technologies. Includes an overview of acoustics and sound in church and/or performance settings.

**MS 133-134, 233-234      Applied Group Lessons (1, 1, 1, 1)**

A study of musical performance techniques and literature open to students of all levels of proficiency. Students apply their studies in a group setting with individual attention given to each student. Opportunity to play for and listen to music colleagues is an important aspect of this course. Some studio class and concert attendance requirements are included. *Fee.*

**MS 141-142, 241-242      Applied Piano (1, 1, 1, 1)**

Students are accepted at various levels of proficiency, and their ability to play the piano in a musical way is further developed. Piano literature selected is suited to the capacity of the student and consists of art music pieces from the Baroque era to the present. Some popular music of the student's choosing may be included. Some studio class and concert attendance requirements included. *Fee \$95.*

**MS 143-144, 243-244      Applied Voice (1, 1, 1, 1)**

Emphasis is placed on the use of the voice as a natural instrument. The ultimate goal is an artistic style of singing that includes beautiful tone and dependable technique. As the voice is developed, literature suited to the capacity of the student and drawn from the best works of great masters is studied. Some popular music of the student's choosing may be included. Some studio class and concert attendance requirements included. *Fee.*

**MS 145-146, 245-246      Applied Organ (1, 1, 1, 1)**

The course includes a thorough grounding in registration, means of expression necessary to minimize the highly mechanical nature of the instrument, and pedal technique. The choice of music is determined by the capacity of the student and the instrument being played. *Fee. Pre-requisites: Moderate level of piano proficiency and permission of professor.*

**MS 147-148, 247-248      Applied Music (1,1,1,1)**

Instrumental: Guitar, Clarinet, Flute, Saxophone, Violin, Viola, Cello, Percussion, Folk Strings. A study of technique and literature open to students of all levels of proficiency. Some studio class and concert attendance requirements included. *Fee.*

**MS 151      College Choir (1)**

A select choral group of mixed voices that explores all historical and stylistic music that brings praise to the Lord. The choir presents public concerts, regional tours, and participates in chapel and church services, convocations, and other events. Purchase of formal wear is required. *May be repeated for credit.*

**MS 153      Guitar Ensemble (1)**

Intended for students with some experience in reading music and playing classical guitar. Students will develop skills that enable them to perform classical music on a challenging level in an ensemble setting. The ensemble will be expected to perform at events on and off campus. Prerequisite: Music 105, 147, or permission of instructor. Materials: Classical guitar, footstool, and music as needed.

**MS 154      Instrumental Chamber Ensemble (1)**

An ensemble for students with some prior study and ensemble experience on a string or woodwind instrument. The ensemble meets twice per week, and may be expected to perform occasionally on or off-campus. Pre-requisite: 2 years of study on the instrument, or permission of professor.

**MS 156      Accompanying (1)**

A repeatable course designed primarily to fulfill ensemble requirements for Piano majors. Emphasis on development of sight reading, listening, and ensemble skills needed for effective accompaniment. Includes supervised collaboration with student soloists and ensembles, and some performances. Pre-requisite: permission of professor.

**MS 202      A Social History of Rock and Roll (3)**

This course explores the development of the rock-and-roll phenomenon from its roots in rhythm and blues, jazz and swing and country western music to its maturity and popularity in the latter part of the twentieth century. Various genres that have been viewed as sub categories or rock-and-roll are defined and examined. A study of influential and popular rock-and-roll musicians, their lives, and their music are included. The course also examines the social and political forces that spawned and nourished this influential genre of music, and also analyzed the effect that rock-and-roll has had on society. Christian principles in relation to participation in rock-and-roll will also be discussed as well as how rock-and-roll has affected the Christian community.

**MS 206      Rhythm Studies (3)**

This course will investigate the nature of rhythm observed from a rainbow of musical idioms. The idioms used for study will be determined by the students' own prior musical experiences, their main fields of study, and the instructor's recommendations. Topics include clave, hemiola, polyrhythm, north and south Indian rhythm and counting, and time. The topic of time will include timekeeping; metronome and click track techniques, and feel.

**MS 209 MAPP Recording Studio Management (3)**

Covers the administrative functions unique to the modern commercial recording studio including accounting, marketing, personnel, planning, and facility management.

**MS 213-214 Music Theory III, IV (4, 4)**

A continuation of Music 113-114. Topics include part writing, modulation, transposition, and twentieth-century analytical techniques; advanced melodic and harmonic dictation, sight singing. To be taken in fall/spring sequence. *Pre-requisite: MS 113, 114 or permission of professor.*

**MS 221 Introduction to the Recording Studio (3)**

Introduction to the equipment of the recording studio and its use, audio session procedures, and guided experiences in recording in the professional commercial recording studio environment. Will include independent work using current multi-track recording and processing equipment at Echo Mountain Recording Studio, a commercial recording facility in Asheville, NC. All classes are conducted off-campus at this location.

**MS 232 MAPP Critical Listening (1)**

Ear-training for producers and recording engineers. Class activities involve listening and analysis of master tape and disc formats. Will include a range of music genres as well as specialized technical ear-training.

**MS 251 Chamber Choir (1)**

A choral ensemble that explores challenging repertoire from the Renaissance to the twenty-first century, the choir performs in concerts with the Concert Choir as well as in chapel and church services, madrigal dinners, and other functions. Above average sight-singing and vocal abilities necessary. Successful audition required.

**MS 261- 262 Music and Artist Management Seminar I & II (2, 2)**

This course integrates theoretical and practical knowledge with experience relevant to the music business through completion of a major live event. Students in this course plan and produce the annual "Battle of the Bands" and are responsible for all aspects of the event from scheduling and marketing, to financial management, to technical aspects to stage design and logistics. Enrollment required for all music business majors. (*Offered each semester.*)

**MS 301 Midi and Sound Synthesis (3)**

An introduction to hardware and software applications for the musician's use. Topics include the use of MIDI for record, playback, sequencing, arranging and preparation of music for publication, composition, and the use of Web and Internet resources for musicians. *Pre-requisite: MS 113 or permission of professor. (Offered spring semesters of off-numbered years.)*

**MS 303 Special Topics Seminar (3)**

Emphasis on topics of interest in either keyboard or voice disciplines.

**MS 305 Survey of Musical Styles I (3)**

This course is a fast-paced survey of Western music history, antiquity to the 21<sup>st</sup> century, identifying the defining hallmarks of each period of change and development and citing representative composers and compositions for each. The course seeks to provide the student with a panoramic perspective.

**MS 306 Survey of Musical Styles II (3)**

Having completed MS 305, this course moves the student from the panoramic vantage point to a specific locale. This course, with an emphasis on research and writing, allows the student to take up residence with a genre and/or subgenre and discover how it has had an impact on history, society and faith. *Pre-requisite: MS 305.*



**MS 307 History of Congregational Song (3)**

This course is an informational and useful survey of the most-incorporated tool in Christian worship: congregational song. Besides the historical survey, the study of song as musical composition is a dimension of the course with students actively involved in creating texts and tunes.

**MS 319 Arranging (3)**

Instrumentation, notation, song writing, and other compositional issues related to the creation and adaptation of music for use in worship and other musical environments. Development of skills to provide the student with the musical versatility to flourish within various musical situations. *Pre-requisites: MS-113 and MS 114 or permission of professor.*

**MS 322 Live Sound and Lighting (3)**

An exploration of the philosophical foundation and the practical use of current technology employed in worship settings. Students will gain hands-on experience with hardware and software involved with lighting, projection, video editing, and audio recording. Taught by a select team of professionals.

**MS 325 MAPP Digital Sound Processing (3)**

An overview of digital audio technology with an emphasis on sound processing related to music production.

**MS 326 MAPP Mastering (3)**

An advanced hands-on approach to the principles and practices of mastering. Focuses on the use of digital audio workstations specially designed for audio mastering and related outboard equipment. Additional focus on surround mastering and DVD authoring.

**MS 331 Copyright Law (3)**

This course provides an overview of intellectual property law with a focus on copyright law. Special topics covered in the course include communications law, music law and corporate IP issues.

**MS 332 Music Publishing (3)**

This course applies the foundation established in MS 331 Copyright Law in a business setting (how those rights are monetized and exploited). The course will cover all aspects of the music publishing industry with a focus on multi-media licensing. Students will learn how to set up a publishing company and be prepared to represent both publishing companies and artists in business matters. *Pre-requisite: MS 331*

**MS 341-342, 441-442 Applied Piano (1, 1, 1, 1)**

A continuation of MS 141-142, 241-242. Advanced playing techniques are studied. Emphasis on pedagogy, interpretation, mechanics of sound production, and physiological aspects of keyboard playing. Literature includes that from the Baroque through the Modern eras. *Fee. Pre-requisites: Successful completion of 200-level piano instruction and permission of professor.*

**MS 343-344, 443-444 Applied Voice (1, 1, 1, 1)**

A continuation of MS 143-144, 243-244. Advanced techniques of singing are studied. Emphasis on pedagogical and scientific aspects of the singing art. Literature includes that from classic and Romantic era opera and art song. *Fee. Pre-requisites: Successful completion of 200-level voice instruction and permission of professor.*

**MS 345-346, 445-446 Applied Organ (1, 1, 1, 1)**

A continuation of MS 145-146, 245-246. Studies include advanced techniques in registration and pedaling. Emphasis on service playing, and artistic and interpretive aspects of the organ. Literature drawn from Renaissance to Modern repertory. *Fee.*

**MS 347-348, 447-448      Applied Music (1,1,1,1)**

Instrumental: Guitar, Clarinet, Flute, Saxophone, Violin, Viola, Cello, Percussion, Folk Strings. A study of technique and literature open to students of all levels of proficiency. Some studio class and concert attendance requirements included. *Fee.*

**MS 354      Contemporary Ensemble (1)**

An ensemble for advanced music students who wish to explore and perform rock, pop, country and other contemporary music styles. The ensemble will meet twice per week and will be expected to perform both on and off campus. Pre-requisite: Reserved for students who have successfully completed at least two semesters of applied instruction and ensemble unless approved by the instructor. An audition is required.

**MS 361- 362    Music Production, Marketing, and Distribution Seminar I & II (3, 3)**

This course integrates theoretical and practical knowledge with experience relevant to the music business through completion of a required major project where students produce, market, and distribute a commercially viable music recording. Students are responsible for all aspects of the project from initial research and development of a viable prospectus to production, marketing and distribution. Enrollment required for all upper-division music business majors. (*Offered each semester.*)

**MS 401      Choral Conducting (2)**

A study of basic conducting patterns, techniques, and rehearsal procedures. Laboratory experiences are concerned with learning about music through the rehearsal and study of choral literature. Emphasis is placed upon gestural technique and score study to effectively communicate characteristics of style and the performance practice of music from various musical periods.

**MS 405      Choral Methods (2)**

The exploration of resources, methods, and techniques useful for leading a choir in church or school. Of particular emphasis is group vocal techniques, sight-singing techniques, and ensemble diction for choirs using IPA, *Pre-requisite: MS 401.*

**MS 451      Practicum in Music Business (2)**

In-depth experience in selected music industry tailored to the ability and needs of individual students. *Pre-requisites: IS 310, Junior standing.*

**MS 461- 462    Music Business Seminar V & VI (2, 2)**

This course focuses on the integration of interdisciplinary theoretical and practical knowledge and experience relevant to the music business. Course involves a student independent project. Course may be included as part of an immersion semester during the senior year. Enrollment required for all upper-division music business majors. (*Offered each semester.*)

**MS 480      Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**MS 481      Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours. *Pre-requisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**MS 485 Senior Studies in Music Business (3)**

This is a capstone course designed to integrate knowledge and experience established throughout the music business curriculum. Students will develop a unique and practical plan for a viable, music-related venture or develop a solution to a problem or issue related to the industry. Students will be expected to demonstrate the ability to practice innovation, establish a productive team and work schedule and produce a compelling and viable plan that includes an effective marketing strategy.

**MS 485L Senior Studies in Music Business Lab (1)**

Lab component of the MS 485 capstone course. This course is a component of the Montreat Audio Production Program (MAPP) immersion semester. In this lab, students address and develop solutions to problems related to the production, distribution or marketing of music.

**OUTDOOR EDUCATION (OE)****OE 103 Survey of Outdoor Education I (3)**

This course introduces students to foundational topics in outdoor education. Topics include key terms, core competencies of professional outdoor educators and leaders, historical trends, facilitation and processing skills, environmental stewardship, teaching strategies, career options and participation in and development of integrated outdoor experiences. A variety of teaching methods including discussion, field experiences, movies, books, and articles will be used. Students begin development of a portfolio that will continue to develop throughout the program of study. Students are required to attend out-of-class experiences that complement the theoretical content. *Fee*

**OE 111 Facilitating Outdoor Education Experiences (3)**

This course will cover techniques and principles involved in organizing, presenting and facilitation outdoor education activities and program. Students will develop a repertoire of adventure education and environmental education activities and discuss practices and concepts involved in debriefing activities to maximize participants' growth. This course will also include and integration of the disciplines of adventure education and environmental education.

**OE 180 Discovery Wilderness Expedition (4)**

An 18-22- day wilderness expedition that may include backpacking, rock climbing, whitewater canoeing, camping, route finding, a solo experience, and a personal challenge event. Through these experiences, students focus on individual and group development in four core areas: stewardship, discipleship, community, and leadership. Emphasis is on spiritual growth and Christian fellowship. A reflective paper will be required. Discovery is a physically challenging course but possible for participants in average physical condition. Challenge and risk are part of the teaching methodologies of the program, and although managed to provide as much safety as possible, all risks cannot be removed. Completion of OE 180 is required in the first year for OE/OM majors. Completion of OE 180 will fulfill one PE credit requirement and meets an Outdoor Ministry minor requirement. *Fee*.

**OE 182 Wilderness Journey (2-4)**

Students will participate in an expedition to a natural area of the world where they will be involved in experiences that develop their leadership, decision-making, judgment and technical skills using adventure and environmental education. Expeditions will enhance student's training by offering experiences not covered in other OR courses. The expeditions may focus on specific models of travel (ex: sea kayaking, mountaineering, ice climbing, etc.) or a uniquely different environment (ex: international locations, desert southwest, etc.) Trip length will be 12-22 days. A reflective paper will be required. This course is physically challenging but possible for participants in average physical condition. Challenge and risk are part of the teaching methodologies of the program, and although managed to provide as much safety as possible, all risks cannot be removed. Completion of OE 182 will fulfill one PE credit requirement and meets an Outdoor Ministry minor requirement. *Fee.*

**OE 191-192 Outdoor Living Skills I and II (2, 2)**

This two semester course sequence helps students develop greater competence to live safely, comfortably, and respectfully in the outdoors. It will also help develop the confidence of those intending to lead others in backpacking and camping in a wilderness setting by offering an opportunity for peer teaching. Course includes a required four-day backpacking trip each semester – dates to be announced in class. *Pre-requisite: OE 180 or permission of professor. Transfer OE/OM students can take OE 191-192 without the OE 180 pre-requisite.*

**OE 210 Challenge Course Facilitation (3)**

This course will focus on the facilitation of challenge course elements including fixed and portable low initiatives, fixed high ropes courses, and climbing towers. The course is intended to provide an overview of the challenge course industry and necessary skills for the facilitation of challenge course programming. Emphasis will be placed on group processing skills, technical equipment and skills, and management/assessment techniques. This course will follow industry standards as set forth by the Association for Challenge Course Technology (ACCT). This course is not an ACCT or Montreat College Team and Leadership Center facilitator certification, training or testing, but should provide students with a foundation to move forward to become certified should they wish to do so on their own.

**OE 220 Survey of Environmental Education Curricula (3)**

In this course, students will be trained to use curricula, such as Project WET, Project WILD, Project Learning Tree, Aquatic WILD, and/or CATCH so that they can creatively teach others about content included in each curriculum. These curricula can be used in most outdoor education settings with a variety of age groups. Students who participate in this class progress toward fulfilling the instructional workshop requirement for the North Carolina Environmental Education Certification.

**OE 225 Conference and Event Planning (1-3)**

This course is designed to expose students to the planning and organization of a professional Outdoor Education related conference. The students will gain experience in organization, development and follow through of the details needed to carry out a professional conference including various levels of the conference planning and evaluation.

**OE 241      Field Experience (1-2)**

An Outdoor Education/Outdoor Ministry major must fulfill the specified requirements of two different field experiences for 1 credit hour each before doing an OE/OM internship in the junior or senior year. Field experiences consist of hands-on opportunities in various outdoor education/ministry-related events or organizations. Each credit hour earned requires 40 hours of on-site involvement during an agreed upon length of time. *Pre-requisites: Permission of the student's field experience supervisor. (A fee per credit hour is assessed for field experiences during the summer. During the semester the credit counts within the load).*

**OE 300      Survey of Adventure-Based Counseling (3)**

This course is intended to provide an overview of the theoretical underpinnings, conceptual foundations, and necessary skills related to the field of Adventure-Based Counseling. Topics will include history, theories, ethical issues, populations, faith considerations, and specific skills & techniques related to Experiential Therapy, particularly in an adventure context. Students will be encouraged to participate in personal reflection and processing related to class content. The course will include at least one day-long site visit and one day-long Adventure-Based Counseling experience. *Prerequisite: PY 201 or 202.*

**OE 305      Environmental Policy and Law (3)**

A course designed to acquaint students with the history of natural resource management, agencies that manage public lands, and laws created to protect natural resources. Students will also explore policies of the United States government, and current agencies and laws that govern use or abuse of the environment. Students travel to Washington, DC as a part of this course. *Fee.*

**OE 306      Leadership and Group Dynamics (3)**

This interdisciplinary course is for students who want to become more effective as a small group participant and leader. It focuses on different types of small groups and the communication skills essential for effective group participation and facilitation. Theory is coupled with experiential learning to gain an understanding of group development and leadership that enriches individual lives and builds a Christian community

**OE 310      Principles of Environmental Interpretation (3)**

This course prepares students to communicate clearly in written, spoken and visual forms. The overriding focus of the course is to prepare students to design and present displays, exhibits, brochures and public programs in a professional and understandable manner. The National Park Service (NPS) philosophy of interpretation is used as a model in this course since the NPS has perfected techniques for communicating technical information to lay publics in an informal, relaxed atmosphere.

**OE 311      Outdoor Programming and Leadership: Kayaking (4)**

A course offering instruction in leading whitewater kayaking programs. Emphasis is on instruction techniques, programming considerations, skill development, and professional leadership. Students gain teaching and leadership experience. Successful completion of this course may qualify students for certification through the American Canoe Association. *Pre-requisites: OE 340 and PE 240 and/or PE 241 or permission of instructor.*

**OE 312      Outdoor Programming and Leadership: Expedition Management (4)**

A wilderness leadership course which offers advanced instruction in leadership skills such as judgment and decision-making, group management, route and ration planning, land navigation, teaching and facilitation techniques, and risk management. Emphasis is on professional leadership development. Course includes a required backpacking trip. *Pre-requisites: OE 180, OE 191-192 and OE 340 or permission of instructor.*

**OE 313 Outdoor Programming and Leadership: Rock Climbing (4)**

A course offering instruction in leading rock climbing programs. Emphasis is on instruction techniques, programming considerations, skill development, and professional leadership. Students gain teaching and leadership experience. *Pre-requisites: OE 340 and PE 220 and/or PE 221 or permission of instructor.*

**OE 314 Outdoor Programming and Leadership: Canoeing (4)**

A course offering instruction in leading whitewater canoeing programs. Emphasis is on instruction techniques, programming considerations, skill development, and professional leadership. Students gain teaching and leadership experience. Successful completion of this course may qualify students for certification through the American Canoe Association. *Fee for certification. Pre-requisites: OE 340 and PE 230 and/or PE 231 or permission of instructor.*

**OE 340 Teaching Methods & Curriculum Development in Outdoor Education (4)**

This course focuses on the development of curricula that integrates adventure education and environmental education from a Christian perspective. Students develop a philosophy of teaching and have opportunities to observe teachers and practice teaching techniques in local school and programs. Three hours lecture and three hours lab per week.

**OE 341 Practicum (1-3)**

A supervised learning experience that provides the student with initial exposure to relevant professional activities. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of three (3) hours may be used to satisfy degree requirements. *Pre-requisites: IS 310, permission of the student's advisor and department chair or designee.*

**OE 404 Administration and Management of Outdoor Education (4)**



A study of administrative procedures for a broad scope of outdoor education programs. Topics will include personnel and facility management, program development, boards and committees, fiscal planning, staff hiring and training, public relations, insurance, record keeping, marketing and risk management. Students will develop the administrative infrastructure for a new program. Course includes at least three site visits to local Outdoor Education facilities. *Prerequisites: OE 310, OM 300 and senior standing in the major.*

**OE 441 Internship (3)**

Designed to serve as a culminating field experience for students majoring in outdoor education, this experience provides broad-based exposure to all operational facets of an outdoor education program. The intent is to provide each student with a full-time placement in his or her area of concentration. *Pre-requisites: IS 310 and OE 241(2), junior status. Fee.*

**OE 462 Current Issues in Outdoor Education (3)**

A course designed for graduating seniors preparing to enter the field of outdoor education. Students will be required to read a wide variety of literature and discuss pertinent issues in the field of outdoor education. Students will complete a major literature review and at least two oral presentations on the issues researched. *Pre-requisites: OE 310 and senior standing in the major.*

**OE 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department faculty. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**OE 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**OE 491 Senior Seminar (1)**

Designed to prepare outdoor education majors to make the transition to professionals in the field, this course includes job search and interview skills and will assist students in gaining a deeper understanding of God's calling and in bringing closure to the student's academic career. Students will complete a résumé, portfolio, and a comprehensive assessment and exit interview. Required of all OE/OM majors in their final semester. *Prerequisite: Senior standing in major.*

## OUTDOOR MINISTRY (OM)

**OM 200 Introduction to Christian Camping & Outdoor Ministry (3)**

This course will survey the history of organized camping and identify key educational and ministry principles that are foundational to outdoor ministry. It will also explore the application of these principles to different types of camp programs and to a variety of philosophic approaches.

**OM 241 Field Experience (1)**

An Outdoor Education/Outdoor Ministry major must fulfill the specified requirements of two different field experiences for 1 credit hour each before doing an OE/OM internship in the junior or senior year. Field experiences consist of hands-on opportunities in various outdoor education/ministry-related events or organizations. Each credit hour earned requires 40 hours of on-site involvement during an agreed upon length of time. *Prerequisites: Permission of the student's field experience supervisor. (A fee per credit hour is assessed for field experiences during the summer. During the semester the credit counts within the load).*

**OM 300 Outdoor & Camp Programming (3)**

This course will focus on the development and implementation of outdoor education and ministry programs. Students will create and propose a new outdoor program for two different organizations. One of the programs will be conducted for a local community agency. *Prerequisite: OM 200 and Junior standing in major.*

**OM 341 Practicum (1-3)**

A supervised learning experience that provides the student with initial exposure to relevant professional activities. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of three (3) hours may be used to satisfy degree requirements. *Prerequisites: IS 310, permission of the student's advisor and department chair or designee.*

**OM 441 Internship (3)**

This experience is designed to serve as a culminating field experience for students majoring in outdoor ministry. It provides for full-time involvement an outdoor ministry program with opportunities for the application of classroom theories, leadership development, and career exploration. *Prerequisite: IS 310 and OM 241(2), junior status. Fee.*

**OM 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department faculty. Class will meet 15 hours for each hour of credit offered. A student can repeat this course for up to six hours of credit.

**OM 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**PHILOSOPHY (PH)**

**PH 201 Introduction to Philosophy (3)**

An introduction to the major problems and systems of philosophy. This course familiarizes the student with some of the systems of philosophy that have appeared over the centuries and with some of the contemporary systems.

**PH 210 Logic (3)**

This course will introduce students to the basic components of sound argumentation. Students will be introduced to the basic categories, language, tools, and concepts of formal logic. This course will teach students to evaluate arguments using these tools of logic. Students will also learn to identify both formal and informal fallacies where they occur in common argumentation.

**PH 301 Ethics (3)**

This course will introduce students to several major ethical theories, including: virtue, rule, and consequential approaches. Students will read and study several important ethical thinkers, both Christian and secular. These ethical theories will then be applied to case studies in a variety of fields such as: bioethics, political ethics, ecclesial ethics, ethics of counseling, business ethics, environmental ethics, etc. *(Offered alternate years.)*

**PH 321 Contemporary Theologies (3)**

This course will survey several contemporary approaches to theology, including: liberation theology, process theology, feminist theology, openness of God theology, Asian theology, Black theology, and other 20<sup>th</sup> century approaches. Each approach will be understood on its own terms through reading its major proponents. An honest evaluation of each approach will be undertaken through the use of biblical and doctrinal theology. *Pre-requisite: BB 211*

**PH 403 Philosophy of Religion and Apologetics (3)**

This course will introduce students to the basic questions that concern religious thinkers, including: the problem of evil, miracles, immortality, proofs of God's existence, unity and diversity in religions, the relationship of faith and reason, etc. The works of some of the key thinkers in the philosophy of religion will be read in addition to the general survey of the subject.

**PH 480 Special Topic in Philosophy (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**PH 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*



**PH 491 Senior Thesis (3)**

Students develop an extensive paper under the direction of a faculty member that demonstrates their ability to do senior-level research and writing on a specialized topic in theology, philosophy, or cross-cultural studies. A committee comprised of the course professor, another member of the division, and a member chosen by the student evaluates and grade the thesis.

**PHYSICAL EDUCATION (PE)**

Activity courses that fulfill the physical education requirement in the general education core are those that are 100 and 200-level. Exemptions from activity courses will be considered by the department on a case-by-case basis.

**PE 101 Beginning Jogging (1)**

An activity course designed for the student to learn about the aerobic aspects of jogging and to develop a personal program of continuous jogging for 30 minutes, three times per week.

**PE 102 Fly Fishing (1)**

An introduction to fly fishing, its history, equipment selection and maintenance, casting techniques, aquatic entomology, and stream ecology.

**PE 111 Introduction to Principles and Philosophy of Physical Education (3)**

This course is designed to provide the potential physical education professional with a knowledge of the foundations, principles, and philosophies of physical education from ancient history to the present.

**PE 140 Beginning Weight Training (1)**

This course is an introduction to weight training with emphasis on principles and techniques. Students develop an individualized weight training program. Related health and safety factors are also considered.

**PE 142 Aerobic Dance (1)**

This course emphasizes movement to music as an enjoyable means of strengthening muscles, improving flexibility, and developing overall physical fitness.

**PE 143 Team Sports I - Soccer and Volleyball (1)**

Eight weeks of soccer and eight weeks of volleyball. Instruction in rules, skills, and strategy. Emphasizes physical fitness.

**PE 144 Team Sports II - Basketball and Softball (1)**

Eight weeks of basketball and eight weeks of softball. Instruction in rules, skills, and strategy. Emphasizes physical fitness.

**PE 145 Physical Fitness (1)**

This course includes knowledge of cardiovascular endurance, maximal heart rate, and how to work out an individual program to achieve fitness.

**PE 146 Racquet Sports (1)**

Eight weeks of badminton and eight weeks of tennis. Instruction in basics, such as grip, footwork, strokes, rules, strategy, and tournament play.

**PE 147 Yoga (1)**

This course is an introduction to the basics of yoga. Focus will be on proper alignment of the body, breath awareness, postures, and meditation. Through yoga, students will strive to honor God with their bodies recognizing that the Holy Spirit dwells within them. In each class, meditations on scripture will be incorporated. All levels of experience are welcome. The student must provide or purchase a yoga mat, block, and strap as well as assigned academic materials.

**PE 157      Advanced Yoga (1)**

This course is designed for the intermediate to advanced yoga student. The class will build on concepts introduced in PE 147 Yoga such as alignment of the body, breath awareness, postures, and Christian meditation. In addition, students will practice advanced asana (posture), challenging transitions, and arm balancing. Students will explore the concept of full-body prayer through a series of postures and strive to honor God with their bodies recognizing that the Holy Spirit dwells within them. Meditations on scripture will be incorporated in classes. *Prerequisite: PE 147 or permission of the instructor.*

**PE 201      Concepts of Fitness (2)**

Areas such as cardiovascular endurance, physical fitness, wellness, stress, rest, diet, lifetime sports, and the values of wholesome activities are covered. Each student completes a personal analysis of his/her own fitness based upon testing.

**PE 210      Backpacking and Orienteering (1)**

This course provides an introduction to backpacking. The content will focus on backpacking and camping skills such as clothing selection, fire building, Leave-No Trace practices, map and compass, and the use of camping gear. At least one backpacking trip is required.

**PE 220      Rock Climbing (1)**

Designed for the beginning and intermediate climber, students will learn knots, basic climbing skills, and safety.

**PE 221      Advanced Rock Climbing (1)**

This course is designed for the intermediate and advanced climber. Students will learn technical rope techniques, a variety of options for top-rope setup, proper placement of rock protection, and the basics of lead climbing. Offered spring semesters. *Pre-requisite: PE 220 or OE 313, or permission of professor.*

**PE 230      Canoeing (1)**

Emphasis on tandem paddling skills, lake and whitewater canoeing, and water safety and rescue. *Pre-requisite: Swimming ability.*

**PE 231      Advanced Canoeing (1)**

Designed for the novice solo canoeist or intermediate tandem canoeist seeking to move into solo canoeing, the emphasis of the course is on proper solo technique for use in a whitewater setting. Rolling and C-1 techniques will be also be introduced. Offered fall semesters. *Pre-requisites: PE 230 or OE 314, or permission of professor. Swimming ability.*

**PE 240      Kayaking (1)**

This course is designed for the beginning and intermediate kayaker. The emphasis will be placed on the self and assisted-rescue techniques, basic paddling strokes, river reading, hydrology, water safety, and rescue. *Pre-requisite: Swimming ability.*

**PE 241      Advanced Kayaking (1)**

This course is designed for the intermediate and advanced kayaker. Students will learn a variety of rescue procedures, advanced river reading and hydrology, advanced strikes and maneuvers while paddling more difficult rivers/creeks. Offered fall semesters. *Pre-requisites: PE 240, or permission of professor. Swimming ability.*

**PE 250      Lifeguard Training (1)**

This course covers basic water safety, including swimming strokes, rescues, and escapes. Lifeguard qualifications, pool management and safety will also be studied. Red Cross certification will be awarded to those students who meet the requirements. *Pre-requisite: Swimming ability. Fee.*

**PE 260 Winter Outdoor Education (1)**

This course, taught in the winter months ( typically in the spring semester), has varying content, depending on the weather and location. Emphasis is on how to live comfortably outside in cold environments and winter ecology. Content may include cross-country or Telemark skiing, winter backpacking, and snow shelter construction. At least one backcountry trip is required. No pre-requisite. Previous camping experience preferred.

**PE 270 Downhill Skiing (1)**

Designed for the beginning and intermediate skier, this course includes two lecture classes and five ski trips to a local slope. Students receive one hour of instruction and three hours of ski time during each trip. *Fee \$275.* No refund after first class.

**PE 301 Team Sports Officiating (2)**

A course designed to teach students the techniques and standards of officiating with emphasis on knowing the rules of various team sports. Course can help lead to certification.

**PE 302 Methods and Materials of Coaching (2)**

A course designed to introduce students to the rudiments of coaching. Emphasis on administrative and routine tasks plus the techniques and materials used in recruiting and coaching. (*Offered fall semesters, even-numbered years.*)

**PE 305 Introduction to Athletic Training (3)**

The primary objective of the course is to introduce physically active people to the basic concepts of sports injury prevention, recognition, care, and rehabilitation. Course is an essential component for those entering coaching, physical education, or the field of sports medicine. *Pre-requisite: HL 101.*

**PE 341 Practicum (3-6)**

Supervised field education provides practical on-the-job training in various areas of human service-related fields. Each experience is administered by the college placement office, field education advisor, and supervising facility. Up to three hours may be counted toward degree requirements. Areas may include, but are not limited to, campus work, childcare administration, child volunteer organization work, cross-cultural service, church work, interdenominational child or youth service, recreation, and camping work. *Pre-requisites: PE 303, IS 310.*

**PE 424 Facility Planning for Physical Education Recreation & Athletics (3)**

This course is designed to assist the Sports Management student in acquiring the necessary knowledge and skills needed to manage a sport facility and to plan a complete sporting event. (*Offered spring semesters, even-numbered years.*)

## **PHYSICS (PC)**

**PC 131-132 College Physics I, II (4, 4)**

A series of lecture-demonstration periods in which algebra and trigonometry are used in mathematical analysis. Topics covered in 131 may include classical mechanics, thermodynamics, oscillations and waves. Electricity and magnetism, fluids, optics, and nuclear physics may be included in 132. The lab complements the lecture material. Three hours of lecture and two hours of lab per week. *Pre-requisite: Grade of A or B in high school Algebra II and Trigonometry (or the equivalent) or grade of C or above in MT 122.*

## PREACHING (PR)

### **PR 310      Biblical Preaching and Communication (3)**

This course is designed to give a broad overview of the basic tools and techniques necessary for preparing and presenting sermons based on biblical texts. Topics include an introduction to sermon research as well as what it means to preach in a contemporary context, including the use and misuse of technology, film, music, object lessons and a variety of preaching techniques including both narrative and expositional. *Pre-requisite: BB 305.*

### **PR 410      Preparing for the Gospel Ministry (3)**

This course lays the foundation from which effective evangelism will be launched. The class accomplishes this in three stages. The first centers on mastering the very message of the Gospel centered on the cross and resurrection of Jesus and developing skills in sharing the Gospel with others. The second lesson takes seriously the topic of sin: its origins as recounted in the Bible, its consequences in the eternal life of the individual and its systemic effects in the world, and our need of Christ's saving death and resurrection. The third stage focuses on the Great Commission as found in Matthew 28:16-20 as the central evangelical ordinance given to all believers and to become aware of the presence and power of Christ within it.

### **PR 420      Preaching the Gospel (3)**

This course teaches how to effectively communicate the gospel message in preaching. With the Bible as the foundation, students will develop understanding in the essential qualities and preparation of an evangelistic message understanding contextual dynamics which affect an effective presentation of the Gospel, the skills necessary to delivering the Gospel in a winsome and effective way, and appropriate and effective methods for inviting people to respond to the Gospel message. *Prerequisite: PR 410.*

### **PR 430      Prayer and the Holy Spirit (3)**

The power of communicating the Gospel message effectively resides in the operations of the Holy Spirit and the prayer life of the presenter. This course explores in-depth the person and work of the Holy Spirit in evangelism as well as the key elements of effectual prayer. Students will reflect on the movement of the Holy Spirit in their lives as they develop a plan for prayer in their ministries. Some attention will be given to the nature of spiritual warfare and the call to personal holiness. *Prerequisite: PR 420.*

### **PR 491      Seminar on Ministry (1)**

Students will meet in a one week intensive format (3 hours per day for five days) to discuss current issues in ministry and church administration. This course will cover topics of church growth, administration, worship, as well as trends and issues in ministry in a seminar style format. *Prerequisite: PR 430.*

## PSYCHOLOGY (PY)

### **PY 201      Psychology Applied to Modern Life (3)**

This course offers majors and non-majors an opportunity to apply knowledge from psychology to practical problems. It provides students with an overview of the theory and research in psychology that is related to the demands and challenges of everyday life. Students examine issues that affect their own adjustment to modern life. The following topics will be addressed: stress, physical health, love relationships, gender, communications, self, personality, work, and development.

### **PY 202      General Psychology (3)**

A basic survey of the principles of the science of human behavior and their applications to life situations.

**PY 300      Child and Adolescent Development (3)**

An overview of the physiological, cognitive, psychosocial, and spiritual aspects of development from conception through age 18. *Prerequisite: PY201 or PY 202 and a minimum of sophomore standing.*

**PY 305      Adult Development and Aging (3)**

An overview of the physical, cognitive, social, spiritual, and emotional aspects of adult development. *Pre-requisites: PY 201 or PY 202 and a minimum of sophomore standing.*

**PY 310      Research Methods (3)**

This course is designed for upper level undergraduate students majoring in human services and psychological studies. The course will provide an introduction to research methodology and a basic framework to critically evaluate social and behavioral science research. You will be exposed to and tested on the major concepts and methods for generating hypotheses and designing a multi-measure study. This course should enable you to evaluate more critically the claims of “experts” in the popular press as well as in the scientific literature. It will also serve as preparation for graduate-level research. *Pre-requisite: PY 201 or PY 202.*

**PY 314      Personality (3)**

Basic principles of personality structure, dynamics, development, assessment, and theory are discussed. Consideration is given to both the environmental and biological determinants of personality. *Pre-requisite: PY 201 or PY 202.*

**PY 315      Abnormal Psychology (3)**

A survey of the current categories of abnormal behavior emphasizing symptoms, major theories of causality, and current treatment methods. *Pre-requisite: PY 201 or PY 202.*

**PY 320      Social Psychology (3)**

The study of the behaviors and thoughts of individuals as influenced by actual or perceived social factors and other individuals. *Pre-requisites: PY 201 or PY 202*

**PY 341      Practicum (1-3)**

Supervised field education provides the student with practical on-the-job training in various areas of psychology related fields. Supervision of the practicum is a shared responsibility between the faculty advisor and the on-site supervisor. This course may be repeated; a maximum of three hours may be used to satisfy degree requirements. *Pre-requisites: IS 310.*

**PY 412      Theories and Principles of Counseling (3)**

An examination of several of the major theories of counseling in working with individuals, families, and small groups. Included are principles and techniques utilized in assessment, crisis intervention, contracts, and development of the therapeutic relationship. A skills component is also included. *Pre-requisite: PY 201 or PY 202.*

**PY 416      Learning and Memory (3)**

This course provides a basic overview of the principles, theories, and applications of learning and memory. We will cover basic research, theory, and applications in human learning, memory, information processing, verbal learning, conditioning, and social learning. The knowledge you take away from this course will be useful to you in a wide variety of settings—not only psychology but also in your own personal and professional worlds. *Pre-requisite: PY 201 or PY 202.*

**PY 420      Physiological Psychology (3)**

Explores the physiological, biological, and anatomical mechanisms responsible for behavior. *Pre-requisites: PY 201 or PY 202, sophomore standing or above*

**PY 441 Internship (3)**

Supervised internship provides the student with the opportunity to integrate classroom instruction with practical on-the-job learning in various areas of psychology related fields. This course is normally taken in the summer after the junior year. *Pre-requisites: 12 hours in the major and IS 310.*

**PY 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisite: PY 201 or PY 202 or permission of professor.*

**PY 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

**PY 490 Senior Seminar (3)**

Examines the themes of authenticity, self-actualization, and the application of psychological theory in order to explore major Christian worldview questions (what is success in life, how do I become more Christ like, etc.). *Prerequisites: PY 310 and PY 320, junior standing or above, or permission of the instructor.*

## SOCIOLOGY (SC)

**SC 204 Introduction to Sociology (3)**

This course deals with the general nature and principles of sociology. Special attention is given to the ecological, cultural, and psychosocial forces; and to outstanding social groups; to changing personality under the influences that play upon it through group processes.

**SC 205 Marriage and Family (3)**

A study of relationships with the opposite sex from first meeting through marriage, having and rearing a family, and divorce and remarriage. Current American norms and Christian principles for marriage and family life are examined.

**SC 206 Social Problems (3)**

An analysis of the major social problems of contemporary society resulting from technological and social change, population pressure and resources, urbanization, poverty, minority groups with special reference to the black conflicts regarding social values and goals, and social disorganization as related to the family, economic, religious and other institutional relationships. *Pre-requisite: SC 204 or permission of professor.*

**SC 311 Social Welfare and Social Services (3)**

This course is a survey of the history and philosophy of social welfare and the values and practice of social services as a profession.

**SC 414 Counseling Adolescents & Families (3)**

This course examines several of the major theories of counseling families. Working with adolescents within the context of their families will be given special consideration. The skills of counseling adolescents and families will also be emphasized. *Pre-requisite: PY 201 or PY 202*

**SC 415 Human Sexuality (3)**

A study of the historical, physiological, interpersonal, spiritual and health aspects of human sexual behavior within a Christian framework. Consideration is given to contemporary social issues including harassment, abuse, rape, homosexuality, and commercial sex. *Pre-requisites: SC 205 and junior or senior standing in the major.*

**SC 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**SC 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

## SPANISH (SP)

Students with two or more years of high school Spanish must take a placement exam in order to enroll in a language course for credit. Language courses must be taken in sequence since, with the exception of the first course in the sequence, each language course has a pre-requisite. Students may not register for the intermediate level without either placing into it by examination or first completing the elementary sequence successfully.

Students who enroll in the elementary or intermediate language sequences are strongly encouraged to take them in consecutive semesters with no time lapse between the courses in that sequence. In the event that a student's course of study should prevent that continuity, one semester is the maximum time lapse allowed for completing the second part of the sequence. A lapse of more than one semester, in most cases, will necessitate repeating the first part of the sequence unless the student can demonstrate competency in the skills required. Native speakers who wish to take French or Spanish for credit may not enroll in any course below the 300-level.

**SP 101 Elementary Spanish I, (3)**

This course will begin developing the four communicative Spanish language skills (listening, speaking, reading, and writing). Emphasis will be placed on fundamentals of grammar, vocabulary, and pronunciation. Contact with Hispanic cultures will be incorporated. This course includes a lab component. *Grade of C needed to progress to SP 102.*

**SP 102 Elementary Spanish II, (3)**

This course continues the development of listening, speaking, reading, and writing in Spanish. Emphasis will be placed on fundamentals of grammar, vocabulary, pronunciation and composition. This course will provide increased contact with and appreciation for the diversity of Hispanic cultures. This course includes a lab component. *Grade of C needed to progress to SP 201. Pre-requisite: Spanish 101 or placement test.*

**SP 201 Intermediate Spanish I, (3)**

This course involves intensive work developing Spanish communicative skills (Listening, Speaking, Reading, and Writing). Students will develop their appreciation for the diversities of the Hispanic cultures and civilization. Emphasis will be placed on grammar, vocabulary, composition and conversation. This course includes a lab component. *Grade of C needed to move to SP 202. Pre-requisite: Spanish 102 or placement test.*

**SP 202 Intermediate Spanish II, (3)**

This course continues intensive work developing Spanish communicative skills (Listening, Speaking, Reading and Writing) and the study of Hispanic cultures and civilization. Emphasis is placed on grammar, vocabulary, compositions, conversation, and in the presentational mode of communication. This course includes a lab component. *Grade of C needed to move to 300-level Spanish courses. Pre-requisite: Spanish 201 or placement test.*

**SP 303-304 Advanced Conversation and Composition I, II (3, 3)**

A detailed study of the fundamentals of Spanish usage, oral and written. Training in correct pronunciation is stressed in conversation based on practical subject matter of everyday life in Spain and Spanish-speaking countries. *Pre-requisites: SP 201-202 or equivalent. (Offered on demand.)*

**SP 305 Selected Readings in Spanish Literature (3)**

Class and readings will be in Spanish using literature from Spain. *Pre-requisites: Spanish 201-202 or equivalent. (Offered alternate years with SP 303-304.)*

**SP 306 Selected Readings in Latin American Literature (3)**

Class and readings will be in Spanish using literature from Latin America. *Pre-requisites: SP 201-202 or equivalent. (Offered alternate years with SP 303-304.)*

**SP 480 Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**SP 481 Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

## **SPORTS MANAGEMENT (SM)**

**SM 210 Principles of Sports Management (3)**

An introduction to the sports management industry including event organization, administration, contracting services, and other related functions. Emphasis is placed on written and communication skills for acquiring entry-level positions in sport management. *Pre- or Co-requisite: BS 209 or permission of professor. (Offered fall semesters, odd-numbered years.)*

**SM 337 Seminar in Sports Marketing (3)**

A course designed to examine the unique requirements of planning, designing, developing sponsorship packages, obtaining sponsors, and promoting a sports product or event. Over the course of the semester, students develop and present a plan for production of a sports event. *Pre- or Co-requisite: BS 230. (Offered spring semesters, odd-numbered years.)*



## THEATRE (TH)

### **TH 106; 205-206 Theatre Production (1)**

These courses allow students the opportunity to earn credit for participating in a main stage production. Students will focus on introductory and intermediate skills needed in aspects of production such as costume, lighting and sound, performance, and business operations. Main stage productions are full-length plays produced by the theatre department and directed by a theatre faculty or invited theatre guest director. Theatre majors must take each course in sequence, but the courses are open to students outside of the major. Student theatre productions outside the theatre department do not count as main stage productions so credit is not given for such participation without approval by the department chair.

### **TH 110 Theatre History (3)**

A survey of the periods, practices and theories of the theatre. A History of Man's spiritual quest through the medium of theatre, its playwrights, structures, and methods of staging and acting from the Greeks to Contemporary Works. Students will demonstrate a thorough understanding of styles & genres, history & development of theatre in order to be informed practitioners.

### **TH/CM 202 Acting for the Camera (3)**

This course aims to inform the student to learn how to present himself on camera in a variety of genres. It will provide instruction and experience in the basics of acting for both television and film. It will also examine informational and news journalism. Cross listed as CM 202. Prerequisite: permission of instructor.

### **TH 220 Voice/Movement (3)**

This course is designed to introduce movement as language while also working with the production of sound, and allows the students to investigate the interconnectedness of thought and feeling issued through the language of the body and the sound of our voice.

### **TH 230 Acting (3)**

Principles of the craft of acting, with emphasis on script analysis from the standpoint of character's objective. Includes the development of voice, movement, rehearsal, and performance process.

### **TH 232 Stagecraft (3)**

A studio course designed to familiarize students with the basic skills of one or more of the following stage technologies: lighting, sound, makeup, costume, set construction, and publicity. *Pre-requisite: Permission of instructor.*

### **TH 305-306; 405-406 Theatre Production (1)**

These courses allow students the opportunity to earn credit for participating in a main stage production. Students will develop advanced skills needed in aspects of production such as costume, lighting and sound, performance, and business operations. Main stage productions are full-length plays produced by the theatre department and directed by a theatre faculty or invited theatre guest director. Theatre majors must take each course in sequence, but the courses are open to students outside of the major. Student theatre productions outside the theatre department do not count as main stage productions so credit is not given for such participation without approval by the department chair. *Pre-requisites: Successful completion of 200-level theatre production and permission of professor.*

**TH 317      Directing (4)**

This course lays the basic foundation of the techniques of directing a play. Students will analyze a play from a directing standpoint, learn how to assess and honor the playwrights intent and translate that to the stage, understand different approaches to directing, utilize space and movement, and learn how to work with actors from first reading through production. Course will culminate in a public performance of final directed scenes. *Pre-requisite :TH230 and/or permission of instructor.*

**TH 330      Advanced Acting (3)**

Advanced work in the craft of action, with emphasis on scene work both modern and classical, Shakespearean text and style, stage combat and use of the body, overall focus on personal coaching, and development of students' abilities to act and present themselves in a public forum. Course will culminate in public performance of a showcase of scenes. *Pre-requisite :TH230 and/or permission of instructor.*

**TH 333      Theatre Ensemble (4)**

Montreat College's touring theatre company, a small acting ensemble that offers the student practical application of basic acting skills and teamwork. The course culminates in performance opportunities within the college community as well as the church and community settings in the Asheville area. The course will introduce the student to theatre as ministry, both in philosophy and application. Course may be repeated. Three rehearsals each week. *Pre-requisites: TH 230 and/or permission of instructor.*

**TH/CM 335      Playwriting/Screenwriting (3)**

This course covers the foundational elements of stage and/or film script writing: structure, character development, plot development and use of image. It will also develop the use of the imagination and address how to utilize that effectively with the discipline of writing well. Semester will conclude with staged readings of the students' final scenes.

**TH 340      Musical Theatre (3)**

This course will provide practical training and experience in musical theatre performance. Focus will be given to the particular techniques, skills, and challenges that musical theatre presents as distinct from non-musical theatre.

**TH 341      Theatre Practicum (1-3)**

Designed for the student who is interested in a time-or-labor intensive study in the field of theatre such as, but not limited to, directing a main stage production or starring in a one-person, full-length play, stage managing a production, technical and/or costume design; and research project or community outreach program. *Pre-requisites: IS 310, EN 102, TH 230, TH 232, TH 317 with a minimum grade of C and/or permission of professor.*

**TH381      Special Topics (1-3)**

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be selected by the department head. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

**TH 441      Internship (3)**

An intensive, quality, structured learning opportunity that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. *Pre-requisite: IS 310*

**TH 481      Directed Study and Research (1-3)**

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies 1-3 hours. Repeatable for up to six hours of credit. *Pre-requisite: Junior status and approval of department chair*

**TH491 Senior Thesis (2)**

Students in this course will have the opportunity to apply academic and experiential learning in a production situation. Students will develop an extensive capstone project. A departmental committee will specify the thesis parameters, approve the topic, and grade the final product.

**Worship Arts (WA)****WA 101 Worship Arts Survey I (3)**

This course establishes the student in the biblical and theological foundations of Christian worship and then provides an overview of the history of Christian worship.

**WA 102 Worship Arts Survey II (3)**

This course focuses on the role of music and the other non-musical arts (architecture, visual arts, drama, speech, dance, movement, media) in worship. A thorough discussion of the worship style models that dominate and shape the 21st century American church will be included.

**WA 255 Connection (2)**

A worship team that builds musical, spiritual, interpersonal and community connections. Practical experience will be gained in vocal and instrumental interactions, sound and projection systems and other technical aspects of worship leading. Successful audition with instructor required.

**WA 302 Worship Arts Resources (3)**

This upper-level course emphasizes resources and techniques of the worship planner and worship leader. *Pre-requisites: WA 101 and WA 102.*

**WA 305 Foundations of Worship (3)**

The development of a theological understanding of worship as it relates to Scripture and Christian practice. Current worship trends and tensions will be considered regarding the implications for personal and corporate worship.

**WA 306 Music in Worship (3)**

Students will develop an understanding of music's current role in worship practices, and their relationship to historical trends. A biblical perspective on music's role in corporate worship will be developed.

**WA 341 Worship Arts Practicum I (2)**

WA 341 (Worship Arts Practicum) is the first of two semesters during which the student is taken under wing by a local professional in the field of worship ministry and volunteers as an intern. The student should have completed WA 101, WA 102, WA 301, WA 302, MS 307 and WA 461 and WA 462 (Worship Arts Seminar I) before enrolling in WA 341 (Worship Arts Practicum). The student will be monitored and observed by faculty on site. *Pre-requisite: IS 310*

**WA 342 Worship Arts Practicum II (2)**

WA 342 (Worship Arts Practicum) is the second of two semesters during which the student is taken under wing by a local professional in the field of worship ministry and volunteers as an intern. The student should have completed WA 101, WA 102, WA 301, WA 302, MS 307, WA 461 and WA 462 (Worship Arts Seminars I and II), and WA 341 (Worship Arts Practicum) before enrolling in WA 342 (Worship Arts Practicum). The student will be monitored and observed by faculty on site. *Pre-requisite: IS 310*

**WA 461      Worship Arts Seminar I (1)**

Worship Arts Seminar I will provide students with a mentored and monitored laboratory environment where they will put their knowledge and resources to good work in preparing worship experiences/events for the Montreat community. The student should have completed WA 101, WA 201, WA 301, WA 302 and MS 307 before enrolling in WA 461 (Worship Arts Seminar I).

**WA 462      Worship Arts Seminar II (1)**

Worship Arts Seminar II will provide students with a mentored and monitored laboratory environment where they will put their knowledge and resources to good work in preparing worship experiences/events for the Montreat community. The student should have completed WA 101, WA 102, WA 301, WA 302, MS 307 and WA 461 (Worship Arts Seminar I) before enrolling in WA 462(Worship Arts Seminar II).

**Youth and Family Ministries (YM)****YM 203      Foundations of Youth and Family Ministry (3)**

This course will introduce the student to traditional and emerging philosophies of ministering to youth and their families. It will survey adolescent developmental theories as they apply specifically to Youth Ministry. Particular attention will be placed on historical and biblical foundations of Youth Ministry in connection with para-church and camp ministries, the local church, and the youth leader as an agent of change.

**YM 303      Discipleship and Lifestyle Evangelism (3)**

This course focuses on individual experiences in discipleship, personal sanctification, and evangelism in contemporary society. Special attention will be given to the art of persuasion and its link to communication theory. The importance of perseverance in the faith of those who come to know Christ through evangelistic efforts is ultimately highlighted.

**YM 360      Ministry to Children (3)**

A survey of the spiritual, mental, emotional, and social needs of the child and an examination of the church's and para-church's role in addressing these needs. Issues related to schooling choices, pedagogical theory, curriculum resources, and administration of programs for children will be examined.

**YM 380      Administrative Ministry & Organization (3)**

This course will equip students in both the theory and practice of administrative leadership. Many challenges in ministry exist, and one of the most significant is the discipline required to lead and administer well. This course is designed to serve as an overview of practical administrative and leadership issues in ministry in order to prepare students with the tools necessary to organize and oversee various programs across the age ranges.

**YM 401      Spiritual Formation and Faith Development (3)**

A course to equip students in both the theory and practice of the spiritual disciplines. This course focuses on our personal relationship with God. We will seek to develop an understanding of the necessary aspects of personal spiritual maturation through the evaluation of Scripture and through self-reflection and practice. Second, this course will emphasize theories about the stages of faith and moral development as those theories relate to Christ-centered ministries. *Fee.*

**YM 407 Contemporary Youth Culture and Programming (3)**

This class offers a perspective on the issues facing elementary, junior high, and senior high students in the 21<sup>st</sup> Century, while exploring ways to teach and reach them with the gospel. Special attention is given to analyzing and critiquing current understandings of family, media, school, and peer relationships as well as how to design programs to address the unique challenges young people and their families face. We will evaluate various contexts where ministries to youth take place. *Pre-requisite* YM 203.

**YM 408 Introduction to Pedagogy (3)**

This course is designed to guide students in the mastery of teaching. The class will explore the nature of the learner and the role of the instructor in the learning process with special focus on the interpretation and application of scripture. Particular attention will be given to how to best create curriculum and assess learning among various children, pre-adolescents, and teenagers. Special consideration will thus be given to the stages of development from birth through adolescents. The course will reflect elements of lecture, off-site observations, and student practice.

**YM 441 Internship (3-6)**

Intensive, quality, structured learning opportunities that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated in various intervals with six hours needed to satisfy degree requirements. *Prerequisite: Completed contract with signature from the student's advisor and department chair or designee, as well as IS 310.*

**YM 481 Directed Study and Research (3)**

Students may replace a 300 or 400 level course in the concentration by participating in a directed study of their choice. This requires they formulate a research question related to youth and family ministry, conduct appropriate research in line with professional methodology, write a well-developed essay, and defend their research before the primary YM Instructor and another agreed upon faculty member. Contingent on faculty availability. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

# Scholarship Opportunities

## Special Scholarships

Athletic Scholarships  
Board of Visitors Scholarship  
Child of Alumnus  
Child of Minister  
Church Matching Scholarships  
Music Scholarships

## Returning Student Scholarships

Leadership Excellence Scholarships:

Campus host  
Campus hostess  
Fellowship of Christian Athletes  
Chapel Band  
Catacombs  
College Choir  
Resident Assistant  
Service & Outreach Council  
SGA Participant  
NAIA Academic All-American

Academic Excellence Scholarships:

Outstanding Achievement/Most Improved (1 each)

Biblical, Religious, and Interdisciplinary Studies  
Biology  
Business Administration  
Communication  
Cybersecurity  
English  
Environmental Studies  
Exercise Science  
History  
Music Business  
Outdoor Education  
Outdoor Ministry  
Psychology/Human Services  
Theatre  
Worship Arts

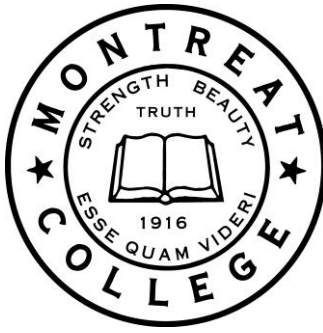
## **Non-endowed Annual Scholarships**

These scholarships are funded on an annual basis. Recipients are selected by the Financial Aid Office through information obtained from the Montreat College admissions and FAFSA application.

Robert C. and Sadie G. Anderson Scholarship  
Glade Valley School Scholarship  
Frank H. and Annie Bell Wilhelm Perry Memorial Scholarship  
Reynolds Missionary Scholarship  
Lettie Pate Whitehead Scholarship Fund  
Friends of Music Scholarship  
Friends of the Library Scholarship  
Golden Leaf  
Ingram Scholarship  
UPS Scholarship  
Wells Fargo Scholarship  
BB&T Scholarship  
Peggy Bradford Long Scholarship  
Joy and Mary Kneedler Scholarship

## **Endowed Scholarships**

Verda Zoulean Anderson Endowed Scholarship  
Tres Bailes Endowed Scholarship  
Jean Lunsford Breitenhirt Endowed Scholarship  
John R. & Sylvia P. Crawford Leadership Scholarship  
C. Grier Davis Scholarship  
Nancy Boyd Garrison Scholarship  
Lillie Sears Foster Memorial Fund  
Ben Hill Griffin Jr. Endowed Scholarship  
Haynes Endowed Scholarship  
Elizabeth Hoyt Alumni Work Scholarship  
Lucinda Williams Lewis Endowed Scholarship  
Mary & John W. Luke Scholarship  
McCarty Endowed Scholarship  
Foster G. & Mary W. McGraw Scholarship  
Dr. Matthew McGowan Scholarship  
Dr. J. Rupert McGregor Endowed Scholarship  
McMillan-Williams Endowed Scholarship for Christian Education  
J. Alfred & Berenice M. Miller Scholarship  
Arthur N. & Irene Morris Scholarship  
Janet S. & Walter Pharr Scholarship  
Bruce R. Powers Scholarship  
William & Effie Rule Scholarship  
Ralph & Virginia Sanders Scholarship  
Oscar & Sadie Shoenfelt Endowed Scholarship  
W. D. Simpson Memorial Fund  
Patrick A. Thrift Endowed Scholarship  
Silas & Catherine Vaughn Endowed Scholarship  
Elizabeth Wilson Endowed Scholarship



**Montreat College  
School of Professional and Adult  
Studies (SPAS)**

Asheville, Charlotte, and Montreat Campuses



# Academic Calendar for the School of Professional and Adult Studies

## Fall 2015 Semester: SPAS Undergraduate

Event	Day	Date
Faculty Workshop (full-time faculty)	Tues-Wed	August 11-12
Fall Online Session 1 Course Add Deadline	Friday	August 21
Fall Session 1 Undergraduate Classes Begin	Sunday	August 23
Fall Session 1 Undergraduate Add/Drop Deadline	Sunday	August 30
Offices closed for Labor Day Holiday	Monday	September 7
Fall Session 1 Undergraduate Withdrawal with grade of W begins	Monday	August 31
Fall Session 1 Undergraduate Withdrawal with grade of WF begins	Monday	September 7
Fall Online Session 2 Course Add Deadline	Friday	September 25
Fall Session 1 Undergraduate Classes End	Saturday	September 26
Fall Session 2 Undergraduate Classes Begin	Sunday	September 27
Last day to apply for December graduation	Thursday	October 1
Homecoming and Family Weekend	Fri-Sat	October 2-3
Grades for Fall Session 1 due before midnight	Saturday	October 3
Fall Session 2 Undergraduate Add/Drop Deadline	Sunday	October 4
Fall Session 2 Undergraduate Withdrawal with grade of W begins	Monday	October 5
Spring 2016 Registration Period Begins	Monday	October 5
Fall Session 2 Undergraduate Withdrawal with grade of WF begins	Monday	October 12
Board of Trustees meeting	Wed-Fri	October 14-16
Fall Online Session 3 Course Add Deadline	Friday	October 30
Fall Session 2 Undergraduate Classes End	Saturday	October 31
Fall Session 3 Undergraduate Classes Begins	Sunday	November 1
Grades for Fall Session 2 due before midnight	Saturday	November 7
Fall Session 3 Undergraduate Add/Drop Deadline	Sunday	November 8
Fall Session 3 Undergraduate Withdrawal with grade of W begins	Monday	November 9
Spring 2016 Registration Period Ends	Sunday	November 15
Fall Session 3 Undergraduate Withdrawal with grade of WF begins	Monday	November 16
Thanksgiving break - NO UNDERGRAD CLASSES	Sun-Sat	November 22-28
College closed for Thanksgiving Holiday	Wed-Fri	November 25-27
December Commencement at 2 pm	Saturday	December 12
Fall Sessions 3 Undergraduate Classes End	Saturday	December 19
Christmas break - NO UNDERGRAD CLASSES	Sun-Sat	Dec. 20-Jan. 9
College closed for Christmas Break	Wed-Fri	Dec. 23-Jan. 1
Grades for Fall Session 3 due before midnight	Saturday	December 26
Deadline for last December graduation requirement	Thursday	December 31
December diploma conferral	Thursday	December 31

## Fall 2015 Semester: SPAS Graduate

<b>Event</b>	<b>Day</b>	<b>Date</b>
Faculty Workshop (full-time faculty)	Tues-Wed	August 11-12
Fall MGSPAS-1 Online Graduate Course Deadline to Add	Friday	August 21
Fall MGSPAS-1 Graduate Classes Begin	Sunday	August 23
Fall MGSPAS-1 Graduate Deadline to Add/Drop	Sunday	August 30
Fall MGSPAS-1 Graduate Withdrawal with grade of W begins	Monday	August 31
MSEE Fall Term Begins	Friday	September 4
Offices closed for Labor Day Holiday	Monday	September 7
MSEE Deadline to Add/Drop	Thursday	September 10
MSEE Withdrawal with a grade of W begins	Friday	September 11
Fall MGSPAS-1 Graduate Withdrawal with grade of WF begins	Monday	September 21
Last day to apply for December graduation	Thursday	October 1
Homecoming and Family Weekend	Fri-Sat	October 2-3
Board of Trustees meeting	Wed-Fri	October 14-16
Fall MGSPAS-2 Online Graduate Course Deadline to Add	Friday	October 16
Fall MGSPAS-1 Graduate Classes End	Saturday	October 17
Fall MGSPAS-2 Graduate Classes Begin	Sunday	October 18
Grades for Fall MGSPAS-1 due before midnight	Saturday	October 24
Fall MGSPAS-2 Graduate Deadline to Add/Drop Class	Sunday	October 25
Fall MGSPAS-2 Graduate Withdrawal with grade of W begins	Monday	October 26
MSEE Withdrawal with a grade of WF begins	Friday	October 30
Fall MGSPAS-2 Graduate Withdrawal with grade of WF begins	Monday	November 16
Thanksgiving break - NO GRADUATE CLASSES	Sun-Sat	November 22-28
College closed for Thanksgiving Holiday	Wed-Fri	November 25-27
December Commencement at 2 pm	Saturday	December 12
Fall MGSPAS-2 Graduate Classes End	Saturday	December 19
Grades for Fall MGSPAS-2 due before midnight	Saturday	December 26
Christmas break - NO GRADUATE CLASSES	Sun-Sat	Dec. 20-Jan. 9
College closed for Christmas Break	Wed-Fri	Dec. 23-Jan. 1
MSEE Fall Term Ends	Thursday	December 24
Deadline for last December graduation requirement	Thursday	December 31
December diploma conferral	Thursday	December 31

## Spring 2016 Semester: SPAS Undergraduate

<b>Event</b>	<b>Day</b>	<b>Date</b>
Spring Online Session 1 Add Deadline	Friday	January 8
Spring Session 1 Undergraduate Classes Begin	Sunday	January 10
Faculty PRO Days (full-time faculty)	Mon-Tues	January 11-12
Spring Session 1 Undergraduate Add/Drop Deadline	Sunday	January 17
Spring Session 1 Undergraduate Withdrawal with grade of W begins	Monday	January 18
Offices closed for Martin Luther King Day Holiday	Monday	January 18
Spring Session 1 Undergraduate Withdrawal with grade of WF begins	Monday	January 25
Board of Trustees meeting	Wed-Sat	January 27-30
Spring Online Session 2 Add Deadline	Friday	February 12
Spring Session 1 Undergraduate Classes End	Saturday	February 13
Spring Session 2 Undergraduate Classes Begin	Sunday	February 14
Summer 2016 Registration Period Begins	Monday	February 15
Grades for Spring Session 1 due before midnight	Saturday	February 20
Spring Session 2 Undergraduate Add/Drop Deadline	Sunday	February 21
Spring Session 2 Undergraduate Withdrawal with grade of W begins	Monday	February 22
Spring Session 2 Undergraduate Withdrawal with grade of WF begins	Monday	February 29
Last day to apply for May graduation	Tuesday	March 1
Spring Online Session 3 Add Deadline	Friday	March 18
Spring Session 2 Undergraduate Classes End	Saturday	March 19
Spring Session 3 Undergraduate Classes Begin	Sunday	March 20
Grades for Spring Session 2 due before midnight	Saturday	March 26
Spring Session 3 Undergraduate Add/Drop Deadline	Sunday	March 27
Spring Session 3 Undergraduate Withdrawal with grade of W begins	Monday	March 28
Summer 2016 Registration Period Ends	Sunday	March 27
College closed for Easter Break	Fri-Mon	March 25-28
Easter break - NO UNDERGRAD CLASSES	Sun-Sat	Mar. 27-Apr. 2
Spring Session 3 Undergraduate Withdrawal with grade of WF begins	Monday	April 4
Board of Trustees meeting	Wed-Fri	May 4-6
Spring Session 3 Undergraduate Classes End	Saturday	May 7
Grades for Spring Session 3 due before midnight	Saturday	May 14
Spring Commencement at 2 pm	Saturday	May 14
Deadline for last May graduation requirement	Tuesday	May 31
May diploma conferral	Tuesday	May 31

## Spring 2016 Semester: SPAS Graduate

Event	Day	Date
Spring MGSPAS-1 Online Graduate Course Deadline to Add	Friday	January 8
Spring MGSPAS-1 Graduate Classes Begin	Sunday	January 10
Faculty PRO Days (full-time faculty)	Mon-Tues	January 11-12
Spring MGSPAS-1 Graduate Deadline to Add/Drop	Sunday	January 17
Spring MGSPAS-1 Graduate Withdrawal with grade of W begins	Monday	January 18
Offices closed for Martin Luther King Day Holiday	Monday	January 18
Board of Trustees meeting	Wed-Sat	January 27-30
MSEE Spring Term Begins	Friday	January 29
MSEE Deadline to Add/Drop	Thursday	February 4
MSEE Withdrawal with grade of W begins	Friday	February 5
Spring MGSPAS-1 Graduate Withdrawal with grade of WF begins	Monday	February 8
Last day to apply for May graduation	Tuesday	March 1
Spring MGSPAS-2 Online Graduate Course Deadline to Add	Friday	March 4
Spring MGSPAS-1 Graduate Classes End	Saturday	March 5
Spring MGSPAS-2 Graduate Classes Begin	Sunday	March 6
Grades for Spring MGSPAS-1 due before midnight	Saturday	March 12
Spring MGSPAS-2 Graduate Deadline to Add/Drop	Sunday	March 13
Spring MGSPAS-2 Graduate Withdrawal with grade of W begins	Monday	March 14
MSEE Withdrawal with grade of WF begins	Friday	March 25
College closed for Easter Break	Fri-Mon	March 25-28
Easter break - NO GRADUATE CLASSES	Sun-Sat	Mar. 27-Apr. 2
Spring MGSPAS-2 Graduate Withdrawal with grade of WF begins	Monday	April 11
Board of Trustees meeting	Wed-Fri	May 4-6
Spring MGSPAS-2 Graduate Classes End	Saturday	May 7
Grades for Spring MGSPAS-2 due before midnight	Saturday	May 14
Spring Commencement at 2 pm	Saturday	May 14
MSEE Spring Term Ends	Thursday	May 19
Deadline for last May graduation requirement	Tuesday	May 31
May diploma conferral	Tuesday	May 31

## Summer 2016 Semester: SPAS Undergraduate

<b>Event</b>	<b>Day</b>	<b>Date</b>
Summer Online Session 1 Add Deadline	Friday	May 6
Summer Session 1 Undergraduate Classes Begin	Sunday	May 8
Summer Session 1 Undergraduate Add/Drop Deadline	Sunday	May 15
Summer Session 1 Undergraduate Withdrawal with grade of W begins	Monday	May 16
Summer Session 1 Undergraduate Withdrawal with grade of WF begins	Monday	May 23
Offices closed for Memorial Day Holiday	Monday	May 30
Last Day to apply for August graduation	Wednesday	June 1
Summer Online Session 2 Add Deadline	Friday	June 10
Summer Session 1 Undergraduate Classes End	Saturday	June 11
Summer Session 2 Undergraduate Classes Begin	Sunday	June 12
Fall 2016 Registration Period Begins	Monday	June 13
Grades for Summer Session 1 due before midnight	Saturday	June 18
Summer Session 2 Undergraduate Add/Drop Deadline	Sunday	June 19
Summer Session 2 Undergraduate Withdrawal with grade of W begins	Monday	June 20
Summer Session 2 Undergraduate Withdrawal with grade of WF begins	Monday	June 27
Offices closed for Independence Day Holiday	Monday	July 4
Summer Online Session 3 Add Deadline	Friday	July 15
Summer Session 2 Undergraduate Classes End	Saturday	July 16
Summer Session 3 Undergraduate Classes Begin	Sunday	July 17
Grades for Summer Session 2 due before midnight	Saturday	July 23
Summer Session 3 Undergraduate Add/Drop Deadline	Sunday	July 24
Summer Session 3 Undergraduate Withdrawal with grade of W begins	Monday	July 25
Summer Session 3 Undergraduate Withdrawal with grade of WF begins	Monday	August 1
Fall 2016 Registration Period Ends	Sunday	July 24
Summer Session 3 Undergraduate Classes End	Saturday	August 27
Fall Session 1 Undergraduate Classes Begin	Sunday	August 28
Deadline for last August graduation requirement	Wednesday	August 31
August diploma conferral	Wednesday	August 31
Grades for Summer Session 3 due before midnight	Saturday	September 3

## Summer 2016 Semester: SPAS Graduate

<b>Event</b>	<b>Day</b>	<b>Date</b>
Summer MGSPAS-1 Online Graduate Course Deadline to Add	Friday	May 6
Summer MGSPAS-1 Graduate Classes begin	Sunday	May 8
Summer MGSPAS-1 Graduate Deadline to Add/Drop	Sunday	May 15
Summer MGSPAS-1 Graduate Withdrawal with grade of W begins	Monday	May 16
MSEE Summer Term begins	Friday	May 20
MSEE Deadline to Add/Drop	Thursday	May 26
MSEE Withdrawal with grade of W begins	Friday	May 27
Offices closed for Memorial Day Holiday	Monday	May 30
Last Day to apply for August graduation	Wednesday	June 1
Summer MGSPAS-1 Graduate Withdrawal with grade of WF begins	Monday	June 6
Summer MGSPAS-2 Online Graduate Course Deadline to Add	Friday	July 1
Summer MGSPAS-1 Graduate Classes End	Saturday	July 2
Summer MGSPAS-2 Graduate Classes Begin	Sunday	July 3
Offices closed for Independence Day Holiday	Monday	July 4
Grades for Summer MGSPAS-1 due before midnight	Saturday	July 9
Summer MGSPAS-2 Deadline to Drop	Sunday	July 10
Summer MGSPAS-2 Graduate Withdrawal with grade of W begins	Monday	July 11
MSEE Withdrawal with grade of WF begins	Friday	July 14
Summer MGSPAS-2 Graduate Withdrawal with grade of WF begins	Monday	August 1
Summer MGSPAS-2 Graduate Classes End	Saturday	August 27
Deadline for last August graduation requirement	Wednesday	August 31
August diploma conferral	Wednesday	August 31
MSEE Summer Term Ends	Thursday	September 1
Grades for MGSPAS- 2 due before midnight	Saturday	September 3

## About the School of Professional and Adult Studies

The School of Professional and Adult Studies seeks to provide education that is consistently informed by a Christian worldview to adult professionals with previous work experience. Program offerings permit working professionals to complete educational goals while fully involved in current careers. A special feature of this program is that working professionals can integrate their practical knowledge of the workplace with interactive classroom instruction and Christian principles.

The mission of the School of Professional and Adult Studies is to provide compressed, experiential-based learning to adults with previous work experience. With an emphasis on group dynamics and interactive learning, the School of Professional and Adult Studies integrates theory and practice and permits adults to complete their educational goals while continuing to be involved in their current career. Informed by a Christian worldview, the program is committed to promoting life-long learning with curricula that continually meets the needs of a changing work environment. Programs in the School of Professional and Adult Studies are designed to meet the educational needs of working adults. The adult degree programs began in 1994 in Montreat, North Carolina. Currently, degree programs are offered throughout North Carolina with hundreds of students enrolled.

The School of Professional and Adult Studies programs allow adults who want to advance their career opportunities a way to further their education through the Associate of Science degree, Bachelor of Business Administration degree, Bachelor of Science in Management degree, Bachelor of Science in Bible and Religion degree, Bachelor of Science in Psychology and Human Services degree, Master of Arts in Clinical Mental Health Counseling degree, Master of Business Administration degree, Master of Science in Environmental Education, and Master of Science in Management and Leadership degree. Programs are delivered in a non-traditional, accelerated format specifically designed for working adults who have work experience associated with their degree choice. Credentialed faculty members are carefully selected in order to provide appropriate instruction integrating theory with practical experience and Christian principles. Classes meet once a week for four-hour sessions of interactive instruction or online. Students may be required to meet once a week in study groups to complete such assigned group activities as presentations, research, and papers at the faculty's discretion.

## **Rights Reserved by the College**

The College reserves the right to add or delete courses, to change academic policies, practices, and requirements, or to alter the academic catalog at any time. Courses with fewer than five students enrolled may be cancelled due to low enrollment.

By accepting admission into the College, a student is agreeing to abide by all official regulations of the College, including those published in this academic catalog. While this publication presents policies and programs as accurately as possible as of the date of publication, the College reserves the right to make such changes as future circumstances may require.



# Admission Information

## Undergraduate Admission Requirements

To qualify for admission into any Montreat College School of Professional and Adult Studies undergraduate degree program, the following conditions must be satisfied:

- Applicants must have openness to the College's mission of the integration of Christian faith and learning.
- Applicants must submit the following credentials:
  - Montreat College Application for Admission
  - Official, final transcripts of all college courses taken
  - Official, final high school transcript or its equivalent (if transferring less than 24 semester credits of college credit)
    - All final transcripts must include graduation information
  - Verification by the American Council on Education (ACE) of any eligible CLEP and DSST examinations, and non-collegiate military training.
- Applicants must have an overall grade point average (GPA) of 2.0 on a 4.0 scale or higher in all previous college work attempted. Only grades of C or above (2.0 on a 4.0 scale) are eligible for transfer consideration.

Applicants whose first language is not English must demonstrate the ability to read, write, and understand English and submit evidence of proficiency in English. See International Admission section for further explanation of requirements.

Individual consideration may be given to applicants who do not meet all the specific requirements. Students desiring this consideration must submit a letter to support their ability to succeed in the program. The College reserves the right to admit only students who hold promise of academic success. Withdrawal may be required should an applicant intentionally withhold or falsify pertinent information.

Once an applicant becomes a student, satisfactory academic progress must be maintained and will be reviewed three (3) times a year while enrolled at Montreat College.

Students wishing to complete an associate degree while pursuing a bachelor degree must have the two-year degree conferred at least one academic year prior to earning the four-year degree.

## **Montreat College offers the following undergraduate degrees:**

**The Associate of Science (AS)** provides a solid foundation in the arts and sciences in addition to introductory courses in a chosen concentration of business or general studies. Upon completion of the program, students are able to explain the basic principles of their concentration, demonstrate critical thinking skills, and use effective oral and written communication techniques.

**The Bachelor of Business Administration (BBA)** provides a valuable balance of theory and practical experience, preparing students to work effectively in today's complex business environment. The program promotes immediate implementation of classroom theory to the work environment. The Bachelor of Business Administration degree program offers four concentrations from which to choose: General Business, Cybersecurity, Human Resource Management, and Marketing.

**Cybersecurity (CS)** concentration provides students with a competitive edge in the marketplace, equipping its graduates with the Cybersecurity skills and knowledge to positively impact their chosen business areas.

**General Business (GB)** concentration continues the student's journey through different areas of the business world. Graduates will have a wide variety of skills, from Administrative Theory to Strategic Management, to add to their work experience or preparation to continue their education at the graduate level.

**Human Resource Management (HRM)** concentration helps students develop an understanding of the fundamentals of human resource management and its relevance in business. The concentration addresses the legal and ethical components of the decision making process involved in the human resources environment.

**Marketing (MKT)** concentration prepares students for a career in all aspects of marketing; how to identify customer needs, how to communicate information about products and services to customers and potential customers, where to market, and the pricing of products and services.

**The Bachelor of Science in Bible and Religion (BSBR)** prepares students for graduate studies and/or church ministry. Students will receive instruction in biblical studies and theology as well as practical training in preaching, spiritual formation, and church administration.

The Bachelor of Science in Bible and Religion is offered with the following concentration:

**Preaching and Evangelism (P&E)** concentration is focused on preaching and teaching the message of the Gospel. This course of study gives students a basic understanding of Christian scripture and theology and will be supplemented by the use of online courses in preparing and preaching the gospel of Jesus Christ produced by the Billy Graham Evangelistic Association. The required coursework attempts to blend both an academic and practical approach to church ministry.

**The Bachelor of Science in Management (BSM)** provides solid instruction in managerial and leadership principles and theory with a focus on developing the leadership competencies required in today's work environment, both private and public. The BSM degree is comprehensive and does not require students to choose a concentration. However, students have the option of adding a concentration to their degree by completing the coursework required for one of the following BBA concentrations: Cybersecurity, Human Resource Management, or Marketing.

**The Bachelor of Science in Psychology and Human Services (BSPHS)** equips students with the knowledge, skills, and experience they need for working in social agencies, churches, and other settings, as well as preparing students to enter graduate programs in psychology, counseling, and social work. This curriculum will engage a course of study that focuses on psychological theories and research about human behavior and psychological processes with an emphasis on developing and implementing skills for helping individuals and families face the challenges of our present society.

## Graduate Degree Admission Requirements

To qualify for admission into any Montreat College School of Professional and Adult Studies graduate degree program, the following conditions must be satisfied:

- Applicants must have openness to the College's mission of the integration of Christian faith and learning.
- An applicant must meet the following conditions:
  - Submit a Montreat College Application for Admission
  - Have a baccalaureate degree from a regionally accredited college or university.
  - Provide official final transcripts showing completion of a baccalaureate degree, showing the last 60 hours of undergraduate study, and any undergraduate pre-requisite courses needed for the graduate degree program.
  - Provide official final transcripts for any graduate level coursework completed.
- In addition to the above requirements, students applying for graduate admission must also meet the requirements specific to their intended program of study.

Applicants whose first language is not English must demonstrate the ability to read, write, and understand English and submit evidence of proficiency in English. See International Admission section for further explanation of requirements.

Individual consideration may be given to applicants who do not meet all the specific requirements. Students desiring this consideration must submit a letter to support their ability to succeed in the program. The College reserves the right to admit only students who hold promise of academic success. Withdrawal may be required should an applicant intentionally withhold or falsify pertinent information.

## Montreat College offers the following graduate degrees:

**The Master of Arts in Clinical Mental Health Counseling (MACMHC)** educates students in the history and development of the counseling profession, the theories of counseling, the ethical practice of counseling, the competencies required for working with multicultural and diverse groups, and the strategies for working with individuals across the lifespan in everyday developmental, behavioral, psychological, social, emotional, and career challenges and crisis. Further, the program prepares candidates to become competent counselor practitioners who are life-long learners, critical thinkers, agents of social justice in their communities, and spokespersons for transformation, renewal, and reconciliation in their spheres of influence, within the conceptual framework of Counselor as Advocate, Leader, and Collaborator.

**The Master of Science in Environmental Education (MSEE)** deepens students' understanding of environmental issues from a variety of perspectives while working in a cohort with other professionals in the field. Students become well-rounded researchers and educators, learning effective strategies for environmental education and strengthening their science knowledge. This program complements the College's Environmental Studies and Outdoor Education undergraduate programs while meeting environmental education needs in the State. The curriculum has been developed in connection with the North Carolina State Environmental Education Certification program.

**The Master of Business Administration (MBA)** provides graduate-level training in the theory and practice of contemporary business management with practical application from domestic and global perspectives. Students gain the leadership and analytical skills necessary for managerial success in both public and private industry. The MBA program offers two concentrations.

**General Business (GB)** concentration continues the student's journey through different areas of the business world. Graduates will have a diverse skill set including management, marketing, and leadership through the more complicated areas such as Strategic Management, to add to their work experience and to possibly prepare for work in consulting.

**Cybersecurity** concentration provides the student with a competitive edge in the marketplace, equipping its graduates with the Cybersecurity skills and knowledge to positively impact their chosen business areas.

**The Master of Science in Management and Leadership (MSML)** is a natural progression from the BSM program and provides adult learners with tools and skills needed to excel as managers and leaders. Coursework has a qualitative focus that progresses from developing the individual's leadership foundation to building relationships between organizational members and stakeholders to determining strategy for a range of organizations. Students do not need a business background, just a determination for leadership regardless of positional authority. The MSML offers three concentrations.

**General Business (GB)** concentration continues the student's journey through different areas of the business world. Graduates will have a wide variety of skills, from Leadership Theory and Practice to Strategic Management, to add to their work experience and strengthen their leadership effectiveness.

**Cybersecurity** concentration provides the student with a competitive edge in the marketplace, equipping its graduates with the Cybersecurity skills and knowledge to positively impact their chosen business areas.

**Criminal Justice Administration** concentration equips graduates with the skills and knowledge necessary to secure supervisory positions, pursue teaching opportunities, and more professionally engage their communities and workplaces as uniquely positioned agents of transformation, renewal, and reconciliation in the Criminal Justice arena.

## **Master of Arts in Clinical Mental Health Counseling (MACMHC)**

To qualify for admission into the Master of Arts in Clinical Mental Health Counseling degree program, the following conditions must be *satisfied in addition to the standard graduate admissions requirements*:

- Have a minimum cumulative GPA of 3.0 in undergraduate study
- Submit a Professional Goals Essay
- Submit a current resume that includes both academic and employment history
- Submit GRE scores\*
- Complete and pay for a national background check
- Complete a personal interview with the Program Coordinator and other panel members.

\*GRE Scores are only valid for 5 years. Montreat College does not have a minimum GRE score cutoff. GRE requirement is waived under two circumstances:

1. The applicant has completed a master's degree in full and is verified by receipt of official transcripts
2. The applicant is applying as a transfer student with graduate level counseling coursework or from a counseling degree program that did not require the GRE for admissions and provides proof

## **Master of Science in Environmental Education (MSEE)**

To qualify for admission into the Master of Science in Environmental Education degree program, the following conditions must be satisfied *in addition to the graduate admissions requirements*:

- Have a minimum GPA of 3.0 from the last 60 credit hours of undergraduate study
- Submit a cover letter and resume that includes both academic and employment history
- Submit an Admissions Essay
- Submit two (2) letters of recommendation in sealed and signed envelopes. Letters should include a statement about how your reference perceives you will do in graduate school.

## Master of Business Administration (MBA)

To qualify for admission into the Master of Business Administration degree program, the following condition must be satisfied *in addition to the graduate admissions requirements*:

- Meet the following GMAT\* score requirement: **(GPA x 200) + GMAT ≥ 950**

\*Montreat College waives the GMAT entrance examination for any graduate from a regionally accredited college or university with an undergraduate degree in Business and a 3.0 grade point average (last 60 hours), who begins the program within three years of degree conferral.

NOTE: The Graduate Management Admission Test (GMAT) score must be official and completed within the last five (5) years.

Applicants must fulfill all undergraduate business prerequisites before taking the corresponding MBA courses. (Individuals with a BBA degree from Montreat College School of Professional and Adult Studies will have already completed all the necessary undergraduate prerequisites). Candidates for the MBA degree will be required to successfully complete (with a grade of C or higher) the following prerequisite undergraduate business courses\*:

- BS 352 Financial Accounting Issues: 3 credit hours (intermediate level accounting)
- BS 422 Issues in Corporate Finance: 3 credit hours
- BS 351 Economics Theory, Concepts, and Issues of Micro and Macro: 3 credit hours (or both Micro and Macro at the 200-level)
- MT 122 Elementary Statistics: 3 credit hours

\*Prerequisites for the MBA program are offered through the School of Professional and Adult Studies. Prerequisites may also be fulfilled by equivalent courses from a regionally accredited college or university (official transcript showing proof must be submitted to Montreat College).

## Master of Science in Management and Leadership (MSML)

To qualify for admission into the Master of Science in Management and Leadership degree program, the following conditions must be *satisfied in addition to the graduate admissions requirements*:

- Have a minimum cumulative GPA of 2.75 from the last 60 credit hours of undergraduate study
- Submit a Management and Leadership Potential Essay



## Readmission of Former Students

Students formerly enrolled at Montreat College who, for any reason, have not attended classes within one academic term must submit the following:

- A readmission application.
- Students who have been enrolled at another institution and are applying for readmission to Montreat College must include an official transcript from each institution attended since leaving Montreat College.
- Students applying for re-admission to Montreat College who have been withdrawn from Montreat College for one full term or more are held to all requirements of the current Academic Catalog at the time of re-admission.
- Any student readmitting to Montreat College must have a minimum combined GPA of 2.00 on a 4.00 scale for all academic work completed while at Montreat College and at any other institutions during the time since attending Montreat College.
- Students who left Montreat College on Academic Probation or Academic Suspension must have completed a minimum of 12 semester credits of course work at another institution after leaving Montreat College.
  - To be considered for readmission, all work attempted at Montreat College and the subsequent institution must compute to a minimum GPA of 2.00 on a 4.00 scale for undergraduate, and 3.0 for graduate.
  - An essay is also required stating why the student would be successful in the SPAS program.
- Students who have been suspended due to academic dishonesty will not be eligible to reapply to Montreat College for at least two (2) years after dismissal. Students who have been academically suspended and wish to readmit must write a letter of appeal for readmission after meeting all other readmission requirements. This letter should be addressed to the Vice President and Dean for Adult and Graduate Studies.
- All students being readmitted should contact the Financial Aid and Student Financial Services offices.

When a student plans on reentering any program, the Student Accounts Office must first determine there is no outstanding debt owed for tuition. If it is determined a student has an outstanding debt, the debt must be paid in full from personal resources prior to reentering the program. The student must then pay for the first two courses or, at a minimum, borrow enough financial aid to cover the first two courses.

A decision regarding readmission for all School of Professional and Adult Studies degree programs is made by the Office of Enrollment, with the exception of the Master of Science in Environmental Education degree program being handled by

the department and the Office of Records and Registration. For more information about obtaining readmission to the Montreat College School of Professional and Adult Studies, please contact the Office of Enrollment or the Office of Records and Registration. Visit the Montreat College website at [www.montreat.edu](http://www.montreat.edu) to reapply for admission.

## **Admission of Non-Degree Seeking Students**

Non-Degree students may be admitted to the College to take up to 12 total academic hours without pursuing a degree.

Special student classifications include the following:

- Visiting=degree-seeking at another institution
- Non-degree=receiving college credit but not seeking a degree
- Audit=attending college course without receiving credit

Students wishing to enter under the non-degree classification should submit the following:

A non-degree seeking student application

- An official transcript showing good academic standing from the last institution attended or a letter to that effect from the institution.
- Additional official transcript showing the completion of pre-requisite or co-requisite courses, if planning to enroll in courses for which these are required.

Students who are non-degree seeking are not eligible for financial aid.

A student wishing to take more than 12 credits must apply as a regular student through the Office of Enrollment.

All 12 credits earned while a non-degree seeking student can be applied toward a degree program with Montreat College.

## Evaluation of Transfer Credit

Students will receive an evaluation of their transfer credit upon acceptance to the college. This evaluation is a summary of the number of semester credits accepted in transfer from all regionally accredited colleges and universities, proficiency examinations the student has previously completed, and military training. If requested, students will be provided a copy of the official evaluation once accepted by the Office of Records and Registration.

## Conditions of Acceptance of Transfer Credit

Montreat College strives to ensure the highest quality academic experience for all our students. Therefore, we limit the number and type of transfer credits we accept. We require that credits apply to students' degree programs and limit the number of credits applied via credit-by-examination, from non-regionally accredited institutions, and from documented learning. Similarly, we do not accept transfer credits acquired through groups that lack appropriate approval by the American Council on Education.

- Academic work from a regionally accredited school with a grade of **C** or better (2.00 on a 4.00 scale) for undergraduate courses and a grade of **B** or better (3.00 on a 4.00 scale) for graduate courses will be accepted in transfer. Courses that do not apply to a student's degree program will not be accepted.
- Transferred courses must be at the same level and be equivalent in content to the Montreat College courses. If there is any question of course equivalency, it is the responsibility of the student to provide proof that courses are equivalent (i.e. provide course descriptions, syllabus).
- Montreat College endorses the North Carolina Comprehensive Articulation Agreement, which can be viewed at [www.northcarolina.edu](http://www.northcarolina.edu). Transfer students who have earned the Associate in Arts or Associate in Science degree from a North Carolina Community College and who meet the minimum requirements for admission to Montreat College will receive transfer credit for all eligible courses subject to normal transfer credit policy. No more than **66** semester hours may be transferred from two-year schools.
- The maximum number of undergraduate credits that may transfer from other institutions is **90** semester credits.
- The maximum number of graduate credits that may transfer to a Montreat College graduate program is **6** semester credits, with the exception of the CMHC program which allows **9** semester credits in transfer (see CMHC program handbook for more information).
- The combined total of credits that can be accepted from non-regionally accredited colleges or universities, NCA credit, or Credits by Examination is **30** for a bachelor degree, or **15** for an associate degree.

- Courses from non-regionally accredited colleges or universities are considered on a course-by-course basis; coursework must have an earned grade of *C* or better; *acceptance of such credits is dependent upon Montreat College's evaluation of the equivalency of coursework and level of instruction.*
  - Academic work presented from a nationally accredited agency governed by the Council for Higher Education Accreditation may be evaluated for transfer equivalency.
  - Students may request that academic work presented from a non-accredited faith-related institution be considered for transfer equivalency.
- For courses from an international institution, the transcript must be translated and evaluated by a credible educational evaluation company.
- The transfer of courses into the undergraduate or graduate core must be approved by the Office of Records and Registration, in consultation with a full-time faculty member in the discipline. Approval of transfer credit for the program core should be finalized prior to enrollment into the degree program.
- Credits from regionally accredited institutions will be considered for a course that Montreat College offers no equivalent course, provided that the transferred course is considered within the general framework of the liberal arts curriculum and is relevant to the degree pursued. Only courses that are academic in nature and purpose will be accepted in transfer.
- Vocational training courses such as air-conditioning technology, electrical circuitry, welding, and typing are not accepted. However, some vocational courses that are academic in content may be considered for transfer credits up to 30 semester credits.
- Transferred quarter credit hours will be converted to semester credits using the following formula: **Semester credit = quarter hours x 2/3.**
- A degree-seeking Montreat College student who wishes to enroll in courses offered by another institution must complete the required form and receive approval to do so from the Records and Registration Office. Failure to follow this procedure may result in loss of transfer credit for these courses.
- Students transferring with senior status from another institution must successfully complete at least **18** semester credit hours in their major at Montreat College.
- Courses transferred to Montreat College will be assigned the grade of *P* (passing) and will be considered as earned credit but will not affect the grade point average or graduation honors.

## International Admission

International applicants must be graduates of a secondary school system or the equivalent and must have sufficient proficiency in the English language to be able to study at the college level.

International students must submit the following:

- A Montreat College application for admission.
- An official, translated transcript of the student's secondary school record, preferably indicating class rank and GPA. Montreat College requires that the applicant use a transcript translation and evaluation service in order to determine international academic credentials. Acceptable transcript translation and evaluation services include World Education Services, [www.wes.org](http://www.wes.org); AACRAO International Education Services, [www.aacrao.org](http://www.aacrao.org); and International Education Evaluations, Inc., [www.foreigntranscripts.com](http://www.foreigntranscripts.com).
- Applicants whose first language is not English must demonstrate the ability to read, write, and understand English and submit evidence of proficiency in English. The applicant must either transfer in the undergraduate English composition requirements from another English-speaking higher education institution; meet the minimum Test of English as a Foreign Language (TOEFL) score requirements of a minimum score of 67 on the internet-based exam, 187 on the computer-based exam, or 517 on the paper-based exam; or have an overall band score of 6 on the Test Report Form (TRF) from the International English Language Testing System (IELTS). Applicants who speak English as a second language must submit official results for whichever requirement above is applicable.

## Credit By Examination

Adult learners may participate in a variety of credit by examination programs in order to earn credit toward the associate or bachelor degree. Credit will be transferred as pass/fail. No credit will be granted for an exam for which the student failed to meet the exam minimum score. Some tests may be taken only one time; other tests may be taken one time in a six-month period of time. These programs are explained below.

Credits by examination are not eligible for financial aid on their own and do not count as in-class status for enrollment purposes. Financial aid is not awarded for these credits. If examination credit is used to replace a course for which financial aid has been awarded, the aid for that course will be removed from the account. All students using credit by examination to complete their degree requirements must have completed all testing two months prior to the graduation date.

### Advanced Placement (AP) Exams

<https://apstudent.collegeboard.org/home>

This credit by examination program is sponsored by the College Entrance Examination Board for evidence of completion of a college-level course taken in high school. Scores of 3, 4, or 5 will be accepted.

### College Level Examination Program (CLEP)

[www.collegeboard.com](http://www.collegeboard.com)

This credit by examination program uses various subject area examinations. Tests may not be taken for credit if the student has ever taken a course in the subject area. Students who earn a score equal to a grade of C or above may apply such credit toward their degree program. Guidelines developed by the American Council on Education (ACE) for the awarding of these credits are followed. To have your scores sent to Montreat College, use school code 5423.

### Defense Activity for Nontraditional Education Support (DSST)

[www.getcollegecredit.com](http://www.getcollegecredit.com)

This credit by examination program uses various subject area examinations. Guidelines developed by the American Council on Education (ACE) for awarding these credits are followed.

**International Baccalaureate (IB):** The International Baccalaureate Organization's Diploma Program is a demanding two year, pre-university course of study that leads to examinations. It is designed for highly motivated secondary school students aged 16 to 19. Similar to Advanced Placement (AP) examinations, students enrolled in the International Baccalaureate (IB) Diploma Program earn credit hours or advanced placement in college courses. Scores of 5 or 6 will be accepted, depending on the discipline.

## ECE

<http://www.excelsior.edu/registering-for-exams>

This credit by examination program is similar to other subject area examinations. Tests may not be taken for credit if the student has ever taken a course in the subject area. Guidelines developed by the American Council on Education (ACE) for awarding these credits are followed.

Students interested in taking one of these exams should contact an academic advisor at their campus location. Before taking any credit by examination exam, a prior approval form, available at any campus, must be completed to ensure the credit will apply toward the degree program as intended by the student. If credit by examination tests have been taken prior to enrollment, the student must request official score transcripts from the examination program and have them sent to Montreat College.

Credit for Montreat College will not be based upon academic credit awarded by another institution.

The combined total NCA Credits and Credits by Examination are limited to a total of 15 semester credits for an associate degree and 30 semester credits for a bachelor degree.

## Assessment of Documented Learning

Those seeking elective credit for professional experience have two options at their disposal: (1) Non-collegiate Credit Assessment (NCA), which is an evaluation of certified corporate training; and (2) military credit. Both programs are designed to assist undergraduate-level students in earning credits for past or ongoing training at their place of employment. Specific policies and fees are associated with these programs and students need to be aware of their responsibilities as they utilize these programs.

**Note:** All military information must be received at the time of application. Montreat College closely follows the American Council of Education (ACE) recommendations. Students may have certain certifications or professional training experiences, but this does not mean they are awarded credit. If an exact or comparable match to the certification cannot be found in the ACE recommendations, Montreat College will not award academic credit. Any ACE recommendation must also meet the criteria for collegiate transfer credit (see Conditions of Acceptance of Transfer Credit).

### Non-collegiate Credit Assessment (NCA)

Students should submit requests for Non-collegiate Credit Assessment (NCA) for activities undertaken prior to enrollment at Montreat College to their academic advisor during their **first three (3) months of enrollment**. Once enrolled at

Montreat College, all (NCA) evaluation packets for newly completed job training evaluation, are due **three (3) months after completing training**. In order to begin the NCA evaluation process, the following five (5) items are required and must be submitted to your Academic Advisor.

- Official and original certificate of completion for each course to be evaluated. Certificates will be returned to students upon completion of the evaluation.
- A content description of each course to be evaluated. This must be an official course description such as the course brochure.
- Contact hour verification for each course to be evaluated. This must be from an official source such as a company's human resources department, official certificate, or course description. Contact hours are the number of hours spent in class for the course. As a general rule, for a course to be considered for college credit, it must have a minimum of 15 contact hours.
- A 2- to 4-page competency paper containing a detailed summary of what was gained from the course and how it applies to professional as well as private life. A paper is required for each course to be evaluated.
- A nonrefundable evaluation fee of \$35 payable to Montreat College. The evaluation fee will be applied toward the first hour of credit if at least one hour of credit is awarded. The fee for additional credit hours awarded is **\$35 per credit hour. NCA packets not containing the evaluation fee will be returned.**

The contact hour verification and competency paper may be waived if the student can have an official ACE (American Council of Education) transcript sent directly to Montreat College School of Professional and Adult Studies. Current NCA being used to meet graduation deadlines must be submitted no later than the deadline for the graduation application.

**Note:**

- Allow three (3) to four (4) weeks after receipt of all the above material for an evaluation to be completed. Credit awarded will be posted to the Montreat transcript once the Office of Records and Registration has notification of the results and fee payment.
- Exams must be taken by the end of the month of the graduation application deadline: March 31 for Spring, June 30 for Summer and October 31 for Fall.
- The combined total NCA Credits and Credits by Examination are limited to a total of 15 semester credits for an associate degree and 30 semester credits for a bachelor degree. NCA credits may only be awarded as elective credits toward graduation.



## **Military Credit**

Military credit is treated in the same way as general transfer credit (i.e. up to 66 hours of lower-level credit, 6 hours for upper-level courses, and 6 hours of graduate-level courses). Military credits may count toward specific course requirements beyond general electives. Following the review of military transcripts by the Office of Enrollment and the Office of Records and Registration, academic department chairs will be consulted to review courses for major-specific transfer credit.

Montreat College uses the American Council on Education's (ACE) guide to evaluate educational experiences in the armed services for evaluating all military credit. An official *Joint Services Transcript (JST)* or officially certified DD-214 is carefully evaluated for all details concerning military experiences; credits are awarded at face value. The JST should accompany the student's application for admission; however, awarded credits may not be counted toward admission requirements. The ACE recommendation for use of military credit(s) must fit within a Montreat College program for transfer credit to be approved. Credits can be applied to the major if they closely match Montreat College courses.

Credits completed at the Community College of the Air Force with a grade of S are reviewed as general elective credit. Credits with grades of A – C are evaluated just like any other 2-year college transcript.

## **Articulation Agreements**

Montreat College School of Professional and Adult Studies endorses the North Carolina College System Comprehensive Articulation Agreement. For a more detailed explanation of this agreement, contact your academic advisor at your campus location.

The Montreat College School of Professional and Adult Studies has also signed individual articulation agreements with certain North Carolina higher education institutions for particular degree programs. For information on institution to institution articulation agreements, please see the academic advising staff.

## Student Accounts Office

Montreat College endeavors to provide an opportunity for Christian higher education to all who desire it. By working to keep expenses at a minimum and by offering a substantial and comprehensive financial aid program, the College provides an educational opportunity for many students who otherwise might not be financially able to attend college.

Questions about the Student Accounts Office may be directed to:

Montreat College  
School of Professional and Adult Studies (SPAS)  
800-436-2777 or 828-669-8012 ext. 1019  
[www.montreat.edu/studentaccounts](http://www.montreat.edu/studentaccounts)  
[spasstudentaccounts@montreat.edu](mailto:spasstudentaccounts@montreat.edu)

### Tuition and Fee Structure

Tuition and fees for the School of Professional and Adult Studies are structured by degree program.

#### **Tuition rates *per credit hour* are:**

Undergraduate:	\$395.00
Graduate: Counseling	\$435.00
Graduate: Business Administration	\$510.00
Graduate: Management and Leadership	\$510.00
Graduate: Environmental Education	see chart below

<b>Graduate: Environmental Education</b>	<b>Per Semester</b>	<b>Total Per Program</b>
Technology Fee	\$35.00	\$175.00
Lab Fees (first three semesters)	\$1,000.00	\$3,000.00
Tuition per semester (5 semesters)	\$4,104.00	\$20,520.00
<b>Total Tuition and Fees per Program</b>		<b>\$23,695.00**</b>

\*\*Additionally, continuous enrollment in EV 570 (Non-resident Thesis; \$500 per semester) is required until a student completes all program requirements.

NOTE: Tuition does *not* include books.

## **Applicable Fees:**

- All students are charged a technology fee of \$35.00 per semester.
- Course by Arrangement (CBA) fee: \$50.00 per credit.
- A \$60.00 Graduation Fee is due upon filing the graduation application for all degree programs.
- The cost to audit an undergraduate class is \$100.00. To audit a graduate class the cost is \$200.00. The student has the option to purchase the book or have Montreat provide the book at a cost of \$185.00 that will be charged to the student's account.
- Students who withdraw from and reenter any program must adhere to the prevailing standards and fee structures at the time of reentry. Any changes to scheduling may also affect the amount and timing of financial aid available.
- All outstanding balances must be cleared before future course or program registrations will be approved. The College reserves the right to withdraw students from a course for failure to meet financial obligations. A \$50 late fee is charged each time a payment is received after the due date. There is a \$25 charge for any check returned for insufficient funds.

*Montreat College reserves the right to modify any of the above charges at any time.*

## **Tuition Reimbursements**

Students who anticipate that all or part of their expenses will be paid by employer tuition reimbursement are expected to pay in advance for courses with their own funds.

## **Receipt Requests**

Students may request receipts for reimbursement purposes by submitting a receipt request form to [spasstudentaccounts@montreat.edu](mailto:spasstudentaccounts@montreat.edu). The form is available at [www.montreat.edu/studentaccounts](http://www.montreat.edu/studentaccounts) on the "forms" page.

## **Student Accounts Statements**

The Student Accounts Office sends statements to all students with a balance each term. Statements are not routinely sent to students with a zero (0) or credit balance. Students may view their accounts online using Self-Service; the link and instructions are available at [www.montreat.edu/studentaccounts](http://www.montreat.edu/studentaccounts).

## Payment of Tuition and Fees

Self-Pay: (non-financial aid recipient-not applying for Federal loans/grants or State grants by completing a FAFSA)

Tuition and fees are due at least two weeks prior to the start of each class. A late payment penalty of \$50 will be assessed if payment is not made by the class start date. Classes may be dropped for non-payment. +Financial Aid recipients- All required financial aid paperwork/documents are required to be submitted to the Financial Aid Department by the third class meeting. If paperwork/documents are not received by the third class meeting all remaining courses/schedule may be dropped.

At the time a student formally registers for classes, either by signing and submitting the appropriate registration forms to the Student Services Office or by registering online through the website, when available, the student agrees to abide by the College's official policies concerning the adding and dropping of classes and/or the complete withdrawal from Montreat College. Dropping classes after the last drop/add date will not result in a refund of charges or fees. The student also agrees to assume responsibility for understanding the College's official policy concerning schedule changes and satisfactory academic progress which may result in additional charges or the loss of eligibility for certain types of financial aid. It is considered the student's responsibility to understand how these changes can affect his/her financial situation with regard to financial aid eligibility. Students should view their accounts online using Self-Service; the link and directions are available at [www.montreat.edu/studentaccounts](http://www.montreat.edu/studentaccounts).

If an account must be sent to a collection agency or be litigated due to nonpayment of the outstanding balance, the College reserves the right to demand payment in full of subsequent terms of enrollment, prior to the beginning of each term to ensure enrollment. The College reserves the right to cancel the registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.

Student receivable accounts are considered to be educational loans provided for the sole purpose of financing an education at Montreat College, a non-profit institution of higher learning. As such, student receivable accounts are not dischargeable under the provisions of the laws governing either Chapter 7 or Chapter 13 bankruptcy actions.

The College reserves the right to demand payment in the forms of a certified check, money order, cash, or credit cards in the event that one or more checks have been returned unpaid for any reason.

Students who have unpaid accounts or other outstanding obligations at the College will not be eligible to register for classes nor return for the next term. Transcripts, certificates and diplomas are not issued unless all charges have been paid in full. The College reserves the right to recover all costs involved with the collection and/or litigation of delinquent accounts as well as levy an interest charge equal to one and one half percent (1.5%) per month, on any account with a balance beyond thirty days past due. Student accounts are assessed fines for overdue library books, damaged property, parking violations, etc., as those charges are incurred.

## **General Institutional Student Accounts Policy**

The payment of all tuition and fees becomes an obligation upon registration at Montreat College (hereafter referred to as “the College”). The Federal Truth-in-Lending Act requires complete disclosure of the terms and conditions controlling payment of the student’s obligations. In order to comply with those federal statutes and regulations, the College discloses billing policies in the Academic Catalog and requests that the student carefully review the following: Prior to the completion of registration, the student shall pay any prior obligations due on his/her account. An account that has a delinquent balance at the time the student schedules classes for the following semester prohibits the student from completing the registration process until the account is paid in full. Payment is due in full after registration and prior to the start of each course. Any changes in the student’s financial obligations caused by a change in schedule or in aid are available for the student to view using Self-Service on the Montreat College website. The College reserves the right offer monthly payment plans on past due accounts, and to terminate said arrangement for non-payment. In the event of such a termination, the entire balance shall be immediately due and payable. The student’s failure to pay the entire balance within 30 days shall result in the account being handled as a delinquent account as explained below.

Delinquent accounts occur when the payment terms on a student’s account have not been met. When an account becomes delinquent, a billing statement is sent giving two weeks to make payment in full. If payment is not made, a statement will be sent giving an additional two weeks to make payment or the account will be sent to an external collection agency. The College has the right to take steps to collect the balance, including but not limited to the following: dropping the student from courses, prohibiting registration for future courses, withholding course credits, academic transcripts and diplomas until the balance is paid; turning over the student’s account to a collection agency; and taking legal action to collect the balance due. In addition, students may be removed from current course enrollment. The student authorizes the College to release financial information about his/her account to those concerned with collecting the balance owing. If the College incurs any expenses in collecting the student’s

account, the student shall pay all the College's cost of collection. This includes, but is not limited to, a collection agency fee, interest, and/or reasonable attorney's fees. In the event that appropriate tuition and fees are not paid and the college is forced to take formal collection procedures, the party or parties liable for such unpaid tuition will further be liable to the college for reasonable attorney's fees, plus all other reasonable expenses incurred by the college in collecting the delinquency, to the extent allowed by law.

The student is financially responsible for tuition and fees. The student will not be held responsible for the balance of the course charges and required/applicable fees if the college receives a written notice of withdrawal before the first day classes begin. Financial Aid will be adjusted/reduced according to Federal guidelines.

### **General Institutional Withdrawal Policy**

The following refund policy will be in effect for students enrolled in standard Terms:

- If a student drops\* a course before the first week of class or during the drop/add period, the student will not be charged for tuition or fees.
- If a student drops\* a course after the last drop/add date, the student will be charged the full tuition rate and fees for that course.
- Graduate students will be charged a \$50.00 drop/add processing fee for dropping a scheduled class.

The following refund policy will be in effect for students enrolled in non-standard Terms.

- If a student drops\* a course before the second class meeting, the student will not be charged for tuition, but will be charged a \$50.00 drop/add processing fee.
- If a student drops\* a course after the second class meeting, the student will be charged the full tuition rate and fees for that course.

**\*It is the responsibility of the student to officially drop a course by notifying her or his academic advisor and completing a properly executed Drop/Add Form. If a form is not submitted, the student will be charged in full for the course and related fees, and the student will earn a grade for the course, or in the case of non-attendance, a WF.**

All past due amounts, including such charges as tuition, bookstore charges, library fines, student fees, etc., are subject to a 1.5% per month finance charge. Students will not be issued official grade transcripts or permitted to register for succeeding semesters until such time all fees have been paid in full. Diplomas will not be issued unless all fees have been satisfied.

## Refund/Repayment Policy

If the student withdraws from the College, then the General Institutional Withdrawal Policy will apply.

A student is considered enrolled for attendance purposes until the last day of attendance or the end of the term, whichever is first. To withdraw from courses, the student should follow the formal withdrawal process outlined in this catalog. Official withdrawal forms are available from an Academic Advisor or from the Office of Records and Registration.

A refund refers to money paid toward college charges that must be returned to financial aid sources and/or the student. A repayment is the amount of cash disbursed to the student that must be repaid to federal, state, or institutional sources. The amount of refund will depend upon whether the student has received Federal Title IV and/or state financial assistance.

## Return of Title IV Student Aid

In the event a student withdraws or is administratively withdrawn from the College, the Financial Aid Office is required to process a withdrawal calculation. Such a calculation is based upon the student's last date of documented class attendance. All awards that include Federal Title IV aid will be subject to the Federal Return of Title IV Funds calculation. All State funds will be subject to State requirements to determine award eligibility. All other nonfederal funds are subject to the Montreat College withdrawal calculation. Montreat College has a fair and equitable refund policy, as required under Section 668.22(b)(1) of the federal regulations.

The Federal Return of Title IV Funds calculation determines the percentage of the period of enrollment for which the assistance was awarded. This figure is used to determine the percentage of aid the student earned for the period of enrollment, based on the number of days actually completed. All unearned funds are returned to the proper agencies in the order prescribed by federal and state laws: Unsubsidized Direct Loan; Subsidized Direct Loan, Federal GRAD PLUS Loan; Federal Pell Grant; other state, private, or institutional aid; the student. **Students must pay any charges remaining on their account after funds are returned to the proper agencies.**

## Credit Balances

Students may receive a distribution of a credit balance from their account during the term, though not prior to the conclusion of the first week of the term or the **actual receipt of funds**. All Funds Requests forms must be submitted by 12 p.m. Thursday to be processed for the following Wednesday check run. The check will be mailed to the current address on file within 14 business days. The checks cannot be picked up. If a request is denied an email notification/explanation will be sent to the student's Montreat email. Forms may be sent from a student's Montreat email to: [spasstudentaccounts@montreat.edu](mailto:spasstudentaccounts@montreat.edu), or by e-fax at: 828-419-2298. The SPAS Funds Request form can be emailed by request or obtained from the Montreat College website.

If a student's address is different than what is on file the student must submit a Student Information Change form to the Office of Records and Registration before a check will be mailed. The form may be obtained at [www.montreat.edu/registrar-office/forms](http://www.montreat.edu/registrar-office/forms) or from an Advisor. Withdrawals from the student's account will be based on information that is currently available to the Student Accounts and Financial Aid Offices. If financial aid changes or additional charges are added to the account, the student will be responsible for reimbursing Montreat College for any amount due.



## Financial Aid Information

For financial aid information and application materials for the School of Professional and Adult Studies (SPAS), please contact the Office of Financial Aid:

Director of Financial Aid  
Montreat College (MC 881)  
P.O. Box 1267  
Montreat, NC 28757  
800-545-4656  
[spasfinancialaid@montreat.edu](mailto:spasfinancialaid@montreat.edu)

### General Information

The Office of Financial Aid is committed to providing financial resources to students who seek an education at an institution committed to integrating faith and learning. In partnership with college, federal, state, and other organizations, the Office will coordinate the administration of all students' financial assistance awarded to ensure equity and consistency in the delivery of funds to students.

Montreat College offers state and federal aid programs along with institutional discounts to assist students with funding their educational expenses. Each program offered has different eligibility requirements to qualify for the aid.

### Types of Financial Aid

Students who are citizens or have permanent residence status in the United States are eligible to apply for financial assistance under various federal aid programs. Students must complete all the financial aid paperwork, including the Free Application for Federal Student Aid (FAFSA), to be considered for the following programs.

#### ***Federal Pell Grant***

Pell Grant eligibility is based on the student's expected family contribution (EFC) from the FAFSA and their hours of enrollment each semester. Pell Grants are available only to undergraduate students. If a student drops a course included in the financial aid award or they are considering withdrawing from a course, they should contact the Financial Aid Office immediately.

***William D. Ford Federal Direct Student Loan Program***

Federal Direct Loans (subsidized and unsubsidized) are low-interest loans available to assist eligible students. A student must complete an online Entrance Counseling Interview and Master Promissory Note to receive federal loan funds. Upon meeting all general eligibility requirements, the loan application must be certified by the College. A student must be enrolled and accepted as a degree seeking student in an eligible associate, bachelor or master program.

***North Carolina Need-Based Scholarship (NCNBS)***

Recipients must have been a North Carolina resident for the last 12 consecutive months, be registered at least three quarters time (9 hours) pursuing their first bachelor's degree, and meet financial aid eligibility requirements. Students must complete a FAFSA annually in order to know whether they qualify for this Scholarship. Funding levels are based on annual legislative action each year. For the 2014-2015 award year students enrolled for full time hours (12 credit hours or more) are eligible for \$1,360 per year and \$680 per year for students enrolled in  $\frac{3}{4}$  time (9 credit hours) If a student withdraws from a class, fails a class, takes a leave of absence, or makes any other schedule change, he or she may not qualify for this grant. Students are eligible for the NCNBS funding in the Fall and Spring semester of each year. The funds will not disburse until students have matriculated into all their required credit hours. Typically this occurs in Session 3 but is dependent on the student's individual schedule for the Fall and Spring semesters.

***Montreat College Alumni Discount***

Alumni discounts are available to students who have graduated with a Montreat College Bachelor's degree or Associate's degree from Montreat Anderson College. A \$1,000 credit will be applied to the tuition charges for the Graduate degree program during the first term and second term-\$500 each term.

***Employer Reimbursement***

Many employers offer tuition reimbursement to employees in academic programs. Students should contact their employer for more information and notify the Financial Aid Office of any awards made. Most employers reimburse tuition after a course is completed, so it is advisable make arrangements to pay for several courses until reimbursement is made. The student is responsible for paying tuition and fees prior to starting a course. Students using employer vouchers should submit them by the course due date and pay any remaining balance by that date. If any employer reimbursement information changes, the student should complete the Information Change form and submit it to his or her advisor. The student's financial aid may be subject to change.

### ***Veteran's Help Desk (GI Bill)***

The VA Certifying Official works with the Veterans administration to assist in administering the various programs of benefits to veterans or eligible relatives of veterans. The VA Certifying Official certifies enrollment and transmits necessary credentials and information to the proper administrative office. Admitted and actively enrolled students at Montreat are eligible for the enrollment verification process to begin. Students in the School of Professional and Adult Studies may be eligible for the full monthly allowances provided they are enrolled in 12 or more semester credits. Students are responsible for verifying enrollment and reporting any changes in enrollment status to the VA Certifying Official ([va@montreat.edu](mailto:va@montreat.edu)). If any military reimbursement information changes, the student must complete the Student Information Change form and submit it to his or her advisor.

Students may visit [www.gibill.va.gov](http://www.gibill.va.gov) for more information or to file an electronic application form. For on-campus assistance, students can contact the Veteran's Help Desk at (828) 669-8012 x 2756. To check on the status of benefits, students can contact the Veterans Administration at 1-800-827-1000.

Bachelor and master students who are on active duty or retired military with a current military ID card may be eligible for a 20% discount in tuition. This discount may not be combined with any other discount. For more information, contact the Student Accounts Office.

## **Application for Financial Aid**

### **Procedure**

- Apply for admission to Montreat College.
- Request a PIN number from the Department of Education at [www.pin.ed.gov](http://www.pin.ed.gov). Students must have this to complete their Free Application for Federal Student Aid (FAFSA).
- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) after January 1 of the year. It is advisable to file tax forms before completing the FAFSA, but it is not required. It is best to have the FAFSA submitted as early as possible.
- Financial aid decisions are made after a student has been offered admission. Students are notified via an official award letter via email.
- Students receiving a loan for the first time at Montreat College will need to complete the appropriate paperwork, including the Master Promissory Note and the Entrance Counseling Interview for William D. Ford Federal Direct Loans at [www.studentloans.gov](http://www.studentloans.gov).
- Students eligible for educational benefits through the Veterans Administration or Vocational Rehabilitation should apply directly to these agencies and inform the Financial Aid Office of pending awards.
- Students must reapply each year for financial aid by completing the FAFSA. FAFSA priority deadline is May 1<sup>st</sup> of each year.

If a student chooses financial aid as a method of meeting the financial obligations of the SPAS program, students are encouraged to complete all financial aid paperwork prior to the start of their semester. If the financial aid paperwork is submitted after the second week of the semester, the student's financial aid award may be delayed.

All financial aid funds are posted directly to student accounts. They cannot be issued as a check directly to a student. Financial aid information and forms may be found at the College website: <http://www.montreat.edu/admissions/tuition-aid/>.

If a student is academically withdrawn from Montreat College from a course or due to non-attendance in a course, a portion or all of the federal and/or state funds may be returned to the Federal Government. If an outstanding balance remains on the student's account after this process has been completed, then it is the student's responsibility to pay in a timely manner any outstanding balance no longer covered by financial aid funds.

At the end of the federal award period, any credit remaining on the student's account from federal aid is sent automatically to the student regardless of the preference expressed on the authorization to retain funds.

Students who are interested in borrowing to finance their education should complete a Master Promissory Note (MPN) and Entrance Counseling for the William D. Ford Federal Direct Loan through the Department of Education at [www.studentloans.gov](http://www.studentloans.gov).

Students eligible for educational benefits through the Veterans Administration or Vocational Rehabilitation should apply directly to these agencies and inform the Financial Aid Office of that benefit. Students must also report to the Financial Aid Office any military payments, tuition assistance, scholarships, or employer tuition reimbursement. Failure to report tuition assistance, scholarships, or employer tuition reimbursement on the Admission/Financial Aid Application may lead to a student's financial aid award being adjusted after being initially awarded, and the student runs the risk of having her or his aid returned to the federal or state government.

**Note: Validation of all High School Diplomas**

According to federal regulations, high school diplomas must be valid in order for a student to be eligible for Title IV funding (i.e. federal funding).

Federal regulations require all colleges and universities to evaluate the validity of a student's high school diploma if the institution or the Secretary of the Department of Education has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education (Higher Education Act § 668.16(p)).

**Maintaining Financial Aid**

To maintain financial aid, undergraduate students must remain in at least six credit hours in order to be eligible for student loans. Graduate students should remain in at least 3 credit hours in order to be eligible for student loans. Eligibility for the Federal Pell Grant may also be affected by changes in enrollment. Students must maintain satisfactory academic progress (refer to policy for details) and must reapply each academic year for financial aid.

Students must maintain at least ½ time (6 credit hours for undergraduate; 3 credit hours for graduate) in a given semester to maintain any in-school deferment. Any periods of enrollment for <½ time can impact any existing student loan grace periods.

Students who are in default on federal student loans will not be eligible for any financial aid until the default is cleared through the lenders and proof is submitted from the holder of the loans in question that the default has been cleared.

Note: Undergraduate students are considered to be full-time if they attempt at least 12 credit hours in a standard term. Graduate students attending a program in a standard term structure are considered to be full-time if they attempt at least 6 credit hours. Graduate students attending a program in a non-term structure are considered full-time if they are continuously enrolled.

**Academic Year Definition**

To be considered full time, an undergraduate student should be enrolled a minimum of 30 weeks (15 per semester) of instructional time and a minimum of 24 credit hours (12 credit hours per term) attempted. To be considered full time, a graduate student should be enrolled a minimum of 32 weeks (16 per semester) of instructional time and 12 credit hours (6 per term) attempted.

## Financial Aid and Satisfactory Academic Progress

It is very important to note that there are two types of Satisfactory Academic Progress (SAP) requirements. The first type is called Academic SAP and applies to **all** enrolled students. It is monitored by the Office of Records and Registration. The second type is called Financial Aid SAP and only applies to students receiving financial aid.

Federal regulations (Sections 668.16, .668.32 and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning their degree.

At Montreat College, this determination of progress is made at the end of each semester, including the summer term, and before the financial aid office disburses any federal aid funds for the subsequent semester. To be eligible to receive Title IV federal funds, Pell Grants, SEOG, Federal College Work Study, Federal Perkins Loans, Federal Direct Loans or state and institutional aid, students must maintain satisfactory progress.

### **Adult Undergraduate Satisfactory Academic Progress for Financial Aid Purposes:**

Satisfactory Academic Progress (SAP) has three criteria and students must meet all three:

1. A Qualitative measure: All students must maintain a cumulative 2.0 GPA
2. A Quantitative measure: All student must earn 67% of all credits attempted
3. A Pace of Progression measure: All students must complete their program in 150% of the credit requirements. For example, a program which requires 120 credit hours for completion must be completed in 180 attempted credit hours ( $120 \times 1.5 = 180$ ). This is also called the Maximum Time Frame (MTF) criteria and is also a quantitative measure.

One additional SAP criteria students should be aware of, especially if they plan to double major, is: automatic completion. All students who have completed all credit requirements for any of their programs will be considered as having earned a degree for financial aid purposes even if they have not applied for graduation. These students will not qualify for any federal or state aid at the point of automatic completion.

## **Adult Graduate Student Satisfactory Academic Progress for Financial Aid**

### **Purposes:**

Satisfactory Academic Progress (SAP) has three criteria and students must meet all three:

1. A Qualitative measure: All students must maintain a cumulative 3.0 GPA.
2. A Quantitative measure: All students must earn 75% of all credits attempted.
3. A Pace of Progression measure: All students must complete their program in 150% of the credit requirements. For example, a program which requires 120 credit hours for completion must be completed in 180 attempted credit hours ( $120 \times 1.5 = 180$ ). This is also called the Maximum Time Frame (MTF) criteria and is also a quantitative measure.

## **Failure to Meet Satisfactory Academic Progress**

**Financial Aid Warning:** Students who fail to make SAP may continue to receive financial aid for one additional semester. No appeal is necessary for this student at this time.

**Financial Aid Suspension:** Students who fail to regain SAP at the end of a semester on Warning are not eligible to receive financial aid. A student on Suspension has the option to appeal to have their eligibility reinstated. If the student's appeal is denied, the student remains on Suspension and can only regain eligibility once they meet all three of the SAP criteria.

**Financial Aid Probation:** Students whose appeals have been approved are placed on Probation. The appeal approval will outline what the student needs to do to keep receiving financial aid. This may range from the student regaining eligibility at the end of the next period of enrollment to the student meeting specific criteria as identified in an Academic Plan.

## **Reinstatement of Aid**

Aid may be reinstated on a probationary status by meeting the requirements for SAP or by an approved appeal. If aid is reinstated, a probationary status will remain in effect. A period of non-enrollment does not reinstate aid eligibility. A student returning after an extended period of non-enrollment must still submit a SAP appeal.

## Appeals

Students who wish to appeal the suspension of financial aid eligibility based on mitigating circumstances (i.e., severe illness, death of a close family member, severe injury, or other traumatic experiences) may do so by submitting the SAP appeal form, a letter of appeal and supporting documentation to the Director of Financial Aid within **ten days** from the date of notification that aid has been canceled.

All appeals must:

1. Complete the enclosed SAP appeal form.
2. Include the student's statement which identifies the mitigating circumstances that led to SAP not being maintained. In the first appeal, since SAP is cumulative, the student must address all unearned coursework which appears on the Montreat College transcript.
3. Provide supporting documentation, such as statement from the doctor, death notice, etc.
4. Include the student's degree audit, which may be obtained from the Office of Records and Registration.
5. Include the student's Montreat College identification number, or Social Security number, current address, and communication information.

All initial and subsequent appeals and supporting documentation must be received within ten days of notice. The Financial Aid Advisory and Appeals Committee will not review incomplete or partial appeals. All documentation is retained by the Financial Aid Office for audit purposes.

The Director of Financial Aid will take the appeal to the Financial Aid Team and notify the student of the decision to reinstate or deny aid. If approved, conditions may apply. If the conditions are not satisfied, aid may be denied in a subsequent term. As described in federal regulations, **all decisions at this point are final.**

**The Student Financial Aid Office will review no more than two appeals from a student during the course of study.**



**Effect of Incompletes, Withdrawals, Failures, and Repeats**

All incompletes, withdrawals, failures, and repeats are included as attempts when determining SAP for financial aid. Depending on when a student withdraws in the semester, their aid may be recalculated. Students should consult a financial aid counselor before making any adjustments to their schedules as it may impact their awards.

**Effect of Changing Major/Double Major**

A change of academic major or the pursuit of a double major does not extend eligibility for financial aid. Students are still expected to complete their programs within 180 hours. A student may appeal if they fail to make SAP for this reason.

**Effect of Credits by Transfer, Examination, Military, and Life Experience**

Transfer credits that have been accepted and count towards the student's program of study will be used as attempts and completes and included in determining SAP. Academic credits received via examination, military, or life experience are counted as attempts and as earned credit.

**Effect of Auditing Courses**

Students do not earn any academic credits for audited courses. They do not count in the calculation of "attempted hours."

## **Return of Title IV Federal Student Aid**

In the event a student withdraws from a course or the entire program, either through nonattendance or by administrative withdrawal, does not return to the next course after an approved leave of absence, or is not making satisfactory academic progress, the Financial Aid Office is required to process a withdrawal calculation.

All calculations are based on the last date of documented class attendance within the student's period of enrollment. A period of enrollment is one-half of the financial aid academic year. All awards that include federal Title IV aid will be subject to the federal return of Title IV funds calculation. All nonfederal funds are subject to the Montreat College refund calculation. The College has a fair and equitable refund policy as required under Section 668.22 (b) (1) of the federal regulations. The Montreat College refund calculation is equal to the federal calculation but takes into consideration only nonfederal forms of aid.

The federal return of Title IV funds calculation determines the percentage of the semester actually completed for which the assistance was awarded the student. This figure is used to determine the percentage of the aid the student earned for the period of enrollment. All unearned funds are returned to the proper agencies in the order prescribed by federal and state regulations. These regulations dictate that the College is obligated to apply refunds in the following order: Unsubsidized Direct Student Loan; Subsidized Direct Student Loan; Federal Direct PLUS loan; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV, state, private, or institutional aid; the student. Students must pay any charges remaining on their account after funds are returned to the proper agencies.

## **Financial Aid Attendance/Scheduled Break Policy**

Attendance is monitored for all students at Montreat College in order to determine their eligibility for financial aid. If a student remains absent for 45 days or more without the proper paperwork, the student must be withdrawn from the program. If a student is a financial aid recipient, an R2T4 will be processed and federal and state funds may be returned.

## **Financial Policy Appeals**

Any student who wishes to appeal a financial aid or student accounts decision must do so in writing to the Vice President for Finance at the following address:

Director of Financial Aid  
Montreat College  
P.O. Box 1267  
Montreat, NC 28757

# General Student Information

## Standards of Conduct

The trustees, administration, staff, faculty, and students seek to be motivated by Christ's love for us, and we desire to reflect that love for one another; therefore, we are called upon to practice consideration, fair play, and concern in our daily interaction with each other as an expression of our commitment to be a community under the lordship of Jesus Christ. Kindness and consideration demand the deliberate consciousness of other people's feelings and an effort neither to hurt nor offend other members of the community.

Such high aspirations require an understanding of what Christian standards are both in and out of the classroom, and they can be reached only when each one in the Montreat College community makes an honest effort to incorporate them into the pattern of daily living.

An obligation for patience and for the effort toward redemption is inherent in a Christian community. At the same time, the College reserves the authority to ask those members to withdraw who do not accept its delineation of Christian standards, and who are unable to learn to live happily in the framework of ideals. Those who act or speak in an abusive or threatening manner will be shown zero tolerance.

## Montreat Student Email Accounts

Each student is assigned an email account prior to the first course. This will allow students to communicate with and receive communications from various offices attached to Montreat College such as Academic Advising, Records and Registration, Student Accounts, and Financial Aid concerning non-public information. Students may also communicate with professors who may not have a permanent office on campus. It is essential that all passwords for email and online access be kept confidential. No one from Montreat will ever ask you for this information. If you have difficulty accessing your information online, contact Information Technology helpdesk at extension 3661. All students are required to check their Montreat College email on a regular basis. **Not checking the student email assigned by Montreat College is not a defense for not knowing vital information sent to students.** Should a student use an email that is not assigned by Montreat College requesting information Montreat deems private, that information will be sent to the Montreat email address **only** or to the home address via the postal service.

## **Change of Personal Information**

It is the student's responsibility to notify the College immediately in the event of a change of employment, address, telephone number, email address, name or, any tuition assistance. Please submit a Student Information Change form to the Office of Records and Registration. The form may be obtained at [www.montreat.edu/registrar-office/forms](http://www.montreat.edu/registrar-office/forms) or from your advisor. Note that name changes must be accompanied by a copy of the new social security card and legal document associated with the name change.

## **Disability Services**

The College will provide reasonable accommodations for known disabilities whether visual, hearing, mobility, medical, learning, or for other qualified applicants and students. Eligible students should follow these steps:

- Identify himself/herself to the Academic Advisor.
- Submit current documentation of his/her disability to the Academic Advisor.
- Be willing to participate in additional evaluation to confirm the disability, if requested.
- Provide clear recommendations for accommodations from a professional care provider.
- Request in writing the specific accommodations needed to enable his/her academic access.

The Academic Advisor, in conjunction with Student Health Services and other appropriate personnel, will assess a student's documentation and determine the reasonableness of the requested accommodations. This group of personnel serves as a liaison between students and faculty/staff, working individually with students to develop and implement a plan for academic accessibility.

## **Smoking and Alcohol Policy**

It is the policy of Montreat College that tobacco and alcoholic beverages use is not permitted on property owned or leased by the College. Prohibited tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco. Additionally, alcoholic beverages are not permitted on property owned or leased by the College.

## **Child Attendance Policy**

Montreat College values families and their lives together, and it seeks to provide an open environment supporting family issues. However, due to the college's insurance policy, children are not permitted on campus premises during class times.

## Sexual Harassment Policy

Sexual harassment can occur in any academic context, such as a professor/student relationship, staff member/student relationship, student/student relationship, as well as within other professional employment environments, including practicum and/or internship environments.

Sexual harassment has been defined in the professor/student relationship as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when grades or educational progress are made contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. Romantic relationships should be avoided between a faculty member and student with whom the faculty member has a professional relationship.

The definition of sexual harassment in other academic and employment contexts is similar: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**The College will not tolerate sexual harassment or ignore complaints of harassment from students, staff, or colleagues.**

For information specifically about sexual harassment and assault issues, including prevention & response protocols, please consult [www.montreat.edu/safecommunity](http://www.montreat.edu/safecommunity).

In order to report possible sexual harassment, contact SPAS Administration at [spasadministration@montreat.edu](mailto:spasadministration@montreat.edu).

## Academic Information

### Academic Advising

All students are required to review an online orientation for their particular degree program and participate in a new student orientation and registration meeting with an academic advisor before starting any degree program.

Academic advisors make every attempt to give effective guidance to students in academic matters and refer students to those qualified to help them in other matters. However, **the final responsibility for meeting all academic requirements for a selected program rests with the student.** All students can arrange for an appointment with their academic advisor at any time during their degree program.

### Course Registration and Scheduling Changes

**Undergraduate:** After the initial enrollment term, undergraduate students are allowed to register for classes online via the course management system during the designated registration periods (see Academic Calendar). Advisors will then approve or decline the course selections of their advisees. Students will be eligible to register after outstanding obligations to the College have been met.

**Graduate:** Graduate students will be administratively registered for their entire degree program.

Credit will be awarded only for courses in which a student is officially enrolled.

**Eligibility by course ID level:** Courses numbered 100 and 200 are open to all undergraduate students; 300- and 400-level are open to juniors, and seniors. 500- and 600-level courses are reserved for graduate students.

**Change of schedule:** It is the student's responsibility to officially process all course changes through their Academic Advisor before the deadline as listed on the academic calendar. Appropriate signatures must accompany the schedule change form.

**Adding a course:**

- Students may add courses no later than the first week of the session for **on-ground** courses.
- Students may add courses no later than the Friday prior to the start of the session for **online** courses.

**NOTE:** CMHC students who wish to take two courses during one eight-week session must submit an application to the Program Coordinator requesting permission for the course overload, and may not take a course overload over two consecutive sessions (see CMHC program handbook for more information).

**Dropping a course:** The following Withdrawal Policy will be in effect for students:

- If a student withdraws from a course during the first week of the session, the course will be dropped with no notation on the academic record.
- If an undergraduate student withdraws from a course during the second week of the session, a grade of *W* will be recorded on the transcript. This shows as attempted hours but does not affect the GPA. Graduate\* students enrolled in 8 week courses may withdraw through the fourth week of the session.
- If an undergraduate student withdraws after the second week of the session, a grade of *WF* will be recorded on the transcript which will impact the GPA as an *F* grade. Graduate\* students will receive a grade of *WF* if withdrawing after the fourth week of the session.

\*Graduate students on non-standard may drop a course prior to the first night of class without penalty, and may withdraw with a *W* after the first night of class and before the second night of class. After the second night of class, graduate students on non-standard term will receive a grade of *WF* if withdrawing from a course.

**NOTE:** Please see the Student Accounts General Institutional Withdrawal Policy for information on financial implications when dropping a course.

**Non-attendance policy:** If a student does not attend a course and does not contact her/his advisor, the student will receive a *WF* for the course and the student will be administratively withdrawn.

**NOTE:** If students attend a course or section for which they are not officially registered, they will not receive credit for the work.

**Medical/Military Withdrawals:** If students need to withdraw from a course due to extenuating circumstances after the last date to withdraw with a *W*, a *W* may still be granted. Such circumstances are limited to extreme medical conditions, military duty, or immediate family death/major illness. If this is the case, students should contact their advisor for the appropriate paperwork. They must also submit documentation to verify the reason for the withdrawal. These documents will be sent to the Director of Records and Registration for a final determination.

**Maximum Loads:** Undergraduate students are considered full-time when enrolled in at least 12 credits during a term. Students may enroll in 2 courses per session for a total of 18 credit hours in the term. One additional course may be added with permission of the Academic Advisor. Only students who have at least a 3.0 cumulative grade point average will be considered for an overload approval. New students are expected to take only GE 250 during their first session with the College.

**Repeating courses:** A student may repeat a course in which a grade of less than C was received by: (1) re-taking the same course at Montreat College or (2) re-taking the course at an appropriate accredited institution. It is the student's responsibility to notify their Academic Advisor of courses to be repeated at another institution and to receive prior approval of the course to be repeated. Courses that are repeated at Montreat College for a higher grade will have the better of the two grades included in the academic GPA calculation. Courses that are authorized for repeat at another institution must be successfully completed with a grade of C or better. The transferred course will apply as credit only, and will not replace the previous grade in GPA calculations. *Financial aid may not be awarded for courses that are repeated.*

**Auditing courses:** A student who wishes to take a course for no credit (audit) may do so by receiving approval from the instructor of the course. A specific registration form must be signed by the instructor and student and returned to the Office of Records and Registration for processing.

**Course by Arrangement:** On occasion, students may need a course that is required in their program but is not offered in a given term. If it is essential to complete this course for graduation or remediation, the student can complete a Petition for Course by Arrangement. Enrollment in a course by arrangement requires the approval of the program faculty, the Academic Advisor, the Student Accounts Office, the Financial Aid Office, the SPAS faculty director, and the Office of Records and Registration. The petition should be completed and signed by all parties and received in the Records & Registration office by the Monday preceding the first class meeting to receive consideration and allow for registration. An additional charge will be assessed to all students enrolled in a Course by Arrangement.

**Transferring courses:** A student who wishes to enroll in courses offered by another institution must complete the required form and receive approval by the Office of Records and Registration. Failure to follow this procedure may result in loss of transfer credit for these courses.



## **Textbooks and Course Materials**

Textbooks can be ordered easily and conveniently from MBS Direct, a virtual bookstore. Montreat College has its own bookstore site on the MBS Internet site (<http://direct.mbsbooks.com/Montreat.htm>). MBS Direct fills textbook orders within 24 hours and ships them according to the students' instructions. Students are given access information when they enroll. Ordering can also be done by telephone, fax, or by mail.

College-produced, supplemental material is also accessed online through the Montreat College SPAS student information site: <https://studentinfo.montreat.edu>.

## **Computer Requirement**

All students are required to have access to a computer that meets the listed minimum specifications for all courses in the program. In addition, students will be required to have a notebook computer meeting these minimum specifications during class time for certain courses. Ask your Academic Advisor for the SPAS Student Computer Policy for additional information.

## **Assignment Format and Standards**

For most courses, papers, projects, and homework assignments are to be keyed on a computer or typed and presented in the American Psychological Association (APA) style formatting. The Modern Language Association (MLA) style formatting may be required for English and humanities courses. Individual instructors may give other assignment specifications. It is the responsibility of students to give credit for words and/or ideas not their own.

## **Study Teams**

The foundation of the SPAS educational philosophy and practice is the recognition of the distinction between the younger college student and the student who has assumed the adult responsibilities of self-determination, financial independence, and professional development. The focus of the program encompasses two critical learning objectives: shared participant responsibility for self-directed learning and small group dynamics. Professional and personal growth requires that individuals develop the skills necessary to manage their own learning.

A second objective is to develop the interpersonal skills necessary for effective participation in groups. Study teams are designed to increase involvement, enthusiasm, and the pursuit of topics in the course and assignments to a more

advanced level. Students value the benefits of small group work, noting that the process of working in a small group encourages critical skills, including group decision making, how to disagree without being destructive, the cultivation of new ideas, and how to include all members in a discussion.

While formal, continuous study teams are not mandated, group projects are an integral part of the Montreat College educational model. Study groups, or student teams, are formed to complete group projects and other class assignments as well as to support one another in discussion of course material and test preparation. Study teams function as mutual support mechanisms through which students can learn more efficient problem solving from the professional expertise of peers. These groups may gather for in-class activities and outside of the classroom setting. Online students may also form virtual groups.

### **Writing Center**

Students are encouraged to take advantage of the resources provided by the Writing Center, located on the first floor of Bell Library at Montreat College's main campus (Montreat, NC) and also available on the Web ([www.montreat.edu/writing](http://www.montreat.edu/writing)). Student writing consultants are trained to assist students in developing strategies for specific college papers and in shaping strong written arguments. They also aid students in mastering grammar and punctuation, understanding research techniques, and in tackling related writing tasks. Writing consultants are available throughout the traditional academic year (summer excluded); electronic and phone consultations are also available (see the website for more information).

### **Program Evaluation**

In addition to the ongoing course-by-course student evaluations, graduates will be asked to evaluate the Montreat College program via exit interviews, exams, and follow-up evaluations done at three-year intervals. Employers are also asked to participate in this evaluation. Information obtained from these evaluations helps the administration, staff, and faculty make decisions about modifications in the program.

## Grading System

The academic proficiency of a student is indicated by the following letter system:

Grade and Associated Quality Points	
Grade	Quality Points
<b>A</b>	4.00 quality points awarded per credit hour
<b>A-</b>	3.66 quality points awarded per credit hour
<b>B+</b>	3.33 quality points awarded per credit hour
<b>B</b>	3.00 quality points awarded per credit hour
<b>B-</b>	2.66 quality points awarded per credit hour (see <b>graduate satisfactory academic requirements</b> )
<b>C+</b>	2.33 quality points awarded per credit hour
<b>C</b>	2.00 quality points awarded per credit hour (see <b>competency and bachelor core requirements</b> )
<b>C-</b>	1.66 quality points awarded per credit hour
<b>D+</b>	1.33 quality points awarded per credit hour
<b>D</b>	1.00 quality points awarded per credit hour
<b>D-</b>	0.66 quality points awarded per credit hour
<b>F</b>	0.00 quality points awarded per credit hour
<b>I</b>	Indicates incomplete work and is given when some portion of the work is unfinished. An <i>I</i> is given only when there are circumstances beyond the control of the student such as serious illness, that prevents the student from taking the final exam or completing a course requirement. An incomplete must be completed within six weeks after the end of the course, or the <b>I</b> grade will be converted to the grade the student earned before the course extension was granted.
<b>P</b>	<b>Pass</b> , equivalent to a minimum letter grade of <b>C</b> ; credit hours for the course are deducted from the total hours needed for graduation with no impact on the grade point average.
<b>W</b>	Indicates withdrawal from a course with permission and within the time limits and according to the procedures established by the Office of Records and Registration.
<b>WF</b>	Indicates withdrawal after the last day to withdraw and receive a grade of <b>W</b> . Factors into the grade point average as an <b>F</b> .
<b>AU</b>	Indicates a course which has been audited and no credit earned.
<b>NS</b>	Indicates an unsuccessfully attempted course or competency, where no credit or competency has been earned. Does not affect GPA or quality points.
<b>S</b>	Indicates a satisfactory work (used for work that continues over more than one semester), where no credit or competency has been earned. Does not affect GPA or quality points.

## Grade Point Average (GPA)

The grade point average is computed by dividing the total number of quality points earned by the total number of hours attempted, three (3) times in an academic year. Courses with a notation of *W* will not be counted as hours attempted in computing grade point average; grades of *F* and *WF* will be counted as hours attempted. No quality points are assigned for grades of *F*, *WF*, *W*, *I*, *S*, *NS*, *AU* or *P*. Cumulative grade point average is computed on all courses taken excluding courses in which a *P* grade has been received (refer to the following section for information on incomplete grades).

Instructors have one week to prepare grades and have them posted after a course ends.

### Incomplete Grades

**Policy:** A grade of *I* (Incomplete) may be assigned only if the student made proper arrangements with the instructor prior to the end of the course and the student has extenuating circumstances beyond their control, such as serious illness, which prevents the student from taking the final exam or completing one course requirement. The instructor files a contract for an incomplete, to [registrar@montreat.edu](mailto:registrar@montreat.edu), at the time grades are submitted\*\*. The student and the instructor sign this contract; however, if the student is only able to contact the instructor by phone, the instructor may indicate this and sign for both. If the student does not initiate this contract, the instructor will assign the grade that was earned at the end of the course.

Once the grade of *I* has been assigned, there is a maximum time limit of six weeks after the end of the course for completion of all outstanding requirements. If all the course requirements are not completed within the assigned time limit, the incomplete grade will be converted to the grade that was earned at the end of the class. A student cannot have more than one outstanding incomplete grade.

**Procedure:** Grades of incomplete are removed when the instructor assigning such a grade submits a letter grade designation for the complete work. In case of a student's failure to complete such work, the grade recorded will be that which was earned on the last day of the class.

**IMPORTANT:** This form must be submitted by the professor WHEN the course grades are submitted through *SelfService*.

**\*\*No incomplete contracts will be accepted without the expressed permission of the Director of Records and Registration or the Vice President of Adult and Graduate Studies.**

## **Online Transcripts and Grade Reports**

Grades are submitted in the online course management system by the instructor within one week of the end of the course. Students who are in good financial standing may view and print their online transcript and grades by logging into their online account. Students who are unable to view their grades online may request a copy of their current grades from the Office of Records and Registration. Grades are not mailed; however, students may request a certified copy of their grades, if needed. Transcripts will not be released online or in hard copy if the student is financially indebted to the college.

## **Requesting an Official Academic Transcript**

The official record of the academic accomplishment of each student who enrolls is maintained by the Office of Records and Registration. All courses attempted, grades awarded, degrees conferred, and the major program of study, along with identifying personal data, are certified on the transcript. Montreat College is a member of the National Student Clearinghouse. All transcript requests are processed online via the Clearinghouse at <http://www.mystudentcenter.org> or by contacting them by phone at 703-742-4200. Transcripts will not be released if the student is financially indebted to the college.

## **Enrollment Verification**

Students, for various reasons, may need official written proof that they are currently enrolled. Montreat College is a member of the National Student Clearinghouse, which acts as an agent for all verifications of student enrollment. Please visit the Clearinghouse online at <http://www.mystudentcenter.org> or contact them by phone at 703-742-4200 to obtain an official enrollment verification certificate at any time.

## **Degree Verification**

Employers or background screening agencies may need proof that a student has earned a degree, but may not require an official transcript. Degree verifications can be obtained through the Clearinghouse online at <http://www.mystudentcenter.org>

## **Inclement Weather Cancellation Policy**

The College will normally make a decision regarding class cancellation by 2:00pm. Students can learn if classes are canceled on a questionable evening by the following methods:

1. Calling the main campus switchboard at (828) 669-8011, option 3. The Asheville and Charlotte campus switchboards will also be updated
2. Visiting the Montreat College website home page
3. Checking the Montreat College student email for an e-blast from SPAS Administration
4. Checking with local TV stations (To sign up for text message and/or email alerts from an individual news station, please visit the station's website for more information)

Arrangements for making up a missed class due to inclement weather will be determined by the instructor and the students with guidance from Faculty Services and the Director of Extended Education and Outreach or the applicable Campus Coordinator. Each course module provides provisions for possible online make-up assignments.

## **Academic Policies**

### **Grade Changes**

All grades are final three months after the date of issuance. Grades will be changed due to a computational error within six weeks of the due date for final grade submission. Under no circumstances will a student be allowed to do makeup work to improve a grade once final grades have been submitted. All grade changes must be approved by the Director of Records and Registration.

### **Petitions for Exceptions**

To petition for an exception to academic policy, students must submit a written petition, stating the grounds for the request and providing any supporting evidence. Petitions for exceptions to academic policies are to be submitted to the Vice President of Adult and Graduate Studies who will render a judgment or will forward the petition to the appropriate College office.

### **Academic Integrity Policy**

#### **Definition of Academic Dishonesty**

Academic dishonesty, such as cheating on tests and plagiarizing on essays, violates the fundamental trust underlying all academic work—that the work be the product of the student who submitted it. Montreat College defines academic dishonesty as the representation of another's words, ideas, or images as one's own. It applies equally to intentional and unintentional quotations, paraphrases, visual images, auditory images, and all electronic means of storage and communication. When academic dishonesty occurs, these procedures will be followed.

#### **Discipline of Academic Dishonesty**

When an instructor suspects a student of academic dishonesty, the instructor will meet with the student to discuss the incident and determine, to the instructor's satisfaction, whether or not academic dishonesty has occurred. If, in the instructor's judgment, such a violation of academic integrity has occurred, he or she will present the charges, in writing, to the student.

The only possible disciplinary actions are a zero for the assignment or an F for the course. The student may choose to admit her or his guilt of academic dishonesty and waive a hearing. This involves signing the academic dishonesty notice that outlines the disciplinary action. The academic dishonesty notice will be retained in the student's academic record.

A student who does not agree to the instructor's charges must appear before a panel of three faculty members, appointed by the Associate Dean for Academics or designee, on charges of academic dishonesty. During the intervening period, the student must continue to attend class. The panel will convene a hearing with the student and the instructor at which time the instructor will explain the student's alleged violation. The student may choose to counter with evidence of her or his innocence or may admit guilt.

### **Punishment of Academic Dishonesty**

If the panel indicates, by simple majority vote, that the student has been dishonest, the panel shall uphold the penalty assessed by the instructor. The Academic Affairs office will notify the student, instructor, advisor, and Director of Records and Registration, in writing, of the panel's decision. If the student received a failing grade for the course, the student may remove the impact of the F on her or his grade point average by successfully retaking the course. Two incidents of academic dishonesty will result in a student being dismissed from the College. The student will not be eligible to reapply to Montreat College for at least two years after dismissal. If the panel finds the student not guilty of academic dishonesty, it will notify both the student and the instructor.

If the student wishes to drop the course but has been found guilty of academic dishonesty, the student may withdraw with a grade of *W* or *WF*, according to the withdrawal dates on the academic calendar. The academic dishonesty notice will be kept on file if the student has admitted or been found guilty of academic dishonesty.

A student may be dismissed from the College without refund of tuition or fees after the second incident of academic dishonesty occurs (including, but not limited to, cheating and plagiarism). That student will not be eligible to reapply to the College for at least two years after the dismissal, and any readmission will be subject to review by the Student Success Team in consultation with the Vice President for Academic Affairs & Dean of the College.

### **Exoneration of Academic Dishonesty**

If exonerating evidence becomes available in the five business days following notification of the panel's decision, the student may appeal to the Vice President of Adult and Graduate Studies. Appeals will be heard only if they meet one of the following conditions: (a) discovery of new evidence or (b) violation of procedure. A student must remain in the course and work toward its successful completion during the appeal process. The student will be notified, in writing, of the final decision.



## Academic Grievances

A student wishing to appeal an academic decision (including a course grade) which directly affects the student, should file an academic grievance no later than 15 business days from the date final grades were issued by the professor for the course in question. A formal grievance related to a grade may be filed only if one of the following conditions applies:

- The student can provide evidence that an assigned grade was based on arbitrary or non-academic criteria.
- The student can provide evidence that the criteria for evaluating the assignment or coursework were not applied or were misapplied such that the assigned grade does not accurately reflect her or his fulfillment of course requirements and/or course policies as stated in the syllabus (e.g., class attendance, grade standards, penalty for late or incomplete work) and/or other applicable requirements of the College.

### Process for Filing an Academic Grievance

1. A student wishing to appeal an academic decision which directly affects the student should first present the issue to the faculty member or administrator making the decision. If a grade inaccuracy is determined, the instructor will submit a grade change request to the Office of Records and Registration.
2. If satisfaction is not reached, the student should present the issue in writing to the Executive Director for SPAS for review. Such a written grievance shall include statements of the grounds for the grievance, supporting evidence, and suggested steps to resolve the matter.
3. After careful investigation, the Executive Director for SPAS may summarily dismiss the complaint if, in her or his discretion, the grounds for appeal are frivolous or do not otherwise rise to the level of a legitimate grievance.
4. If the Executive Director for SPAS does not dismiss the complaint, the Director shall, within ten days of meeting (by phone or in person) with the student and faculty member, forward the grievance to the Associate Dean of Academics, who will then review the grievance and make a final determination. The Associate Dean of Academics may form a panel of two other uninvolved faculty members with whom he or she will review all applicable material and make a determination on the appeal. The panel may (a) recommend that the grade be changed, either higher or lower than the original grade, (b) recommend that the instructor revise course and/or grading requirements and reevaluate the grade accordingly, or (c) dismiss the case.
5. The Associate Dean of Academics shall inform the student of the outcome within ten (10) business days after the decision has been forwarded to the Executive Director for SPAS. In the case that an appeal is approved, all official paperwork, including the student's grievance and the panel's decision, shall be sent to the Office of Records and Registration to become part of the student's academic record and to the Faculty Services office for the instructor's file.

## Non-Academic Grievance Policy

A student wishing to appeal a decision made by the College which directly affects the student, but is not related to academic policy, should follow one of these procedures:

### Informal Grievance Procedure

- Discuss the grievance with the Academic Advisor.
- If circumstances of the grievance prevent going to the Academic Advisor or if the Advisor does not resolve the grievance within 15 working days, the student may discuss the grievance with the Executive Director for SPAS. Upon counsel, recommendation, and approval of the Executive Director for SPAS, the aggrieved person may be advised to proceed directly to a formal grievance procedure.

The student may request a formal hearing by initiating the steps for a formal grievance.

### Formal Grievance Procedure

**Request:** The student must file a written request for a formal grievance hearing with the Executive Director for SPAS. The request must include the specific grievance, a description of the incident(s) from which the grievance arises, and the relief being sought.

**Committee:** Upon review of the written grievance, the Executive Director for SPAS may ask for additional material and documentation. After these are provided, the Executive Director for SPAS calls a meeting of the Grievance Committee as soon as possible or within 15 working days of receiving the request. The Executive Director for SPAS serves as the chairperson of this committee whenever it acts as a formal grievance committee, unless the President directs otherwise. The Executive Director for SPAS, however, has no vote in the final decision of the committee.

**Hearing:** The committee hears the grievance together with such witnesses as it deems appropriate to the grievance and forwards its recommendations in writing to the Executive Director for SPAS within five working days of the close of the hearing. The hearing is closed and confidential.

**Report:** The Grievance Committee makes every reasonable attempt to reach its conclusion and make its recommendations to resolve the matter within 15 working days of the convening of the committee, and to present its report to the Executive Director for SPAS for review and appropriate actions.

**Appeal:** The decision of the Grievance Committee may be appealed in writing to the president by the aggrieved student, the Academic Advisor, or the Director of Extended Education and Outreach within three working days after receiving the decision. With regard to the informal and formal grievance proceedings, the decision of the president is final.

**Scope:** These grievance procedures are in no way intended to limit the rights of students under applicable laws.

**Retaliation clause:** No employee of the College may make any retaliatory action against any student of the College as a result of that person (1) seeking redress under these procedures, (2) cooperating in an investigation, or (3) otherwise legitimately participating in a proceeding under these procedures. Any violation will be regarded as a separate and distinct grievance matter under these procedures.

# **Undergraduate Good Academic Standing and Satisfactory Progress**

## **Good Academic Standing and Satisfactory Progress**

Degree-seeking students must maintain a cumulative GPA of 2.0 in order to maintain Satisfactory Academic Progress (SAP). A student who fails to maintain SAP is subject to academic probation or academic suspension.

Withdrawal from courses with a grade of *W* will not affect good standing or academic progress provided the student meets the SAP criteria of a 2.0 GPA.

### **Academic Probation**

Students whose cumulative grade point average fails to meet the criteria established for SAP will be placed on academic probation for the next semester. If at the end of that semester the cumulative average is still below the required minimum, the student will be placed on final academic probation for the following semester. If the necessary SAP criteria have not been achieved by the end of final probation, the student will face academic suspension.

Students on final academic probation will lose their financial aid. See Financial Aid section of Academic Catalog for financial aid implications.

If a student withdraws on academic probation, he/she will have additional requirements for readmission, as explained in the Admission Information.

### **Academic Suspension**

The administration reserves the right to suspend a student from the College because of poor scholarship. Any student on academic or final probation who fails to meet the requirements of probation will be subject to academic suspension without refund of fees.

A student not permitted to continue for academic reasons may appeal the suspension in writing to the Vice President of Adult and Graduate Studies within two weeks of the suspension. A student who is suspended for academic reasons may reapply to the college after one term. If readmitted, the student will be placed on final academic probation. (See the repeated course policy for more information.)

## **Academic Second Chance (ASC)**

An undergraduate student may appeal for an Academic Second Chance (ASC) to request academic forgiveness for Montreat College courses. Forgiveness may apply to a single four-month period or a continuous consecutive series of periods within which a student earned grades lower than a C. If approved, those terms would be excluded when calculating the student's grade point average. No courses taken during the period approved for ASC would apply toward requirements for a degree.

**A student who wishes to petition for academic forgiveness must meet the following criteria:**

- The student must have been separated from all institutions of higher learning for a period of two (2) calendar years.
- The student must have re-entered Montreat College and earned at least 12 credit hours at Montreat College with a minimum GPA of 2.5 on those hours. He or she must be currently enrolled at Montreat College.

ASC terms remain a part of the student's record although the forgiven periods in their entirety will be excluded when calculating the GPA. The refigured GPA will be the official GPA of the College. A statement to that effect will be placed on the student's record.

Academic Second Chance may be granted only once and applies only to Montreat College credit. It is important to note that ASC may not be recognized by other institutions. A student may submit a letter of appeal including a description of her or his current action plan to achieve academic success to:

**Director of Records and Registration**  
**Montreat College – MC Box 896**  
**P.O. Box 1267**  
**Montreat, NC 28757**  
[registrar@montreat.edu](mailto:registrar@montreat.edu)

# **Graduate Student Good Academic Standing and Satisfactory Progress**

## **Satisfactory Academic Progress**

Graduate students are expected to maintain a minimum cumulative grade point average of 3.00 throughout their program of study. Students receiving a grade lower than a B- may be subject to additional program-specific academic progress policies as referenced in the “Program Degree Requirements” section of the Academic Catalog. As such, students may also be subject to immediate suspension per departmental requirements.

## **Academic Probation**

Graduate students who earn a cumulative grade point average below 3.00 in course work taken for graduate credit will be placed on academic probation for the next term. If at the end of that term the cumulative grade point average is still below a 3.00, the student will face academic suspension.

Students who receive financial aid must make satisfactory academic progress to maintain eligibility for federal and/or state funds. Financial aid may or may not be available for students admitted on probation.

## **Academic Suspension**

The administration reserves the right to suspend a student from the College because of poor scholarship. Any student on academic probation who fails to meet the requirements of probation will be subject to academic suspension without refund of fees.

Graduate students not permitted to continue for academic reasons may appeal the suspension in writing to the Vice President of Adult and Graduate Studies within two weeks of the suspension. Graduate students not permitted to continue for academic reasons may seek reapplication in writing through their academic program director.

**NOTE:** Each graduate program may have further specific requirements for continuation; these are outlined in program handbooks or maintained by the department.

## **Class Attendance Policy**

The Department of Education requires Montreat College faculty to adhere to a strict policy for class attendance to maintain Title IV funding. The SPAS programs emphasize group interaction in the classroom as well as in study groups. If students are absent, they do not gain the benefit of learning from their peers, nor do they have the opportunity to contribute to other students' learning. Classes meet for a minimum of four hours per week of instruction, not including the time required to complete individual homework for each class. The instructor must turn in attendance records of class meetings each week through the course management system.

Montreat College SPAS allows one absence (total of four hours) from class without grade penalty. If a student misses a second class, the final grade can be lowered a letter grade at the discretion of the professor.

Instructors may have a stricter policy but they must clearly indicate any other specific consequences for absences in their course syllabus. If it is not indicated, it is assumed that the penalty will occur according to the policy above.

## **Administrative Withdrawal**

If an enrolled student does not attend during the first three weeks of a course, and does not contact the Academic Advisor regarding academic plans, the college will assume that the student no longer wishes to attend the college. The student will be dropped from that course and any other pre-registered courses and withdrawn from the program. If the student wishes to continue his/her education at Montreat College, he/she will need to subsequently contact the Academic Advisor in order to be readmitted and registered for future courses.

Note: Students formally enrolled at Montreat College, who, for any reason, have not attended classes within one academic term, must re-apply for admission. (See Readmission of Former Student Policy)

## **The Family Educational Rights And Privacy Act (FERPA)**

**Student:** Any person who either attends or has attended Montreat College

**Educational Records:** Any record (in print, handwriting, microfilm, computer, or other medium) that is maintained by a Montreat College staff or faculty member and is directly related to a student except:

- Sole possession records: Personal records kept by a college official if they are kept in the possession of the individual who made the records, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records maintained by the Montreat College security department if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the department does not have access to the educational records maintained by Montreat College.
- Records maintained by the Health Services Office if the records are used only for treatment of a student and made available only to those persons providing the treatment.
- Alumni records that contain information about a student after he or she is no longer in attendance at Montreat College and the records do not relate to the person as a student.

### **Annual Student Notification**

**Policy:** Students are notified of their FERPA rights and procedures for indicating their FERPA release preferences in the annual Montreat College catalog and via emails sent at the beginning of each term.

### **Procedure for Student Inspection/Review of Records**

Students have the right to inspect and review their educational records upon request to the custodian of the record.

- If a student is requesting to see only one item from their educational record (i.e. an unofficial transcript), no written request or appointment is necessary. Access will be immediate, subject to the availability of the custodian.
- If a student is requesting to see more than one item from their educational record, a written request must be submitted to the records custodian that identifies the record(s) the student wishes to inspect. The custodian will arrange for the access and notify the student of the time and place where the records may be reviewed. By law, access must be provided within 45 days from the receipt of the request. When a record contains information about more than one student, the student may review only the records that relate to him/her.



### **Montreat College Right to Refuse Access Policy**

Montreat College reserves the right to refuse to permit a student to inspect these records:

1. Any financial records of the parent that may be in the student's file.
2. Letters of recommendation for which the student has waived his/her right of access.
3. Admission records if the student's application was denied or the student chose not to attend Montreat College after making application.
4. Records excluded from FERPA's definition of educational records.

### **Montreat College Right to Refuse Provision of Copies Policy**

Montreat College reserves the right to deny copies or transcripts or other records if:

1. The student lives within commuting distance of Montreat College.
2. The student has a delinquent account at Montreat College.
3. There is an unresolved disciplinary action against the student.

### **Schedule of Fees for Copies**

The fee for copies of educational records is .10 per page, plus postage if applicable.

## Disclosure of Educational Records Policy

Montreat College will disclose information from a student's educational record only with the written consent of the student, except in the following instances:

1. To school officials who have a legitimate educational interest in the records.  
**A school official is:**
  - a person employed by the college in an administrative, supervisory, academic, or support staff position.
  - a person elected to the Board of Trustees.
  - a person employed by or under contract to Montreat College to perform a special task, such as an attorney or auditor.**Legitimate educational interest includes:**
  - performing a task that is specified in a position description or by a contract agreement.
  - performing a task related to the student's education.
  - performing a task related to the discipline of a student.
  - providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. To the National Student Clearinghouse for enrollment and degree verification purposes.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the financial aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of Montreat College.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena (accompanied by a reasonable effort to notify the student).
9. To appropriate parties in a health or safety emergency.
10. Results of a disciplinary hearing to an alleged victim of a crime of violence.
11. Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the school's rules or policies.
12. Disclosure to the parent of a student under 21 if the institution determines that the student has committed a violation of its drug or alcohol policies.

## **Directory Information Policy**

Montreat College designates the following items as directory information: Student's name, address, telephone number, e-mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, major fields of study, enrollment status, classification, expected graduation date, job title and dates of student work study, degrees and awards received, and the most recent previous educational institution attended by the student.

## **Procedure for Students Requesting to Amend Educational Records**

Students have the right to request a correction of their educational records under FERPA. If a student believes the educational records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he/she may ask Montreat College to amend the record. The procedure for requesting a correction of the records is:

1. The student must submit a request to the custodian of the record to amend the record. The request should identify the portion(s) of the record the student wants changed and specify why the student believes that portion of the record to be inaccurate.
2. If Montreat College decides not to comply with the request, the student will be notified of the decision and also advised of his/her right to a hearing to challenge the decision not to amend the record.
3. Upon request, Montreat College will make arrangements for a hearing and notify the student as to the time and place of the hearing.
4. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. The student will have an opportunity to present evidence relevant to the issues raised in the request to amend the record. The student may be assisted by an attorney of his/her own choice.
5. Montreat College will respond with a written decision within a reasonable period of time after the hearing. The decision will include a summary of the evidence and the reasons for the decision.
6. If Montreat College decides that the information contested is not inaccurate, misleading, or in violation of the student's right to privacy or other rights, it will notify the student, in writing, that they have a right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the outcome of the hearing.
7. That statement will be maintained as part of the student's educational record as long as the contested portion is maintained. If Montreat College discloses the contested portion of the record, it must also disclose the student's statement.
8. If Montreat College decides that the information contested is inaccurate, misleading, or a violation of the student's right to privacy or other rights, it will amend the record accordingly and notify the student, in writing, that the record has been amended.

## Graduation Information

### Undergraduate Degree Requirements for Graduation

In order to graduate from Montreat College, degree-seeking students in the baccalaureate programs must fulfill the following requirements:

- Earn a minimum of 126 semester hours for a bachelor degree, or 66 semester hours for an associate degree.
- Complete the General Education Core requirements and meet all General Education Competency Requirements.
- Complete the program core curriculum, including the major and the major concentration, if applicable.
- Successfully complete at least 33 credit hours in courses at the 300-level and above.
- Fulfill residency requirement specific to degree level:
  - Bachelor degree: two semesters, 18 credits in the major, and 32 of the last 39 credit hours must be completed at Montreat College.
  - Associate degree: a minimum of 24 credit hours must be earned at Montreat College; students who leave Montreat College with less than 64 credit hours or less than a 2.0 GPA may transfer back a maximum of 12 credits from another institution.
- Attain a minimum 2.0 grade point average and earn a grade of C or better, with no more than 2 grades\* of C-, in courses counted toward the major, the concentration within a major, General Education Core classes required by the major, and pre-requisite courses\*\*.
- Payment of all tuition and fees.
  - \*The allowance of 2 grades of C- does not apply to General Education Competency requirements.
  - \*\*Pre-requisite courses that are not part of the major requirements may receive a C- unless otherwise stated in the catalog.

Students are subject to the academic requirements stated in the catalog that was current when they first enrolled as students. A student who leaves the College and is later readmitted must meet the requirements current at the time of readmission.

### Graduate Degree Requirements for Graduation

See degree requirements specific to your master's degree.

## Graduation and Academic Honors

For graduation with honors from a baccalaureate program, students must earn a minimum of 60 credit hours at Montreat College and meet the following minimum cumulative grade point average requirements:

GPA	HONOR
3.50 – 3.69	<i>Cum laude</i>
3.70 – 3.84	<i>Magna cum laude</i>
3.85 – 4.00	<i>Summa cum laude</i>

Baccalaureate degree honors are recognized by wearing gold cords at Commencement.

Baccalaureate students with 45-59 hours at Montreat College and a minimum grade point average of 3.75 or higher may graduate *with distinction*.

Associate degree students who graduate with a minimum grade point average of 3.75 or higher and complete at least 45 hours at Montreat College may graduate *with honors*. Associate degree honors are recognized by wearing gold and white cords at Commencement.

**Valedictorian and Salutatorian** are recognized among baccalaureate graduates with the two highest cumulative grade point averages having completed a minimum of 60 hours at Montreat College. A valedictorian and salutatorian are chosen twice a year, once in December from among the combined August and December graduates and once in May from among the May graduates.

**Note:** Students in graduate level programs are not eligible for graduation honors. Bachelor degree students are not eligible for graduation honors until they complete their final Montreat College course; at that time, honors will be posted on the transcript and diploma.

**Scholarship Pin** is awarded to graduates receiving the bachelor's degree who have fulfilled the requirements for Dean's List (3.50 – 3.89 GPA) or Distinguished Scholars' List (3.90 GPA or above) for six (6) consecutive periods as noted on the official academic transcript.

**Pinnacle (bachelor degree) and Spire (associate degree) Honor Societies**, national honor societies for adult students in nonresidential programs, grant recognition to students for scholastic success and community leadership. Undergraduate students must meet all the following requirements:

- Minimum GPA of 3.5
- At least 24 Montreat credit hours
- A commitment to community service through meaningful and active participation in at least three community projects or organizations during their time spent at Montreat College.

**Chi Sigma Iota** is an international honor society that values academic and professional excellence in counseling. It promotes a strong professional identity through members (professional counselors, counselor educators, and students) who contribute to the realization of a healthy society by fostering wellness and human dignity. Chi Sigma Iota's mission is to promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. Students must hold a 3.5 GPA or higher in order to be members.

**Military cords:** Montreat College wishes to recognize those who are veterans or active duty members in our U.S. Armed Services. These women and men will be given red, white, and blue honor cords to wear during their graduation commencement ceremonies.

## Term Honors

**Dean's List** consists of those students who during the previous term met all the following requirements:

- Received a grade point average of between 3.50 and 3.89 on academic work
- Took at least nine hours of academic work
- Received no grade of I, F, WF
- Maintained a satisfactory citizenship record

**Distinguished Scholars' List** consists of those students who during the previous term met all the following requirements:

- Received a grade point average of 3.90 or above on academic work
- Took at least nine hours of academic work
- Received no grade of I, F, WF
- Maintained a satisfactory citizenship record.

## Graduation

### Application for Graduation

All candidates for graduation must submit a formal application for graduation to the Office of Records and Registration by the appropriate graduation application deadline: March 1 (May 31<sup>st</sup> Conferral), June 1 (August 31<sup>st</sup> Conferral), or October 1 (December 31<sup>st</sup> Conferral). This application is found on our website [www.montreat.edu/graduation](http://www.montreat.edu/graduation). Applicants for graduation must complete all degree requirements, complete the exit procedures of the College, and be in good financial standing to be eligible to graduate. **External credits and exam scores are expected to be on file in the Registrar's Office by the 31st of the month of conferral. Students who apply and do not graduate may be required to submit a new application and fee for graduation.**

### Petition to Walk in Commencement (May and December)

If a student has not finished his or her final requirement the day before the ceremony, a petition to participate in a commencement ceremony is available. To be eligible to petition, a student must meet all the following requirements:

- be within three credits or one requirement of completing all degree and exit requirements
- have plans to complete the credits or requirement prior to the end of the next conferral
- have fulfilled all other degree and exit requirements
- be in good financial standing

Completed petitions must be sent to:

Montreat College  
Records and Registration – MC 896  
P.O. Box 1267  
Montreat, NC 28757  
[registrar@montreat.edu](mailto:registrar@montreat.edu)

Students approved to walk but who do not complete degree requirements prior to the next commencement are required to submit a new application and fee for graduation. All degree and exit requirements must be completed by the last day of the month of commencement for a student to be eligible to receive a degree during the conferral period. Students may participate in only one commencement ceremony per degree. **Bachelor's degree students are not eligible for honors until they complete their final Montreat College course; at that time, honors will be posted on the transcript and diploma.**

### **Montreat College Undergraduates Entering Graduate Study**

A Montreat College undergraduate student enrolled in a bachelor degree program and nearing completion when admitted to a graduate program is admitted to the graduate school contingent upon successful completion of the bachelor's degree. As students cannot officially start a graduate program of study until after the completion and verification of all degree requirements for the bachelor degree, students who are considering the pursuit of a graduate degree should file an application for graduation early according to the previous schedule (see Application for Graduation).

### **Commencement**

Two commencement ceremonies are held each academic year (in December and May) to honor graduates. Candidates who have been cleared to participate in Commencement exercises are encouraged to participate. Graduation and commencement information is available at <http://www.montreat.edu/registrars-office/graduation/>.

An additional conferral period is provided in August for those who complete requirements during the summer. Summer graduates are encouraged to participate in the commencement ceremony in December. Completed students' diplomas are mailed no later than one month after the degree conferral date. Diplomas will be held until exit counseling, financial obligations, and all other requirements have been completed.



## Degree Conferral

### Requirements

To qualify for graduation, students must complete all requirements for their degree by the deadline for their particular degree conferral.

**For May Commencement:** All requirements and all documentation for the degree must be received by the Office of Records and Registration at Montreat College by **May 31**, and all information relative to requests for Non-collegiate Credit Assessment (NCA) must be received by March 31. These deadlines include making up incomplete grades as well as having official transcripts received by the Office of Records and Registration if courses have been taken elsewhere.

**For December Commencement:** All documents must be received by the Office of Records and Registration by **December 31**, and all information relative to requests for NCA must be received by October 31.

**For August graduation:** All graduation requirements must be completed and received by the Office of Records and Registration by **August 31**, and all information relative to requests for NCA must be received by June 30. August graduates will be invited to participate in the commencement exercise in December.

Fees may be assessed by the Office of Records and Registration to reprint a diploma when degree conferral has been postponed. **Deadlines are strictly enforced**, and any student with incomplete graduation documentation by the deadline **must reapply for the next graduation date**.

# Academic Programs

## Curriculum

Montreat College School of Professional and Adult Studies offers an Associate of Science, Bachelor of Business Administration, Bachelor of Science in Management, Bachelor of Science in Bible and Religion, Bachelor of Science in Psychology and Human Services, Master of Arts in Clinical Mental Health Counseling, Master of Business Administration, Master of Science in Environmental Education, and Master of Science in Management and Leadership degrees.

In the associate core courses, students complete general education course work in Bible, writing, humanities, social science, public speaking, mathematics, and science. These courses seek to develop the whole person and to prepare students for successful completion of the bachelor program.

The bachelor and master core courses embrace the development of the adult learner and provide exposure to human problems and personal values through a well-planned, sequenced curriculum which integrates within the curriculum increasingly advanced cognitive skills, awareness of self and others, values clarification, and social and interpersonal skills.

<b>Academic Programs</b>
Associate of Science
Business
General Studies
Bachelor of Business Administration
General Business
Cybersecurity
Human Resource Management
Marketing
Bachelor of Science in Bible and Religion
Preaching and Evangelism
Bachelor of Science in Management
Bachelor of Science in Psychology and Human Services
Master of Arts in Clinical Mental Health Counseling
Master of Business Administration
General Business
Cybersecurity
Master of Science in Environmental Education
Master of Science in Management and Leadership
General Business
Criminal Justice Administration
Cybersecurity

# Undergraduate Degree Requirements

## General Education Core

The General Education Core is the hallmark of a liberal arts education. In this series of courses, students gain the broad base of knowledge that will serve as the foundation for further studies in major areas. In addition, students will develop an appreciation of how the various collegiate discipline areas work together to gain a fundamental understanding of the structure and function of world culture from a uniquely Christian perspective. Undergraduate students complete the General Education Core specific to their degree level (explained under associate and bachelor degree sections, respectively).

## General Education Competencies

All undergraduate students must demonstrate competency in the following areas: mathematical computation, oral expression, reading, writing, and computer literacy. Competency in these areas may be demonstrated as follows:

**Mathematical Computation Competency:** The study of mathematics at Montreat College prepares students to serve God and neighbor by enhancing their abilities to think logically and solve various kinds of problems by analyzing and interpreting data. Competency may be demonstrated as follows:

- Minimum grade of C in Math 102 or above or equivalent, **OR**
- Passing a comprehensive math test covering material in any MT course (form available in the course module), 102 or above **OR**
- Appropriate CLEP or AP scores, or equivalent class from a regionally accredited institution.

**Oral Expression Competency** shows graduates demonstrated skill in oral communication. Specifically, students will give extemporaneous oral presentations that either inform or persuade. Competency will be achieved when students demonstrate in the context of oral presentations clarity of thought, originality of ideas, organizational techniques, appropriate diction, critical thinking, supporting strategies, and effective delivery. Competency may be demonstrated as follows:

- Minimum grade of C in CM 231 or EN 371, or the equivalent **OR**
- Appropriate DSST scores, or equivalent class from a regionally accredited institution.

**Reading Competency** may be demonstrated as follows:

- Grade of *C* or above in a literature course (EN 211, 251, 252, or the equivalent), **OR**
- Appropriate CLEP or AP scores, or equivalent class from a regionally accredited institution.

**Writing Competency** may be demonstrated as follows:

- Grades of *C* or above in both EN 111 and 112 or the equivalent, **OR**
- Appropriate CLEP or AP scores with essay included.
- Equivalent class from a regionally accredited institution (Accepted transfer credit for EN 112 equivalent when student tested out of EN 111 equivalent at previous school).

**Computer Skills Competency:** All students enrolled at Montreat College must demonstrate computer competency. Competency may be demonstrated by one of the following within the last ten (10) years:

- Completing CS 101 with a *C* or better, **OR**
- By earning a *C* or better on the computer competency exam (CS 102E).  
Those who pass the exam will earn three (3) credits recorded as a *P* on the academic transcript.
- Equivalent class from a regionally accredited institution.

Computer competency is understood to include the following skills:

- **Word Processing:** This includes basic formatting and layout skills, including footnotes and endnotes, headers and footers, and integrating pictures and graphs in the text.
- **Spreadsheet:** This includes organizing data, formatting, basic calculations, and developing charts and graphs.
- **Presentation:** This includes incorporating text graphs, pictures, and hyperlinks into a presentation.
- **Internet:** This includes conducting online research and identifying and evaluating credible web sites.
- **E-Learning:** This includes accessing an e-learning program, participating in a discussion group, and posting assignments.
- **E-Mail:** This includes sending and receiving e-mail, sending attachments, and receiving and accessing attachments.

## Required Courses Must be Taken until Successfully Completed

Montreat College has chosen to require these courses for several reasons. EN 111 and 112 ensure that our students possess the writing skills essential to all other college coursework. They also provide a proving ground for the level of scholastic effort required of our students.

All degree-seeking students must be enrolled in the courses below, unless they have received transfer, AP, or CLEP credit for them, until they are successfully completed:

**First Term:** EN 111 English Composition

**Second Term:** EN 112 English Composition

**Students may withdraw\* from these courses but must re-enroll in them the following term. Students who do not pass a required course will also be required to re-enroll in the course the following term. If these courses are not offered at the student's primary campus location, they may need to be taken in an online format. EN 111 and EN 112 must be completed with grades of C or better or these courses must be retaken the following term. Required courses must be taken until successfully completed.**

\*Students may only *drop* these courses during the drop-add week if they need to take a break from classes during that session; these courses may not be replaced by other classes.

## Humanities Definition

The faculty at Montreat College defines the humanities as those academic disciplines that focus on the study of the human experience, including timeless stories, creative works, ideas, and concepts within various cultures through the ages. This study enables students to better understand their life and world and, from this broad perspective, to make better decisions for the good of self and society.

While natural and social sciences describe and explain phenomena in the natural realm and in human societies, the humanities focus on the *interpretation* of human experiences. Thus, the humanities do not include the *creation* of works of art or literature, but rather the critique and appreciation of such works. The disciplines comprising the study of humanities may include: history, philosophy, biblical studies, languages, literature, art, architecture, music, dance, theatre, and film.

## Natural Science

Colossians 1 states: “For in Him [Jesus] all things were created...all things have been created through Him and for Him. He is before all things, and in Him all things hold together.” The study of life and physical sciences helps to intensify a spirit of inquiry and wonder at God’s glory, as revealed in what He has chosen to create, as well as an appreciation of the role of human beings as stewards of that creation.

Montreat College graduates must understand the scientific method and be able to apply scientific principles to interpret, discuss, and create scientific knowledge in ethical and responsible ways that benefit human cultures and natural environments. In order to be responsible workers, citizens, and consumers, students must expand their understanding of the connections among various natural systems and think through sustainability and other current environmental issues.

## Associate of Science (AS) Degrees

The requirements for associate degrees at Montreat College are designed to provide breadth in the liberal arts general education. Students earning an associate of science degree from Montreat College will be equipped with foundational skills to integrate into their professional careers, and prepared to pursue junior and senior level study toward a bachelor degree.

### Requirements for an Associate of Science Degree

**√ Degree Component**

- \_\_\_\_\_ Completion of the requirements for the AS in General Studies *or* Business (60 credits)
- \_\_\_\_\_ Completion of the General Education Competencies\*
- \_\_\_\_\_ Completion of 60 credit hours with a minimum GPA of 2.0 (a minimum of 24 credit hours must be completed at Montreat College)

\*See the bachelor degree General Education section for explanation of competencies and other Gen-Ed components.

<b>Associate of Science in General Studies Requirements</b>		
<b>Curricula</b>	<b>Applicable Courses</b>	<b>Hrs.</b>
Foundation Course	GE 250	3
Bible	BB 101 & BB 102	6
Computer*	CS 101 or CS 102E	3
English Writing*	EN 111 & EN 112	6
English Literature*	EN literature 200-level or above (excludes writing)	3
History	Choose two: HS 111, HS 112, HS 211 (one must be world)	6
Humanities and Arts*** (two areas must be represented) Applied courses <u>not</u> included (i.e. photography, piano, writing, speech).	Choose two: Art: AR 211 Music: MS 202, MS203, MS204, MS205 Language: French or Spanish Worldviews: IS 202 Bible: BB 200+ level English/Literature: EN 200+ level (except writing)	6
Mathematics*	Choose two: MT 102 and above (MT 122 recommended if planning to pursue BBA or BPHS degree)	6
Natural Science	Choose two: AT 111, AT 112, ES 111, PC 111	6
Oral Expression*	CM 231	3
Social Science	Choose two: Psychology, Sociology, Human Development, History, Economics	3
General Electives	Choose ~9 credits (approximately 3 classes)	9
Physical Education**	PE 110 (if age was less than 24 at time of admission)	(2)
<b>Total General Education Hours:</b>		<b>60</b>

\*This course is a General Education Competency

\*\*For those required to take PE 110 (less than 24 years old at time of acceptance), credit will be applied toward the General Studies curriculum or as additional elective credits.

\*\*\* Students are only required to take 2 humanities courses for the AS degree. Students who plan to continue to the bachelor level are encouraged to take 3 humanities courses since the bachelor Gen-Ed Core requires an additional course in humanities.

<b>Associate of Science in Business General Education Core Requirements</b>		
<b>Curricula</b>	<b>Applicable Courses</b>	<b>Hrs.</b>
Foundation Course	GE 250	3
Bible	BB 101 & BB 102	6
Computer*	CS 101 or CS 102E	3
English Writing*	EN 111 & EN 112	6
English Literature*	EN literature 200-level or above (excludes writing)	3
History	Choose two: HS 111, HS 112, HS 211 (one must be world)	6
Humanities and Arts*** (two areas must be represented) Applied courses <u>not</u> included (i.e. photography, piano, writing, speech).	Choose two: Art: AR 211 Music: MS 202, MS203, MS204, MS205 Language: French or Spanish Worldviews: IS 202 Bible: BB 200+ level English/Literature: EN 200+ level (except writing)	6
Mathematics*	MT 102 and above (MT 122 recommended if planning to pursue BBA or BPHS degree)	3
Natural Science	Choose two: AT 111, AT 112, ES 111, PC 111	6
Oral Expression*	CM 231	3
Social Science	BS 103 Introduction to Economics	3
Business Core	BS 101 Introduction to Business	3
	BS 206 Principles of Accounting	3
	BS 209 Principles of Management	3
	BS 230 Principles of Marketing	3
Physical Education**	PE 110 (if age was less than 24 at time of admission)	(2)
<b>Total General Education Hours:</b>		<b>51</b>

\*This course is a General Education Competency

\*\*For those required to take PE 110 (less than 24 years old at time of acceptance), credit will be applied toward the General Studies curriculum or as additional elective credits.

\*\*\* Students are only required to take 2 humanities courses for the AS degree. Students who plan to continue to the bachelor level are encouraged to take 3 humanities courses since the bachelor Gen-Ed Core requires an additional course in humanities.

These charts are reflective of the entire associate program and maximum credits for the entire degree. A minimum of 60 credits is required for the associate degree.

A minimum of 24 credit hours must be completed at Montreat College. Students who leave Montreat College with less than 60 hours or less than a 2.0 grade point average may enroll in another institution and transfer back a maximum of 12 semester hours toward an associate degree at Montreat College.

Students wishing to complete an associate degree while pursuing a bachelor degree must have the two-year degree conferred at least one academic year prior to earning the four-year degree.



## Bachelor Degrees

The requirements for bachelor degrees at Montreat College are designed to provide breadth in the liberal arts general education. Students earning a bachelor degree from Montreat College will be equipped with theoretical and practical knowledge to integrate into the work environment, and prepared to pursue graduate level study.

<b>Bachelor Degree General Education Core Requirements</b>		
<b>Curricular Component</b>	<b>Applicable Courses</b>	<b>Hrs.</b>
Foundation course	GE 250	3
Bible	BB 101 and BB 102 (Old and New Testament)	6
Computer*	CS 101 or CS 102E	3
English Writing*	EN 111 & EN 112	6
Literature*	EN literature 200-level or above (excludes writing courses)	3
History	Choose two: HS 111, HS 112, HS 211 (One must be world civilization)	6
Humanities and Arts: Choose three; at least two areas must be represented. Applied courses <u>not</u> included (i.e. photography, piano, writing, speech).	Art: AR 211 Music: MS 202, MS203, MS204, MS205 Language: French or Spanish Worldviews: IS 202 Bible: BB 200+ level English/Literature: EN 200+ level, (except writing) <b>BSBR</b> – BB 201, BB 202 required	9
Mathematics*	<b>BBA/BSM/BSBR</b> – MT 102 or above <b>BPHS</b> – MT 122	3
Natural Science	Choose two: ES 111, PC 111, AT 111, AT 112	6
Oral Expression*	CM 231, EN 371, or PR 310	3
Social Science	<b>BBA/BSM/BSBR</b> – choose one: Psychology, Sociology, History, Economics	3
	<b>BPHS</b> – PY 201/202 & SC 204	6
Seminar of Faith and Life	IS 461	3
Physical Education**	PE 110 (if age was less than 24 at time of admission)	(2)
<b>TOTAL General Education</b>	<b>BBA/BSM/BSBR</b>	<b>54</b>
	<b>BPHS</b>	<b>57</b>

\*This course is a General Education Competency

\*\*For those required to take PE 110 (less than 24 years old at time of acceptance), credit will be applied toward General Electives.

## Bachelor of Business Administration (BBA)

The Bachelor of Business Administration (BBA) provides a valuable balance of theory and practical experience, preparing students to work effectively in today's complex business environment. The program promotes immediate implementation of classroom theory to the work environment.

The Bachelor of Business Administration degree program offers four concentrations from which to choose: General Business, Cybersecurity, Human Resource Management, and Marketing.

### Requirements for a BBA Degree

#### Degree Component

- Completion of the Bachelor General Education Core (51\* credits)
- Completion of the General Education Competencies
- Completion of the BBA prerequisites
- Completion of the BBA Core (27 credits)
- Completion of a BBA Concentration (21 credits)
- Completion of required electives (~27 credits)
- Completion of the Major Field Test
- Completion of Individual Business Project (culminates in BS 471)
- Completion of 126 credit hours (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*EN 371 in the major can fulfill the Gen-Ed oral competency requirement.

## BBA Prerequisites

- BS 352 Financial Accounting and BS 452 Financial and Managerial Accounting require a prerequisite of a lower-level accounting course. This prerequisite must be met by successful completion of one of the following (minimum grade of C):
  - BS 206 Principles of Accounting
  - BS 208 A Random Walk through the Financial Maze
  - Equivalent accounting course from a regionally accredited college or university (official transcript showing proof must be submitted to the Office of Records and Registration)

In addition to fulfilling the pre-requisite requirements, the above courses will earn three hours of required elective credit.

- CS 203 Information Systems Technology for Managers requires students to first meet computer competency. This prerequisite must be met by successful completion of one of the following (minimum grade of C) within the last ten (10) years:
  - CS 101 Computer Applications and Concepts
  - Equivalent introductory computer course from a regionally accredited college or university (official transcript showing proof must be submitted to the Office of Records and Registration)

In addition to fulfilling the pre-requisite requirement, the above course will earn three hours of general education credit.

## BBA Individual Project

BBA students will be expected to complete a business/service project or business plan as partial fulfillment of the requirements for the bachelor's degree. Students are assigned a project advisor who will guide them through the project.

The individual business/service project is a capstone, integrative, real world learning experience, requiring each student to solve a business problem, provide a support service to a client organization, or develop an entrepreneurial business plan. For the business/service project, students will identify a client organization, define the problem to be solved or the services to be provided, and establish the client's results. Students will submit a final project report and present their project in BS 471 *Individual Business Project* to demonstrate their achievement of the desired outcomes and their ability to apply the knowledge and skills acquired throughout the BBA degree program.

## Bachelor of Business Administration Core

Course	Title	Hrs.	Wks.
BS 309	Business Ethics	3	5
BS 320	International Business	3	5
BS 351	Economics: Micro and Macro	3	6
BS 352	Financial Accounting Issues	3	6
BS 437	Marketing Management	3	5
BS 452	Managerial Accounting Issues	3	6
CS 203	Information Systems for Managers	3	5
EN 371	Managerial Communications	3	6
BS 471	Individual Business Project (Capstone)	3	5
<b>TOTAL</b>		<b>27</b>	<b>49</b>

In addition to the BBA Core, students must choose one of the following concentrations: General Business, Cybersecurity, Human Resource Management, or Marketing.

## BBA General Business Concentration

The General Business concentration is designed to provide students with a well-rounded understanding of various aspects in the business environment.

<b>Course</b>	<b>Title</b>	<b>Hrs.</b>	<b>Wks.</b>
BS 350	Admin. Theory & Organizational Behavior	3	5
BS 311	Business Law	3	5
BS 314	Data Analysis for Business	3	6
BS 403	Leadership and Human Resource Mgt.	3	5
BS 422	Issues in Corporate Finance	3	5
BS 413	Production and Operations Management	3	5
BS 460	Strategic Management	3	6
<b>TOTAL</b>		<b>21</b>	<b>37</b>

## Cybersecurity (CS) Concentration

The Cybersecurity concentration is optimally designed to equip our graduates with the necessary skills and knowledge to enter the IT/Cybersecurity workforce. This concentration will assist students who plan to study and prepare for IT certifications in A+ or Network+ or Security+. IT certifications establish standards for IT education and play an important role in developing a qualified workforce.

Course	Title	Hrs.	Wks.
BS 350	Admin. Theory & Organizational Behavior	3	5
CS 207	Prin. of Operating Systems and Comp. Hardware	3	16
CS 215	Intro to Computer Networking	3	8
CS 335	Computer and Systems Security	3	8
CS 345	Principles of Cybersecurity	3	8
CS 350	Management of Cybersecurity	3	8
CS 370*	Network Defense and Countermeasures	3*	8*
CS 375*	Linux Operating Systems and Security	3*	8*
CS 380*	Certification Study and Preparation	3*	8*
CS 441*	Cybersecurity Internship	3*	8*
<b>TOTAL</b>		<b>21</b>	<b>61</b>

\*Choose **one** of the 4 course options as a required elective for Cybersecurity.

## Human Resource Management (HRM) Concentration

HRM helps students develop an understanding of the fundamentals of human resource management and its relevance in business. The concentration addresses the legal and ethical components of the decision making process involved in the human resources environment.

Montreat College's BBA/HRM degree has been acknowledged by the Society for Human Resource Management (SHRM) as being fully aligned with SHRM's HR Curriculum Guidebook and Templates. The HR Curriculum Guidebook and Templates were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels.

Course	Title	Hrs.	Wks.
BS 307	Organizational Behavior	3	5
BS 313	Employment Law	3	5
BS 304	Labor-Management Relations	3	5
BS 403	Leadership and Human Resource Mgt.	3	5
BS 310	Total Quality Management	3	5
BS 413	Production & Operations Mgmt.	3	5
BS 308	Servant Leadership	3	5
<b>TOTAL</b>		<b>21</b>	<b>35</b>

## Marketing (MKT) Concentration

MKT prepares students for a career in all aspects of marketing; how to identify customer needs, how to communicate information about products and services to customers and potentials customers, where to market, and the pricing of products and services.

Course	Title	Hrs.	Wks.
BS 350	Admin. Theory & Organizational Behavior	3	5
BS 311	Business Law	3	5
BS 321	Advanced Principles of Marketing	3	5
BS 331	Sales Administration	3	5
BS 338	Marketing Research	3	5
BS 435	Consumer Behavior	3	5
BS 440	Integrated Marketing Communication	3	6
<b>TOTAL</b>		<b>21</b>	<b>36</b>



# Bachelor of Science in Management (BSM)

The Bachelor of Science in Management (BSM) provides solid instruction in managerial and leadership principles and theory with a focus on developing the leadership competencies required in today's work environment, both private and public.

The BSM degree is comprehensive and does not require students to choose a concentration. However, students have the option of adding a concentration to their degree by completing the coursework required for one of the following BBA concentrations: Cybersecurity, Human Resource Management, or Marketing.

## Requirements for the BSM Degree

### Degree Component

- Completion of the Bachelor General Education Core (51\* credits)
- Completion of the General Education Competencies
- Completion of the BSM prerequisites
- Completion of the BSM Courses (42 credits)
- Completion of the bachelor of science electives (12 credits)
- Completion of required electives\*\* (~21 credits)
- Completion of Individual Business Project (culminates in BS 471)
- Completion of 126 credit hours (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*EN 371 in the major can fulfill the Gen-Ed oral competency requirement.

\*\***Optional:** Students may choose (but are *not* required) to add a concentration by taking one of the following sets of courses defined in the BBA degree program: Cybersecurity, Human Resource Management, or Marketing. These concentrations are in *addition to* the BSM courses and B.S. electives, but may be applied to General Electives.

## **BSM Prerequisites**

- CS 203 Information Systems Technology for Managers requires students to first meet computer competency. This prerequisite must be met by successful completion of one of the following (minimum grade of C) within the last ten (10) years:
  - CS 101 Computer Applications and Concepts
  - Equivalent introductory computer course from a regionally accredited college or university (official transcript showing proof must be submitted to the Office of Records and Registration)In addition to fulfilling the pre-requisite requirement, the above course will earn three hours of general education credit.

## **12 Bachelor of Science Hours**

Students pursuing a Bachelor of Science degree must complete an additional 12 hours beyond the General Education Core and major requirements in mathematics, science, business, computer, or other designated coursework as listed in the degree requirements for each program of study. This coursework may not be applied to the General Education Core, the major, or any major concentration requirements.

## **BSM Individual Project**

BSM students will be expected to complete a business/service project or business plan as partial fulfillment of the requirements for the bachelor's degree. Students are assigned a project advisor who will guide them through the project.

The individual business/service project is a capstone, integrative, real world learning experience, requiring each student to solve a business problem, provide a support service to a client organization, or develop an entrepreneurial business plan. For the business/service project, students will identify a client organization, define the problem to be solved or the services to be provided, and establish the client's results. Students will submit a final project report and present their project in BS 471 *Individual Business Project* to demonstrate their achievement of the desired outcomes and their ability to apply the knowledge and skills acquired throughout the BSM degree program.

## Bachelor of Science in Management Courses

Course	Title	Hrs	Wks
BS 308	Servant Leadership	3	5
BS 309	Business Ethics	3	5
BS 311	Business Law	3	5
BS 322	Marketing for Managers	3	5
BS 340	Management Concepts and Issues	3	5
BS 342	Markets and the Economic Environment	3	5
BS 350	Admin. Theory & Organizational Behavior	3	5
BS 355	Small Business Management	3	5
BS 356	Globalization & Intercultural Understand.	3	5
BS 403	Leadership and Human Resource Mgt.	3	5
BS 430	Organizational Strategic Planning	3	6
BS 471	Individual Business Project	3	5
CS 203	Info Systems Technology for Mgmt.	3	5
EN 371	Managerial Communications	3	6
<b>TOTAL</b>		<b>42</b>	<b>72</b>

See BBA degree for *optional* concentrations in Cybersecurity, Human Resource Management, and Marketing. Concentration hours may be applied to General Elective credits.

## **Bachelor of Science in Psychology and Human Services (BPHS)**

The Bachelor of Science in Psychology and Human Services (BSPHS) equips students with the knowledge, skills, and experience they need for working in social agencies, churches, and other settings, as well as preparing students to enter graduate programs in psychology, counseling, and social work. This curriculum will engage a course of study that focuses on psychological theories and research about human behavior and psychological processes with an emphasis on developing and implementing skills for helping individuals and families face the challenges of our present society.

### **Requirements for the BPHS Degree**

#### **√ Degree Component**

- Completion of the Bachelor General Education Core (57 credits)
  - PY 201 and SC 204 are required in the Gen-Ed
- Completion of the General Education Competencies
- Completion of the BPHS prerequisites
- Completion of the BPHS Courses (42 credits)
- Completion of the bachelor of science electives (12 credits)
- Completion of required electives (~15 credits)
- Completion of the ACAT exam
- Completion of 126 credit hours (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

### **BPHS Prerequisite Courses**

Most 300+ level Psychology (and PY/HU) classes require a prerequisite of introductory psychology, which must be met by successful completion of one of the following (minimum grade of C):

- PY 201 Psychology Applied to Modern Life
- PY 202 General Psychology
- Equivalent introductory psychology course from a regionally accredited college or university (official transcript showing proof must be submitted to the Office of Records and Registration)

### **12 Bachelor of Science Credits**

Students pursuing a Bachelor of Science degree must complete an additional 12 hours beyond the General Education Core and major requirements in mathematics, science, business, computer, or other designated coursework as listed in the degree requirements for each program of study. This coursework may not be applied to the General Education Core, the major, or any major concentration requirements.

## Bachelor of Science in Psychology and Human Services Courses

Course	Title	Hrs	Wks
IS 310	Pre-Internship	3	5
PY/HU 300	Child and Adolescent Development	3	5
PY/HU 305	Adult Development and Aging	3	5
PY 310	Research Methods	3	5
PY 314	Personality	3	5
PY/HU 315	Abnormal Psychology	3	5
PY 320	Social Psychology	3	5
PY/HU 412	Theories and Principles of Counseling	3	5
PY 416	Learning and Memory	3	5
PY/HU 441	Internship	3	10
PY 490	Senior Seminar	3	5
SC 205	Marriage and Family	3	5
SC 311	Social Welfare and Social Services	3	5
SC 414	Counseling Adolescents and Families	3	5
<b>TOTAL</b>		<b>42</b>	<b>75</b>

## **Bachelor of Science in Bible and Religion (BSBR) with a Concentration in Preaching and Evangelism**

The Bible and Religion program of study prepares students to pursue graduate studies in a broad range of fields as well as to prepare them to work with children, youth, and families in a variety of organizations both in the United States and other cross-cultural contexts.

Montreat College provides a unique mentoring environment that facilitates interaction between students and faculty both in and outside the classroom context. The department's commitment to exploring the relationship between faith and learning, alongside the relevance of the Christian faith for all disciplines of study, provides learners with a rich liberal arts experience to prepare them for graduate study or a wide range of occupations. The departmental faculty challenges students academically, assisting them in wrestling with the spiritual and practical implications of the subject matter. The full-time faculty is complemented by part-time and adjunct faculty who share the College's and department's mission, providing specific expertise to enhance the educational experience.

Students who graduate with a degree in Bible and Religion are free to pursue a wide spectrum of career choices. Some students enter the ministry by continuing their education in seminary and /or seeking ordination by their denomination. Others build on the knowledge and skills they acquired from the Bible and Religion major by entering careers in education, law, criminal justice, psychology, and counseling. Regardless of what goals are chosen, a Bible and Religion major prepares one for a career and a lifestyle guided by religious faith.

## Requirements for the BSBR Degree

### Degree Component

- Completion of the Bachelor General Education Core (51\* credits)
  - BB 201 & BB 202 must be taken as two of the three Gen-Ed humanities classes
- Completion of the General Education Competencies
- Completion of the BSBR prerequisites
- Completion of the BSBR (including Preaching & Evangelism) Courses (42 credits)
- Completion of the bachelor of science electives (12 credits)
- Completion of required electives (~21 credits)
- Completion of 126 credit hours (two terms and 32 of the last 39 credit hours must be completed at Montreat College)

\*PR 310 in the major can fulfill the Gen-Ed oral competency requirement.

### Bible and Religion Prerequisite Courses

- Most 200+ level Bible classes require prerequisites of Old and/or New Testament, which must be met by successful completion of the following (minimum grade of C):
  - BB 101 Survey of the Old Testament
  - BB 102 Survey of the New Testament
  - Equivalent introductory Old and New Testament classes from a regionally accredited college of university (official transcript showing proof must be submitted to the Office of Records and Registration)
- The 400-level Preaching (PR) classes must be taken in sequence.

### 12 Bachelor of Science Credits

Students pursuing a Bachelor of Science degree must complete an additional 12 hours beyond the General Education Core and major requirements in mathematics, science, business, computer, or other designated coursework as listed in the degree requirements for each program of study. This coursework may not be applied to the General Education Core, the major, or any major concentration requirements.

## Bachelor of Science in Bible and Religion (BSBR) Courses with a Concentration in Preaching and Evangelism

Course	Title	Hrs.	Wks.
BB 201*	Old Testament Theology	(3)	(5)
BB 202*	New Testament Theology	(3)	(5)
BB 208	Gospels	3	5
BB 211	Christian Doctrine	3	5
BB 302	Romans	3	5
BB 305	Biblical Interpretation	3	5
HS 301	Church History	3	5
PH 301	Ethics	3	5
PR 310	Biblical Preaching and Communication	3	5
PR 410	Preparing the Gospel	3	5
PR 420	Preaching the Gospel	3	5
PR 430	Prayer and the Holy Spirit	3	5
PR 491	Seminar on Ministry	3	5
YM 303	Discipleship and Lifestyle Evangelism	3	5
YM 380	Administrative Ministry & Organization	3	5
YM 401	Spiritual Formation & Faith Development	3	5
<b>TOTAL</b>		<b>42</b>	<b>70</b>

\*BB 201 and BB 202 must be completed as part of the General Education humanities courses.



# **Master of Arts in Clinical Mental Health Counseling (MACMHC)**

## **Mission of the Counseling Program**

The mission of the Counseling Program is to train candidates in the fundamentals of human development, human behavior, and counseling within the context of both a secular and Christian worldview and to guide them in developing a personal philosophy of counseling and professional practice in a variety of settings. The counseling program provides a forum for candidates to engage in reflective practice as professionals and to become life-long learners, active global citizens, and advocates for social justice.

The Clinical Mental Health Counseling degree program at Montreat College is based on the 2009 CACREP Standards.

A total of 60 semester hours are required to include the following:

- Completion of a minimum of 51 credit hours of graduate work at Montreat College (up to 9 credit hours may be transferred from a regionally accredited institution)
- A cumulative grade point average of 3.0
- If at any time a student receives a grade below a *B-*, the student must meet with the program director
- Completion of graduate course work within five years of the date of admission into the MACMHC program
- Successful completion of clinical counseling internship hours
- Successfully passing the Counselor Preparation Comprehensive Exam (CPCE)
- Payment of all tuition and fees
- Approval of the faculty

## Master of Arts in Clinical Mental Health Counseling Courses

Course	Title	Credit	
		Hours	Weeks
CN 600	Professional Orientation to Counseling	3	8
CN 605	Ethics and Ethical Practice in Counseling	3	8
CN 610	Theories and Techniques in Counseling	3	8
CN 615	Counseling Skills	3	8
CN 620	Spirituality and Religion in Counseling	3	8
CN 625	Counseling Across the Lifespan	3	8
CN 630	Multicultural Counseling	3	8
CN 635	Mental Health Diagnosis and Treatment	3	8
CN 640	Career Counseling	3	8
CN 645	Assessment in Counseling	3	8
CN 650	Group Counseling	3	8
CN 655	Research Methods in Counseling	3	8
CN 660	Crisis Intervention/Crisis Counseling	3	8
CN 665	Substance Abuse Counseling	3	8
CN 670	Gender Issues in Counseling	3	8
CN 675	Counseling Practicum	3	10
CN 680	Counseling Internship I	6	14
CN 685	Counseling Internship II	6	14
<b>TOTAL</b>		<b>60</b>	<b>158</b>

# Master of Business Administration Degree (MBA)

A total of 43 semester hours are required to include the following:

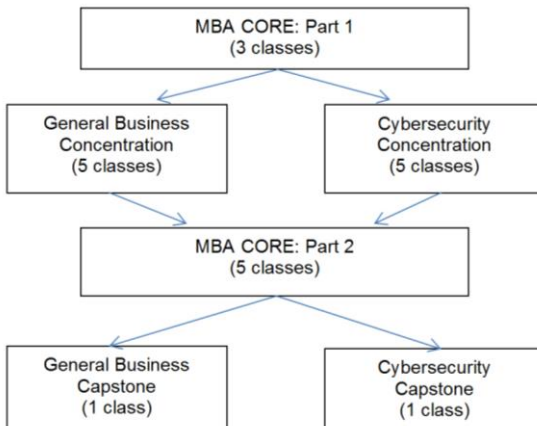
- Completion of all undergraduate prerequisites
- Completion of a minimum of 37 semester hours of graduate work at Montreat College (a maximum of 6 credit hours may be transferred from a regionally accredited institution)
- A cumulative grade point average of 3.0
- If at any time a student receives a grade lower than a B- OR has a cumulative GPA below 3.0 at the end of a term, the student will be placed on academic probation.
- If at any time a student receives a **second** grade below B- OR has a cumulative GPA below 3.0 at the end of a **second** term, the student will be suspended.
- Completion of graduate course work within five years of the date of admission into the MBA program
- Successful completion of a business consulting project
- Payment of all tuition and fees
- Approval of the faculty

## Prerequisites for MBA:

- BS 545 requires a prerequisite of BS 351 Economics or the equivalent of micro and macroeconomics courses.
- BS 550 requires a prerequisite of BS 422 Finance or equivalent.
- BS 560 requires a prerequisite of MT 122 Statistics or equivalent.
- BS 570 requires a prerequisite of BS 352 Accounting or equivalent.

## MBA Degree at a Glance

Each component illustrated below is described in greater detail in the following tables.



## MBA CORE

	Course	Title	Hrs	Wks
Part 1	GE 510	Introduction to Graduate Studies	3	8
	ML 540	Marketing Strategies for Managers and Leaders	3	8
	BS 530	Ethics and Legal Environment	3	8
Part 2	BS 550	Financial Management	3	8
	BS 560	Quantitative Methods	3	8
	BS 565	International Business	3	8
	BS 570	Advanced Managerial Accounting	3	8
	BS 580	Strategic Planning and Research Analysis	3	8
<b>TOTAL</b>			<b>24</b>	<b>64</b>

## General Business Concentration & Capstone

Course	Title	Hrs	Wks
CS 536	Analysis of MIS	4	8
ML 510	Organizational Behavior	3	8
BS 579	Current Issues and Implications	3	8
BS 555	Entrepreneurship and Small Business Management	3	8
BS 545	Current Economic Analysis	3	8
BS 590	Management Consulting	3	8
<b>TOTAL Concentration</b>		<b>19</b>	<b>48</b>
<b>TOTAL for Degree</b>		<b>43</b>	<b>112</b>

## Cybersecurity Concentration & Capstone

Course	Title	Hrs	Wks
CS 536	Analysis of MIS	4	8
CS 545	Foundations of Cybersecurity	3	8
CS 550	Enterprise Cybersecurity Management	3	8
CS 560	Principles of Network Security	3	8
CS 570	Enterprise Network Defense and Countermeasures	3	8
CS 580	Advanced Topics in Cybersecurity	3	8
<b>TOTAL Concentration</b>		<b>19</b>	<b>48</b>
<b>TOTAL for Degree</b>		<b>43</b>	<b>112</b>

## Master of Science in Environmental Education Degree (MSEE)

A total of 31-36 semester hours are required to include the following:

- Completion of 31-36 credit hours of course work while maintaining a cumulative 3.0 GPA. A student's final total of credit hours may vary based on thesis requirements and transfer credits. *(A student may graduate with 30 credits only if the student is a North Carolina state certified environmental educator or if they can show proof of completion of the University of Wisconsin Fundamentals in Environmental Education course pending faculty approval).*
- A grade of *P* on the thesis or capstone project completed during the last semester the student is enrolled in the program.
- If at any time a student receives a grade below a *B-*, the student must meet with the program director
- Completion of degree requirements within 5 years from the start of the program
- Payment of all tuition and fees
- Approval of the faculty

## Master of Science in Environmental Education (MSEE) Courses

Course	Title	Credits
EV 500	Fundamentals in Environmental Education	3
EV 505	Introduction to the MSEE Program	1
EV 506	Research Practicum	1
EV 510	Instructional Strategies in Environmental Education	3
EV 515	Earth Systems	3
EV 516	Science Seminar	1
EV 520	Research Methods	4
EV 525	Designing Environmental Education Experiences	2
EV 530	Environmental History and Philosophy	3
EV 535	Environmental Communications	3
EV 540*	Survey of Environmental Education Curriculum Resources	2
EV 545*	Environmental Issues Investigation and Action	1
EV 550	Thesis Proposal or Project Design	1
EV 555	Ecosystems	3
EV 560	Thesis/Project	3
EV 570**	Nonresident Thesis/Project (If needed)	1
<b>TOTAL</b>		<b>32-35</b>

\*EV 540 and EV 545 will be waived for students who have been certified in Environmental Education through the state of NC.

\*\*Continuous enrollment in EV 570 (Non-resident Thesis; \$500 per semester) is required until a student completes all program requirements.

NOTE: EV 581 Directed Study (1–6 credits) may be added to coursework at discretion of student and advisor.

Following the cohort schedule, students will complete coursework in 5 terms (1.66 years). Thesis/Project work must be completed within 5 years of the start of the program.

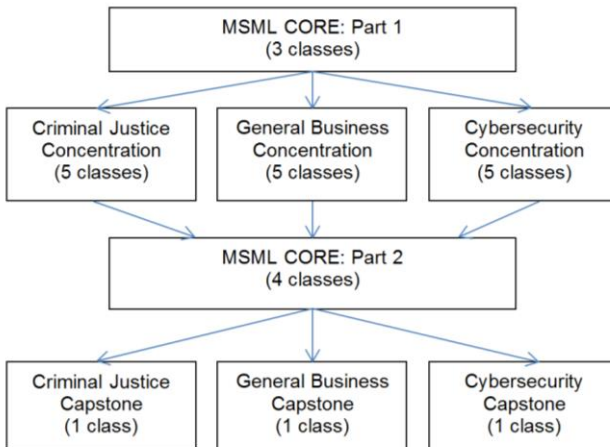
# Master of Science in Management and Leadership Degree

A total of 42 semester hours are required to include the following:

- Completion of a minimum of 36 semester hours of graduate work at Montreat College (a maximum of 6 credits may be transferred from a regionally accredited institution)
- A cumulative grade point average of 3.0
- If at any time a student receives a grade lower than a B- OR has a cumulative GPA below 3.0 at the end of a term, the student will be placed on academic probation.
- If at any time a student receives a **second** grade below B- OR has a cumulative GPA below 3.0 at the end of a **second** term, the student will be suspended.
- Completion of graduate course work within five years of the date of admission into the MSML program
- Successful completion of a business consulting project
- Payment of all tuition and fees
- Approval of the faculty

## MSML Degree at a Glance

Each component illustrated below is described in greater detail in the following tables.





## MSML CORE

	Course	Title	Hrs	Wks
Part 1	GE 510	Introduction to Graduate Studies	3	8
	ML 540	Marketing Strategies for Managers and Leaders	3	8
	BS 530 OR CJ 530	Ethics and Legal Environment (General Business & Cybersecurity)	3	8
		Situational Ethics and Legal Environment in Criminal Justice	3	8
Part 2	ML 504	Exploring Leadership & Personal Leadership Development (3)	3	8
	ML 515	Effective Communication, Negotiating and Conflict Resolution	3	8
	ML 524	Accounting and Finance Skills for Leadership	4	8
	ML 542	Strategic Planning	4	8
<b>TOTAL</b>			<b>23</b>	<b>56</b>

## General Business Concentration & Capstone

Course	Title	Hrs	Wks
CS 536	Analysis of MIS	4	8
ML 510	Organizational Behavior	3	8
BS 579	Current Issues and Implications	3	8
ML 512	Human Capital Management	3	8
ML 505	Management Consulting Service Project	3	8
ML 585	Advanced Entrepreneurship and the Entrepreneurial Spirit	4	8
<b>Total Concentration</b>		<b>20</b>	<b>48</b>
<b>TOTAL for Degree</b>		<b>43</b>	<b>104</b>

## Criminal Justice Administration Concentration & Capstone

Course	Title	Hrs	Wks
CJ 540	Mental Health Issues in the Justice System	3	8
CJ 510	Organizational Behavior and Structures in Criminal Justice	3	8
CJ 550	Contemporary Issues in Criminal Justice Management and Leadership	3	8
ML 512	Human Capital Management	3	8
CJ 520	Advanced Research Methods in Criminal Justice	3	8
CJ 590	Graduate Thesis or Applied Project in Criminal Justice	4	8
<b>TOTAL Concentration</b>		<b>19</b>	<b>48</b>
<b>TOTAL for Degree</b>		<b>42</b>	<b>104</b>

## Cybersecurity Concentration & Capstone

Course	Title	Hrs	Wks
CS 536	Analysis of MIS	4	8
CS 545	Foundations of Cybersecurity	3	8
CS 550	Enterprise Cybersecurity Management	3	8
CS 560	Principles of Network Security	3	8
CS 570	Enterprise Network Defense and Countermeasures	3	8
CS 580	Advanced Topics in Cybersecurity	3	8
<b>TOTAL Concentration</b>		<b>19</b>	<b>48</b>
<b>TOTAL for Degree</b>		<b>42</b>	<b>104</b>

## MSML to MBA

Students who have earned a Master of Science degree in Management and Leadership at Montreat College have the option to complete an accelerated Master of Business Administration degree.

A total of 22 semester hours are required to include the following:

- A cumulative grade point average of 3.0
- Once a student starts the MBA courses if at any time a student receives a grade lower than a B- OR has a cumulative GPA below 3.0 at the end of a term, the student will be placed on academic probation.
- Once a student starts the MBA courses if at any time a student receives a **second** grade below B- OR has a cumulative GPA below 3.0 at the end of a **second** term, the student will be suspended.
- Completion of graduate course work within five years of the date of admission into the MBA program
- Successful completion of a business consulting project
- Payment of all tuition and fees
- Approval of the faculty

### Prerequisites for MBA:

- BS 545 requires a prerequisite of BS 351 Economics or the equivalent of micro and macroeconomics courses.
- BS 550 requires a prerequisite of BS 422 Finance, ML 524, or the equivalent.
- BS 560 requires a prerequisite of MT 122 Statistics, BS 314, or equivalent.
- BS 570 requires a prerequisite of BS 352 Financial Accounting Issues or equivalent.

## Master of Business Administration (MBA) Courses

### (Secondary to MSML Courses)

Course	Title	Credit	
		Hours	Weeks
CS 536**	Analysis of MIS	4	8
BS 545*	Current Economic Analysis	3	8
BS 550*	Financial Management Practices	3	8
BS 560*	Quantitative Methods in Business	3	8
BS 565	International Business and E-commerce	3	8
BS 570*	Advanced Managerial Accounting	3	8
BS 580	Strategic Planning and Research Analysis	3	8
BS 590	Management Consulting	3	8
<b>TOTAL</b>		<b>25</b>	<b>64</b>

\*requires a prerequisite; see above.

\*\*not required if completed in MSML.

# Course Descriptions for the School of Professional and Adult Studies: Undergraduate

## Course Numbering System and Abbreviations

The first digit of the course number generally indicates the level of the course, i.e. 100 = freshman, 200 = sophomore, 300 = junior, 400 = senior.

Courses numbered 100 and 200 are open to all students; 300-level courses are normally open to sophomores, juniors, and seniors; 400-level courses are open to juniors and seniors.

The following list of abbreviations is used for academic subjects:

<b>AR</b>	Art	<b>IS</b>	Interdisciplinary Studies
<b>AT</b>	Astronomy	<b>MT</b>	Mathematics
<b>BB</b>	Bible and Religion	<b>MS</b>	Music
<b>BS</b>	Business Administration	<b>PH</b>	Philosophy
<b>CM</b>	Communication	<b>PE</b>	Physical Education
<b>CS</b>	Computer Studies	<b>PC</b>	Physics
<b>EN</b>	English	<b>PR</b>	Preaching
<b>ES</b>	Environmental Studies	<b>PY</b>	Psychology
<b>GE</b>	General Education	<b>SC</b>	Sociology
<b>HS</b>	History	<b>SP</b>	Spanish
<b>HD</b>	Human Development	<b>YM</b>	Youth and Family Ministries

Not every course listed in the Catalog will be offered each year. The College publishes a listing of courses to be offered each semester.

## Art

### **AR 211S Introduction to Music and Art**

A study of the elements and principles of classical and popular music and visual arts, including an examination of their parallels through historical periods. *Humanities credit.* (3 credits, 5 weeks)

## Astronomy

### **AT 111P Astronomy I**

A study of the appearance of the sky, the sun, the moon; the theory of solar system formation and the resolution of conflicts between science and the Bible. *Natural science credit.* (3 credits, 6 weeks)

### **AT 112P Astronomy II**

This course will explore the means by which we learn about stars and galaxies. Stellar and galactic life cycles and the origin and structure of the universe will be considered. *Natural science credit.* (3 credits, 6 weeks)

## Bible

### **BB 101S Survey of the Old Testament**

This course introduces the student to the tools and background necessary for understanding, interpreting, and applying the Old Testament to contemporary life. Furthermore, the course prepares the student to discuss intelligently the factual material in the Old Testament and to make clear critical judgments regarding the validity of various interpretations of the Old Testament. (3 credits, 5 weeks)

### **BB 102S Survey of the New Testament**

An introduction to the tools and background necessary for understanding, interpreting, and applying the New Testament to contemporary life, designed to prepare students to intelligently discuss the factual material in the New Testament and to make clear critical judgments regarding the validity of various interpretations of the New Testament. (3 credits, 5 weeks)

### **BB 201S Old Testament Theology**

An in-depth study of Old Testament themes with a view to their relevance for Christian theology, worship, and ethics. These include: God's self-revelation, creation, covenant/kingdom, fall, law, worship, prophecy, and hope. The course will include an introduction to proper exegetical, hermeneutical, and theological methods. *Pre-requisite: BB 101S. Humanities credit for non-Bible majors.* (3 credits, 5 weeks)

### **BB 202S New Testament Theology**

This course introduces the major themes of New Testament theology and their specific relevance for Christian theology, worship, and ethics. These include: the Kingdom of God, justification, sanctification, Pauline theology, etc. *Pre-requisite: BB 102S. Humanities credit for non-Bible majors.* (3 credits, 5 weeks)

### **BB 208S Gospels**

A study of the broad outlines of the life of Jesus and the Gospel literature of the New Testament. The course will examine the distinguishing theological interests of the gospel accounts, drawing particular attention to the similarities and differences between the Synoptic Gospels and the Gospel of John. *Humanities credit for non-Bible majors.* (3 credits, 5 weeks)

**BB 211S      Christian Doctrine**

A basic study of the major doctrines of the Christian faith and their application to contemporary thought and life. Includes studies in revelation, authority, the existence and nature of God, the person and work of Christ, the Holy Spirit, the Church, man, and Christian ethics. *Pre-requisites: BB 101S & BB 102S. Humanities credit for non-Bible majors.* (3 credits, 5 weeks)

**BB 302S      Romans**

An intensive study of the letter and its setting in Paul's ministry. The course also treats the biblical theology developed in the letter. *Pre-requisite: BB 101S & BB 102S. Humanities credit for non-Bible majors.* (3 credits, 5 weeks)

**BB 305S      Biblical Interpretation**

A study of the history, problems and methods of biblical interpretation, including a study of biblical-theological themes of the Old and New Testaments. (*Offered alternate years.*) *Humanities credit for non-Bible majors.* (3 credits, 5 weeks)

## Business

**BS 101S      Introduction to Business**

This course provides an overview of the fundamentals of business management. *Strongly recommended for all business degrees* (3 credits, 5 weeks)

**BS 103S      Introduction to Economics**

An introduction to the basic economic concepts of what, how, and for whom to produce scarcity and choice, opportunity cost, price mechanism, competition, monopoly, demand and supply, the concepts of laissez-faire, and government intervention. Also included are macroeconomic issues, such as economic systems, aggregate supply and demand, and international trade. *Social science credit.* (3 credits, 5 weeks)

**BS 206S      Principles of Accounting**

A study of basic theory and practice for services and mercantile businesses, including rewarding techniques, statement preparations, and simple financial analysis with a view toward understanding accounting concepts. (3 credits, 5 weeks)

**BS 208P      A Random Walk Through the Financial Maze**

This course is an overview of the rudimentary elements of financial, managerial, and cost accounting. It also covers the basics of corporate and personal finance with some emphasis on the ethics of financial management. Topics such as the double entry system, inventory management (FIFO, LIFO, etc.), analysis of financial statements, and personal and corporate money management among other things will be discussed. (3 credits, 6 weeks)

**BS 209S      Principles of Management**

An introduction to management structures, including planning, organizing, leading, and controlling. Management process in for-profit and not-for-profit organizations, both large and small, are examined. Special topics include globalization, quality, Competitiveness, teamwork, ethics, and entrepreneurship. (3 credits, 5 weeks)

**BS 230S      Principles of Marketing**

An introductory study of the marketing process, including the elements of the marketing mix, the product distribution structure, the price system, and promotional activities. The importance of customer orientation is stressed. (3 credits, 5 weeks)



**BS 304S Labor Relations**

A study of the history and development of labor relations, structure of union organizations, and process of collective bargaining negotiations and contract administration. With declining union membership over the last ten years, special emphasis is placed on employee relations in nonunion organizations. Contemporary issues include public sector and international labor relations. (3 credits, 6 weeks)

**BS 307S Organizational Behavior**

This course examines the development and maintenance of organizational effectiveness in terms of environmental effects, improving motivation, behavior modification, systems aspects, communications, structure, and the dynamics of problem solving, goal setting, team building, conflict resolution, and leadership. *Prerequisite: BS 209* (3 credits, 5 weeks)

**BS 308S Servant Leadership**

This course studies the functional, moral, and spiritual aspects of leadership in organizations. Students gain an appreciation of the nature, strengths and weaknesses of servant leadership and become prepared to develop as a leader according to a personalized leadership plan. (3 credits, 5 weeks)

**BS 309S Business Ethics**

This course examines business policies and practices as they relate to moral and ethical issues. It raises basic questions on moral reasoning and the morality of economic systems both in the United States of America and internationally. It also examines the impact of governmental regulations on corporate behavior and the ethical relationships between the corporation, its employees, and its customers. BBA/BSM only (3 credits, 5 weeks)

**BS 310S Total Quality Management**

An overview of the philosophy and tools of total quality management beginning with a study of W. Edwards Deming's Theory of Profound Knowledge. Students will be actively involved in team-building exercises employing statistical tools and techniques for innovation while solving real-world productivity problems. *Prerequisites: BS 209 and MT 122* (3 credits, 5 weeks)

**BS 311S Business Law**

This course examines, analyzes, and applies the nature, formation, and system of law in the United States to the modern business environment. (3 credits, 5 weeks)

**BS 313S Employment Law**

This course provides a comprehensive analysis of federal and state laws as they affect the human resource function, including equal employment opportunity, wage/overtime payment, employment agreements, and other restrictions on management's rights. Emphasis is placed on applying employment laws to develop programs that enable organizations to be proactive in meeting both company and work force needs, with an eye to resolving workplace disputes, preventing litigation, and implementing and administering personnel policies and practices in compliance with applicable law. No prerequisite. (3 credits, 5 weeks)

**BS 314S      Data Analysis for Business**

This course is designed to educate the undergraduate business student in the ability to work with data and statistical ideas. Students acquire the ability to accurately describe data, to make reliable inferences from data, and to critically assess the reported results of a variety of statistical studies by using various statistical methods and tools to analyze data in diverse example applications. Statistical methods and tools utilized include graphical and numerical data description, sampling techniques, probability distributions, tests of hypotheses, and analysis of variance. Emphasis is placed on understanding the purpose of each procedure, how to perform the procedure using the software tools, and especially how to interpret and apply the results to organizational problems. (3 credits, 6 weeks)

**BS 320S      International Business**

A study of business as practiced in different nations and cultures examining the influence of difference in the political, competitive, economic, social, legal, and technological environments on the main business functions (marketing, production, and finance) and business effectiveness. Also discussed are problems of international financial instability and exchange rate volatility. Foreign currency hedging problems are examined and solved. (3 credits, 5 weeks)

**BS 321S      Advanced Principles of Marketing**

This course involves an integrated analysis of the role of marketing and explores marketing methods within the total organization, from the sole proprietorship to partnership to the corporation. Specific attention is given to the analysis of factors affecting consumer behavior, the identification of marketing variables, the marketing environment, and the development and use of marketing strategies. *Students who have completed BS 230 may proceed with advanced marketing courses and skip BS 321.* (3 credits, 6 weeks)

**BS 322S      Marketing for Managers**

This course covers the principles of marketing that need to be understood by managers in order to develop and utilize effective marketing practices. Concepts of the global economy, including major social, psychological, and political influences, will be explored and their marketing implications considered from a manager's perspective. (3 credits, 5 weeks)

**BS 331S      Sales Administration**

A course on the professional, ethical, needs-based, non-manipulative, low-pressure, consultative approach to sales. Theories of selling, communicating, time management, and the relationship of sales to marketing and promotion are covered. Ethical business issues are examined in simulated selling situations. *Prerequisite: BS 321.* (3 credits, 6 weeks)

**BS 338S      Marketing Research**

A study of the role of research in marketing decisions. Special emphasis is placed on data gathering, compilation, analysis, and interpretation including the writing and analysis of surveys. Students will work on business problems with actual companies or evaluate new product concepts. *Prerequisite: BS 321.* (3 credits, 5 weeks)

**BS 340S Management Concepts and Issues**

This course explores what it means to be a manager: who a manager is, what a manager does, and what a manager is responsible for achieving. This course surveys major concepts and issues involving the interrelated functions of planning and control, organizing, and leadership in 21st-century organizations and, building on this background, challenges students to become better managers. Extensive use of self-assessments as well as descriptive presentations, experiential exercises and analytical case exercises involving group discussion, written examinations, and a group research project enable students to develop their understanding and ability to apply ethical principles of sound practice in the workplace.

(3 credits, 5 weeks)

**BS 342S Markets and the Economic Environment**

This course first introduces the student to the economic way of thinking, primarily by stressing the notion of cost-benefit analysis and its critical importance to sound decision making. The focus then shifts to a study of the economic environment within which a firm must make its operating and financing decisions. The bulk of the course, therefore, addresses traditional macroeconomic issues with an emphasis on the business cycle and on the nature and effects of monetary and fiscal policies. This study of the economic environment is then extended to the international realm through a discussion of foreign trade and exchange rates. Throughout, the course stresses an intuitive and applied approach to understanding economic relationships. (3 credits, 5 weeks)

**BS 350S Administrative Theory and Organizational Behavior**

A study of management techniques and leadership and their application to improving managerial effectiveness. The course stresses the importance of wholesome relationships between persons in business and maintaining sound relationships among employer, employee, and customer. (3 credits, 5 weeks)

**BS 351S Economics: Theory, Concepts, and Ideas of Micro and Macro**

A survey of microeconomic issues such as price, competition, monopoly, oligopoly, income distribution, international trade, and economic development. The course also includes a survey of macroeconomic issues such as the structure of modern economics, its production, interrelationships, the nature and function of money, monetary and fiscal policy, and public finance. (3 credits, 6 weeks)

**BS 352S Financial Accounting Issues**

This course is a survey of accounting procedures, with emphasis on identifying, recording, classifying, and interpreting transactions and other events relating to proprietorships, partnerships, and corporations. *Prerequisite: BS 206 or BS 208* (3 credits, 6 weeks)

**BS 355S Small Business Management**

This course covers the role of a small business manager as distinct from that of an entrepreneur or that of a large corporate manager. Issues such as human resource management, financial management, marketing and the impact of global business on small firms will be examined. (3 credits, 5 weeks)

**BS 356S Globalization and Intercultural Understanding**

This course examines the role of managers in a global environment.

The impact of globalization, culture, and diversity on management styles and techniques will be discussed. (3 credits, 5 weeks)

**BS 403S Leadership and Human Resource Management**

A study of the leadership, technical, and legal issues confronting human resource managers in today's dynamic business environment. Includes an examination of principles and techniques utilized to effectively lead and manage the human resource/personnel staff function in modern business organizations. *Recommended prerequisite: BS 350.* (3 credits, 5 weeks)

**BS 413S Production and Operations Management**

A study of the management of production functions in manufacturing or service environments. Using software applications, students apply quantitative techniques to aid in solving a variety of business decision-making problems. Topics include inventory control, forecasting, decision theory, quality control, and project management. (3 credits, 5 weeks)

**BS 422S Issues in Corporate Finance**

This course lays the groundwork for determining the value of the organization by conveying the ideas of cash flow, time value of money, bond and stock valuation, and capital budgeting. Pre-requisite: BS 352.

(3 credits, 5 weeks)

**BS 430S Organizational Strategic Planning**

This course provides students with an overview of the strategic management process. Emphasis is placed on developing a vision, setting objectives, crafting a strategic plan, and implementation. The course also stresses the importance of analyzing external competitive conditions and the organization's internal capabilities, resources, strengths, and weaknesses in order to gain and sustain a competitive advantage. Approaches to organizational structure, policy, support systems, and leadership required to effectively execute strategy are all examined. Case studies of real world companies are utilized to reinforce the theoretical concepts learned in the course. *Taken after all courses in BSM program except BS 471* (3 credits, 6 weeks)

**BS 435S Consumer Behavior**

This course stresses the understanding of consumer behavior in developing marketing strategy. Opportunities are provided for the analysis of advertising's objective, target audience, and the underlying behavioral assumptions. Students will apply consumer behavior knowledge to social and regulatory issues as well as to business and personal issues. *Prerequisite: BS 321.* (3 credits, 5 weeks)

**BS 437S Marketing Management**

An integrated course in marketing systematically oriented with emphasis on the marketing mix and the formulation of competitive strategies. Special attention is given to the control function, market analysis, marketing information, and sales forecasting. Case analysis is stressed. (3 credits, 5 weeks)

**BS 440S Integrated Marketing**

This course examines the formulation of integrated marketing communication strategies to achieve marketing objectives; examines the use of traditional and nontraditional media; and analyzes the use of advertising, sales promotions, public relations, sponsorships, and other communication resources to promote sales, position products, develop brand equity, and support marketing actions. (3 credits, 5 weeks)

**BS 452S Managerial Accounting Issues**

This course is an in-depth study of the role that accounting data plays in the decision-making process of managers of both for-profit and nonprofit organizations. *Prerequisite: BS 352.* (3 credits, 6 weeks)

**BS 460S Strategic Management**

This course is designed to provide an overview of the strategic management process. Emphasis is placed on developing vision, setting objectives, and crafting strategy to achieve desired results.

Also stressed is the importance of analyzing external competitive conditions and the organization's internal capabilities, resources, strengths, and weaknesses in order to gain and sustain a competitive advantage. Approaches to organizational structure, policy, support systems, and leadership required to effectively execute strategy are examined.

(3 credits, 6 weeks) *Taken after all courses in BBA program except BS 471*

**BS 471S Individual Business Project**

An integrative capstone real world learning experience requiring each student to solve a business problem and/or provide a support service to a client organization. Through a preliminary project proposal, the student identifies the enlisted client organization, defines the problem being solved and the services being provided, and establishes the client's desired result. Through a project report and presentation, the student demonstrates achievement of the desired results by application of knowledge and skills acquired throughout the degree program. In place of solving a business problem and/or providing a support service to a client organization, a student may prepare a business plan for an entrepreneurial business venture that he/she is interested in pursuing.

*Prerequisite: Completion of all BBA or BSM core courses. (3 credits, 5 weeks)*

## Communication

**CM 231S Public Speaking and Presentations**

Instruction is given in the oral communication of original ideas, with special emphasis on impromptu and extemporaneous speaking styles essential to success in the classroom and workplace. Students receive specific training in the organizational and thinking skills needed to structure informative and persuasive speeches, as well as the performance skills required to effect confident, authoritative presentations. *Oral expression competency. (3 credits, 5 weeks)*

## Computer Studies

**CS 101S Computer Applications and Concepts**

An introduction to computer hardware and software, with an emphasis on basic applications and concepts. Basic competence with word processing, online learning, and Internet navigation and communication will be acquired. The course includes an introduction to spreadsheets and presentation software. *Computer usage competency. (3 credits, 5 weeks)*

**CS 203S Information Systems Technology for Managers**

This course provides a thorough overview of information systems technology for management. Through lecture, case study, Internet exploration and hands-on applications, students examine a wide variety of critical uses of information technology by management. *Prerequisite: completed computer usage competency (3 credits, 5 weeks)*

**CS 207S Principles of Operating Systems and Computer Hardware**

An in-depth study of operating systems and computer hardware covering the domains of the A+ Certification. Focus is on identification, installation, configuration, and troubleshooting of field replaceable components. Topics include microprocessors, memory, BIOS and CMOS, expansion bus, motherboards, power supplies, floppy drives, hard drives, removable media, video, audio, portable PCs, printers, networks, the Internet, computer security, and Windows operating systems. *Prerequisite: CS 203S.* (3 credits, 16 weeks)

**CS 208P Microsoft Excel Introductory**

This course uses excel to create basic spreadsheet applications containing formulas with absolute and relative cell addressing, built-in functions, charts, and drawing objects. This course covers the following Excel skills: creating and editing worksheets containing data and formulas, managing workbooks and files, modifying worksheets through copy and paste, drag and drop, Auto fill, and inserting and deleting rows and columns, and formatting and printing worksheets to enhance worksheet appearance and customize print output. The course is conducted using a case-based, problem solving approach emphasizing the What, Why, and How of the above Excel application skills. *Prerequisite: completed computer usage competency.* (3 credits, 5 weeks)

**CS 209P Microsoft Excel Intermediate**

This course covers the following skills: \*using date & time, financial, and logical functions in decision-making applications; \*organizing, manipulating and consolidating data in large worksheets and multiple worksheet applications; \*creating, sorting, and filtering worksheet lists; \*analyzing decision alternatives using Pivot Tables, data tables, goal seeking, solver and scenario manager; \*using lookup and reference functions; \*importing and exporting data; \*developing workbook applications including workbook sharing, conditional formatting, data validation and macro automation. *Prerequisite: CS 208P or equivalent.* (3 credits, 5 weeks)

**CS 215S Introduction to Computer Networking**

An in-depth study of computer networking theories and concepts covering the domains of the Network+ Certification. Focus is on the configuration, maintenance, and troubleshooting of network devices using appropriate network tools and understanding of the features and purpose of network technologies. *Corequisite: CS 207S.* (3 credits, 8 weeks)

**CS 335S Computer and Systems Security**

An in-depth study of computer and systems security covering the domains of the Security+ Certification. Focus is on the knowledge and skills required to identify risk and participate in risk mitigation activities, provide infrastructure, application, operational and Cybersecurity, apply security controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations. *Prerequisite: CS 215S.* (3 credits, 8 weeks)

**CS 345S Principles of Cybersecurity**

Examination of current standards of due care and best business practices in Cybersecurity. Includes examination of security technologies, methodologies and practices. Focus is on the evaluation and selection of optimal security posture. Topics include evaluation of security models, risk assessment, threat analysis, organizational technology evaluation, security implementation, disaster recovery planning and security policy formulation and implementation. *Prerequisite: CS 335S.* (3 credits, 8 weeks)

**CS 350S Management of Cybersecurity**

Detailed examinations of a systems-wide perspective of Cybersecurity, beginning with a strategic planning process for security. Includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in the organization. Topics include security practices, security architecture and models, continuity planning and disaster recovery planning.

*Prerequisite:* CS 345S. (3 credits, 8 weeks)

**CS 370S Network Defense and Countermeasures**

Detailed examination of the tools and technologies used in the technical securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Cybersecurity. Topic covered include: firewall configurations, hardening Linux and Windows servers, Web and distributed systems security, and specific implementation of security models and architectures. *Prerequisite:* CS 345S. (3 credits, 8 weeks)

**CS 375S Linux Operating Systems and Security**

An in-depth study of Linux operating system covering the domains of the Linux+ Certification. Focus is on implementing GNU and UNIX commands from the command line, installing and configuring Linux, and maintaining securing the Linux system.

*Prerequisite:* CS 215S. (3 credits, 8 weeks)

**CS 380S Certification Study and Preparation**

The Cybersecurity concentration is optimally designed to equip our graduates with the necessary skills and knowledge to enter the IT workforce. This course will assist students who plan to study and prepare for IT certifications in A+ or Network+ or Security+ or Linux. *Prerequisites:* CS 207S or CS 215S or CS 335S or CS 341 or permission of the professor. (3 credits, 8 weeks)

**CS 441S Cybersecurity Internship**

Internship experiences enhance students' education with experiential learning in appropriate professional settings through these off-campus experiences. Internships experiences allow students to explore the relationship between theory and practice in order to further their spiritual, academic, social, and professional development. Supervised internship provides students with the opportunity to integrate classroom instruction with on-the-job learning in an information technology area associated with their concentration. A maximum of six hours may be counted toward the degree.

*Prerequisites:* IS 310S (or equivalent), junior standing, permission of department. (3 credits, 8 weeks)

## English

**EN 111S Writing and Research for Adults**

This course involves studying and practicing those matters of writing that affect readability, including effective style (accuracy, clarity, and conciseness), appropriate punctuation, and correct use of grammar. Students are instructed in prewriting, composing, and rewriting. *Meets ½ of writing competency.* (3 credits, 6 weeks)

**EN 112S Writing and Literary Analysis**

This course emphasizes the interconnectedness of reading and writing and provides additional practice in the writing process developed in English 111, including collecting information and ideas (through observation, reading, and exchanging thoughts and opinions with others) and planning and developing essays (through drafting, peer exchange, and revision). In addition, students read, reflect, and report on literature in order to develop and deepen analytical and imaginative thinking, writing abilities, and research skills. *Meets ½ of writing competency. Prerequisite:* EN 111 (3 credits, 5 weeks)

**EN 211S      Masterpieces of Literature**

Students read and discuss selections from world literature, focusing on themes such as the human relationship to nature, God, others, and self. This course emphasizes the way in which reading, discussing, and writing about literature are foundational to understanding the human condition. While the principles of the writing process as presented in EN 111 and 112 are built upon, writing assignments will require a close reading and analysis of selected plays, poems, and novels. *Prerequisite: EN 111 and EN 112 Reading competency or Humanities credit.* (3 credits, 5 weeks)

**EN 251P      The Christian World of C. S. Lewis**

A study of C. S. Lewis' important, imaginative, and analytical works reflecting his Christian world view. As one of the twentieth century's most prolific and influential Christian writers, Lewis' work is a treasure trove for those seeking to learn how to think deeply about Christianity. His clear, lucid writing is especially helpful when he addresses complex issues, and his use of illustrations by way of analogy frequently sheds light on previously dark and thorny issues. Students will read and discuss his popular works focusing on his Christian world view, write a series of short essays in which they engage Lewis' ideas and evaluate their merits and work together to present a final group research project. *Prerequisite: EN 111 and EN 112. Reading competency or Humanities credit.* (3 credits, 5 weeks)

**EN 252P      Shakespeare: Models in Leadership**

This course is a study of leadership as reflected in the works of William Shakespeare. This course will explore various models of leadership as illustrated in several of Shakespeare's plays with an eye toward applying his insights to contemporary business environments. *Prerequisite: EN 111 and EN 112. Reading competency or Humanities credit.* (3 credits, 5 weeks)

**EN 371S      Managerial Communications**

This course aims at improving the speaking, writing, listening, and facilitating skills of students who are, or aspire to be, supervisors and managers. *Prerequisite: EN 111 and EN 112. Oral expression competency.* (3 credits, 6 weeks)

## Environmental Studies

**ES 111S      An Overview of Environmental Studies**

An introduction to the broad field of environmental studies, including worldviews and the nature of scientific inquiry, the relationship between science and religion, earth science, the biological foundations of life, ecology, and resource management and conservation. *Natural science credit.* (3 credits, 5 weeks)

## General Education

**GE 250S      Foundations for Adult Program Success**

This course is designed to prepare the adult student for academic success in the accelerated program format in the School of Professional and Adult Studies. Includes an introduction to the concepts of groups, critical thinking and problem solving, personal management, worldview, and adult learning as well as the foundational written and oral communications skills needed in the program. (3 credits, 5 weeks)



## History

### **HS 111S Major Issues in World Civilization**

A study of the major periods in world history, with primary attention given to western civilization and the western intellectual tradition and their impact on the rest of the world. (3 credits, 5 weeks)

### **HS 112P Western Intellectual Tradition: From Leonardo to Hegel**

This course is a study of the development of ideas from the Renaissance to the opening of the nineteenth century. Essentially, the course is a history of the life of ideas, and as such necessarily it is an intellectual history covering a period of four centuries, during which the world transformed from medieval to modern. Special focus is given to invention; to inductive scientific method; to political, social, and religious ideas; and to the ideas of a selective few individuals who most contributed to this transformation of society into secularized states. (3 credits, 5 weeks)

### **HS 211S Early American History**

This course examines European expansion and discovery of the North American continent; the British colonization of the Eastern seaboard; the colonial identity shaped by an amalgamation of African, Native American, and European cultures; and the American Revolution as a manifestation of the liberalism that shaped world history in the modern age. Specific attention is given to how Western race and gender prescriptions shaped the social framework of colonial America and underscored the complex interactions among colonial peoples. (3 credits, 5 weeks)

### **HS 301S Church History**

A survey of the Christian movement in history, its beliefs, institutions, and worldwide expansion. Special emphasis will be given to historic forms of service and ministry in the world. *Pre-requisites: HS 111,211, BB 101 & BB 102, or permission of professor.* (3 credits, 5 weeks)

## Human Development

### **HD 211S Human Growth and Development**

This course is designed to acquaint students with the miraculous passage through the human life span. Through successful completion of this course, students will be better equipped to understand how they and those with whom they interact have progressed and will continue to progress through the life span. Application objectives and outcomes of this course will, ideally, result in the improvement of health, well-being, livelihood, and relationships. *Social science credit.* (3 credits, 5 weeks)

### **HD 307P Leadership and Group Dynamics**

A study of leadership and group behavior as viewed through experiential group processes, individual interaction, and theory. Content includes the theory and practice of group dynamics and the fundamentals of effective leadership. Particular emphasis will be placed on working towards a general theory of leadership and discovering its applications in a group setting. (3 credits, 5 weeks)

## Interdisciplinary Studies

### **IS 202S Christian and Secular Worldviews**

A survey of the development and characteristics of common worldviews, including comparing and contrasting the Christian worldview with popular secular worldviews. *Humanities credit.* (3 credits, 5 weeks)

**IS 310S      Pre-Internship**

The purpose of this course is to prepare students for the practicum/ internship experience. Topics included are internship selection, making the most of the internship, resume building, and facing internship challenges. *Pre-requisite: completion of all major course besides PY 441S & PY 490S.* (3 credits, 5 weeks)

**IS 461S      Seminar on Faith and Life**

This course is designed to help students define their personal Christian philosophy of life by integrating faith and learning. Students are challenged to explore their Christian calling and to consider ways in which they can exert a Christian influence in the world today. Bachelor degree-seeking only. (3 credits, 5 weeks)

## **Mathematics**

**MT 102S      Mathematics for Management**

An examination of various concepts of basic algebra, which assist in building skills for performing specific mathematical operations and problem solving. Specific applications in accounting, finance, and economics are demonstrated and discussed. (3 credits, 6 weeks)

**MT 103P      Introduction to Mathematical Concepts**

This course is a brief but comprehensive introduction to mathematics. The student will be primarily encouraged to develop mathematical thinking skills, and to understand their uses especially in science and business. This course does contain algebra, trigonometry, calculus, and business math components. After completion, students should have a good conceptual understanding of many fields in mathematics, and be sufficiently skilled to understand how mathematical problems can be approached and solved. (3 credits, 5 weeks)

**MT 122S      Elementary Statistics**

This course is designed to educate students in the development of statistical thinking. Students will acquire the ability to accurately describe and depict data, make reliable inferences from data, and critically assess the reported results of a variety of statistical studies. Students will use scientific calculators to compute measurements used in a variety of statistical methods and tools. Example application areas include business, psychology, medicine, sports, and the sciences. (3 credits, 6 weeks)

## **Music**

**MS 202P      A Social History of Rock and Roll**

This course explores the development of the rock-and-roll phenomenon from its roots in rhythm and blues, jazz and swing and country western music to its maturity and popularity in the latter part of the twentieth century. Various genres that have been viewed as sub categories or rock-and-roll are defined and examined. A study of influential and popular rock-and-roll musicians, their lives, and their music are included. The course also examines the social and political forces that spawned and nourished this influential genre of music, and also analyzed the effect that rock-and-roll has had on society. Christian principles in relation to participation in rock-and-roll will also be discussed as well as how rock-and-roll has affected the Christian community. *Humanities credit.* (3 credits, 5 weeks)

**MS 204P      Red, Hot, and Blue: A Look at American Musical Theater**

This course covers the history and development of American musical theater from 1927 through the present and also the creation and production of a musical. Scripts and scores, audio and video recordings, and when possible, live performances and/or rehearsals will supplement text materials. *Humanities credit.* (3 credits, 5 weeks)

**MS 205P      Music in the U. S.**

From the music of Stephen Foster, and Civil War ballads and bands, to Blues, Bluegrass, Jive and Jazz. Wiley Hitchcock's classic text *Music in the U.S.* guides us as we study, listen, and attend live performances. Then hear guest lectures from folk and jazz artists and country-western songwriters from Nashville, Tennessee. Everything you always wanted to know about music in our country but were afraid to listen to. *Humanities credit.* (3 credits, 5 weeks)

## **Preaching**

**PR 310S      Biblical Preaching and Communication**

This course is designed to give a broad overview of the basic tools and techniques necessary for preparing and presenting sermons based on biblical texts. Topics include an introduction to sermon research as well as what it means to preach in a contemporary context, including the use and misuse of technology ,film, music ,object lessons and a variety of preaching techniques including both narrative and expository. *Oral expression competency.* (3 credits, 5 weeks)

**PR 410S      Preparing for the Gospel Ministry**

This course lays the foundation from which effective evangelism will be launched. The class accomplishes this in three stages. The first centers on mastering the very message of the Gospel centered on the cross and resurrection of Jesus and developing skills in sharing the Gospel with others. The second lesson takes seriously the topic of sin: its origins as recounted in the Bible, its consequences in the eternal life of the individual and its systemic effects in the world, and our need of Christ's saving death and resurrection. The third stage focuses on the Great Commission as found in Matthew 28:16-20 as the central evangelical ordinance given to all believers and to become aware of the presence and power of Christ within it. (3 credits, 5 weeks)

**PR 420S      Preaching the Gospel**

This course teaches how to effectively communicate the gospel message in preaching. With the Bible as the foundation, students will develop understanding in the essential qualities and preparation of an evangelistic message understanding contextual dynamics which affect an effective presentation of the Gospel, the skills necessary to delivering the Gospel in a winsome and effective way, and appropriate and effective methods for inviting people to respond to the Gospel message. *Prerequisite: PR 410S.* (3 credits, 5 weeks)

**PR 430S      Prayer and the Holy Spirit**

The power of communicating the Gospel message effectively resides in the operations of the Holy Spirit and the prayer life of the presenter. This course explores in-depth the person and work of the Holy Spirit in evangelism as well as the key elements of effectual prayer. Students will reflect on the movement of the Holy Spirit in their lives as they develop a plan for prayer in their ministries. Some attention will be given to the nature of spiritual warfare and the call to personal holiness. *Prerequisite: PR 420S.* (3 credits, 5 weeks)

**PR 491S Seminar on Ministry**

Students will meet in a one week intensive format (3 hours per day for five days) to discuss current issues in ministry and church administration. This course will cover topics of church growth, administration, worship, as well as trends and issues in ministry in a seminar style format. *Prerequisite: PR 430S.* (3 credits, 5 weeks)

## Philosophy

**PH 301S Ethics**

Ethical theories in philosophy and religion, historic ethical presuppositions underlying the development of capitalism and the emergence of a contemporary set of competing values, and current ethical cases highlighting value choices and resulting consequences will be examined. *Humanities credit.* (3 credits, 5 weeks)

## Physical Education

**PE 110S Healthful Living**

This course will deal with an overview of the development and maintenance of a healthy lifestyle. Within the context of a historical, scientific, and scriptural basis for human health, students will conduct a fitness assessment and then research and develop a personal plan for physical wellness. Topics will include disease prevention, cardiovascular and strength training, weight management, social support, stress reduction, and personal responsibility. (2 credits, 4 weeks)

## Physics

**PC 111S Matter and Energy**

A survey of the development of the concepts of matter and energy within the disciplines of chemistry and physics, with an emphasis on modern applications to the earth and beyond. *Natural science credit.* (3 credits, 5 weeks)

## Psychology

**PY 201S Psychology Applied to Modern Life**

This course offers majors and non-majors an opportunity to apply knowledge from psychology to practical problems. It provides students with an overview of the theory and research in psychology that is related to the demands and challenges of everyday life. Students examine issues that affect their own adjustment to modern life. The following topics will be addressed: stress, physical health, love relationships, gender, communications, self, personality, work, and development. *Social science credit.* (3 credits, 5 weeks)

**PY 202P General Psychology**

This course is a basic survey of the discipline of psychology: the science of behavior and mental processes. We will examine the physiological, intellectual, emotional, and social aspects of human behavior and look at the applications of psychological theory and research to daily living. *Social science credit.* (3 credits, 5 weeks)

**PY/HU 300S Child and Adolescent Development**

An overview of the physiological, cognitive, psychosocial, and spiritual aspects of development from conception through age 18. *Prerequisite: PY 201S or PY 202P and a minimum of sophomore standing.* (3 credits, 5 weeks)

**PY/HU 305S Adult Development and Aging**

An overview of the physical, cognitive, social, spiritual, and emotional aspects of adult development. *Pre-requisites: PY 201S or PY 202P and a minimum of sophomore standing.* (3 credits, 5 weeks)

**PY 310S Research Methods**

This course is designed for upper level undergraduate students majoring in human services and psychological studies. The course will provide an introduction to research methodology and a basic framework to critically evaluate social and behavioral science research. You will be exposed to and tested on the major concepts and methods for generating hypotheses and designing a multi-measure study. This course should enable you to evaluate more critically the claims of “experts” in the popular press as well as in the scientific literature. It will also serve as preparation for graduate-level research. *Pre-requisite: PY 201S or PY 202P.* (3 credits, 5 weeks)

**PY 314S Personality**

Basic principles of personality structure, dynamics, development, assessment, and theory are discussed. Consideration is given to both the environmental and biological determinants of personality. *Pre-requisite: PY 201S or PY 202P.* (3 credits, 5 weeks)

**PY/HU 315S Abnormal Psychology**

A survey of the current categories of abnormal behavior emphasizing symptoms, major theories of causality, and current treatment methods. *Pre-requisite: PY 201S or PY 202P.* (3 credits, 5 weeks)

**PY 320S Social Psychology**

The study of the behaviors and thoughts of individuals as influenced by actual or perceived social factors and other individuals. *Pre-requisites: PY 201S or PY 202P.* (3 credits, 5 weeks)

**PY/HU 412S Theories and Principles of Counseling**

An examination of several of the major theories of counseling in working with individuals, families, and small groups. Included are principles and techniques utilized in assessment, crisis intervention, contracts, and development of the therapeutic relationship. A skills component is also included. *Pre-requisite: PY 201S or PY 202P.* (3 credits, 5 weeks)

**PY/HU 416 Learning and Memory**

This course provides a basic overview of the principles, theories and applications of learning and memory. We will cover basic research, theory and applications in human learning, memory, information processing, verbal learning, conditioning and social learning. The knowledge you take away from this course will be useful to you in a wide variety of settings- not only psychology but also in your own personal and professional worlds. *Prerequisite: PY 201S or PY 202P.* (3 credits, 5 weeks)

**PY/HU 441S Internship**

Supervised internship provides the student with the opportunity to integrate classroom instruction with practical on-the-job learning in various areas of psychology related fields. *Pre-requisites: IS 310S and all other major courses besides PY 490S.* (3 credits, 10 weeks)

**PY/HU 490S Senior Seminar**

Examines the themes of authenticity, self-actualization, and the application of psychological theory in order to explore major Christian worldview questions (what is success in life, how do I become more Christ like, etc.). *Pre-requisite: All other major courses.* (3 credits, 5 weeks)

## Sociology

### **SC 204S Introduction to Sociology**

This course deals with the general nature and principles of sociology. Special attention is given to the ecological, cultural, and psychosocial forces; and to outstanding social groups; to changing personality under the influences that play upon it through group processes. *Social science credit.* (3 credits, 5 weeks)

### **SC 205S Marriage and Family**

This course is a study of relationships with the opposite sex from first meeting through marriage, having and rearing a family, and divorce and remarriage. Current American norms and Christian principles for marriage and family life are examined. *Social science credit.* (3 credits, 5 weeks)

### **SC 311S Social Welfare and Social Services**

This course is a survey of the history and philosophy of social welfare and the values and practice of social services as a profession. *Social science credit.* (3 credits, 5 weeks)

### **SC 414S Counseling Adolescents and Families**

This course examines several of the major theories of counseling families. Working with adolescents within the context of their families will be given special consideration. The skills of counseling adolescents and families will also be emphasized. *Pre-requisite: PY 201S or PY 202P.* (3 credits, 5 weeks)

## Spanish

### **SP 101P Elementary Spanish**

This course is for those who have had less than two years of high school Spanish. Emphasis is upon fundamentals of grammar, vocabulary, composition, pronunciation, and conversation. *Humanities credit.* (3 credits, 6 weeks)

## Youth and Family Ministries

### **YM 303S Discipleship and Lifestyle Evangelism**

This course focuses on individual experiences in discipleship, personal sanctification, and evangelism in contemporary society. Special attention will be given to the art of persuasion and its link to communication theory. The importance of perseverance in the faith of those who come to know Christ through evangelistic efforts is ultimately highlighted.

various programs across the age ranges. (3 credits, 5 weeks)

### **YM 380S Administrative Ministry and Organization**

This course will equip students in both the theory and practice of administrative leadership. Many challenges in ministry exist, and one of the most significant is the discipline required to lead and administer well. This course is designed to serve as an overview of practical administrative and leadership issues in ministry in order to prepare students with the tools necessary to organize and oversee various programs across the age ranges. (3 credits, 5 weeks)

### **YM 401S Spiritual Formation and Faith Development**

A course to equip students in both the theory and practice of the spiritual disciplines. This course focuses on our personal relationship with God. We will seek to develop an understanding of the necessary aspects of personal spiritual maturation through the evaluation of Scripture and through self-reflection and practice. Second, this course will emphasize theories about the stages of faith and moral development as those theories relate to Christ-centered ministries. *Fee.* (3 credits, 5 weeks)

# Course Descriptions for the School of Professional and Adult Studies: Graduate

## Course Numbering System and Abbreviations

Courses numbered 500 are graduate level and are open to students enrolled in a master's program.

<b>BS</b>	Business	<b>EV</b>	Environmental Education
<b>CN</b>	Counseling	<b>GE</b>	General Education
<b>CS</b>	Computer Studies	<b>ML</b>	Management & Leadership
<b>CJ</b>	Criminal Justice Admin.		

Not every course listed in the Catalog will be offered each year. Students will receive a schedule of classes for their program from their Academic Advisor.

## BUSINESS ADMINISTRATION

### **BS 530 ETHICS AND THE LEGAL ENVIRONMENT**

This is a survey of legal and ethical issues facing management in complex global business situations. Legal and ethical questions are addressed in a case study method, with alternative approaches and solutions analyzed and evaluated. Traditional ethical theories are studied and applied to contemporary business decisions. Students are encouraged to adopt a stakeholder approach that considers the broad ramifications of business actions. This course examines, analyzes, and applies the nature, formation, and system of law in the United States, corporate codes of conduct, and methods of communicating and enforcing ethical expectations. (3 credits, 8 weeks)

### **BS/CS 536 ANALYSIS OF MIS**

This course is designed to thoroughly educate the graduate student in business with the significant role that information systems play as tools used to improve organizational productivity and profitability.

Operational, decision-making, and strategic uses of IT are examined.

(4 credits, 8 weeks)

### **BS 545 CURRENT ECONOMIC ANALYSIS**

This course is designed to help students apply economic analysis in practical management decision-making situations. An effort has been made to minimize the use of advanced math and statistics, while still allowing the student to use graphical analysis, statistical concepts, and results of statistical analysis to solve managerial problems.

*Prerequisite: BS 351 Economics: Theory, Concepts, and Issues of Micro and Macro or the equivalent.* (3 credits, 8 weeks)

### **BS 550 FINANCIAL MANAGEMENT PRACTICES**

The course is designed to provide students with financial decision-making skills by examining in detail the relationships between financial markets and institutions. Issues related to liquidity, risk management, receivables, payables, cash flow, and capital budgeting are explored. Selected topics in capital valuations, mergers, takeovers, and reorganizations are evaluated. *Prerequisite: BS 422 Issues in Corporate Finance, ML 524 Accounting and Financial Skills for Leadership, or the equivalent.* (3 credits, 8 weeks)

### **BS 555 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT**

This course is designed to prepare students for the challenges of running a small business or being an entrepreneur. Students are exposed to planning, organizing, and operating a small business or a new venture. Topics include operations, financial planning and e-business. (3 credits, 8 weeks)

### **BS 560 QUANTITATIVE METHODS IN BUSINESS**

This course is designed to provide the graduate student in business with the skills to apply the techniques of quantitative analysis to various types of organizational decision-making situations. *Prerequisite: MT 122S: Statistics* (3 credits, 8 weeks)

### **BS 565 INTERNATIONAL BUSINESS AND E-COMMERCE**

This course is designed to provide information related to global business strategies and e-commerce from a multinational perspective. Included are such topics as exporting, licensing, joint ventures, strategic alliances, counter trading, foreign subsidiaries, and transplant manufacturing facilities as well as the impact of foreign exchange, balance of trade, and international monetary systems. (3 credits, 8 weeks)



**BS 570           ADVANCED MANAGERIAL ACCOUNTING**

This course examines accounting information from a managerial perspective. Accounting procedures and practices, which include cost/volume/profit analysis, capital expenditure planning, and financial and capital budgeting, as well as project planning and control will be examined. Practical application will be the main focus of study. Use of spreadsheet applications will be encouraged. *Prerequisite: BS 352 Financial Accounting or the equivalent.* (3 credits, 8 weeks)

**BS 579           CURRENT ISSUES AND IMPLICATIONS: THE STUDY OF THE EXTERNAL ENVIRONMENT ON INDUSTRY FOR MANAGEMENT PLANNING**

This course is designed to explore current issues and recognize trends in the postmodern global business environment. Students will use critical thinking skills and research abilities to predict the global and organizational effects in the field of strategic management. Topics include technology, entrepreneurship, quality, ethics, and an ongoing list of contemporary issues that make up the external environment that organizations operate in. (3 credits, 8 weeks)

**BS 580           STRATEGIC PLANNING AND RESEARCH ANALYSIS**

This course is designed to integrate the functional areas of business and provide planning skills necessary for improving market share for immediate and future profitability. The strategic planning process is evaluated with emphasis on environmental, social, legal, and market dynamics. Case studies will be utilized, and empirical research will be presented to the class. (3 credits, 8 weeks)

**BS 590           MANAGEMENT CONSULTING**

An integrative capstone real-world learning experience in management consulting, taken in a joint effort with the regional North Carolina Small Business Technology Development Centers (SBTDC) in Charlotte and Asheville. Students are required to apply knowledge and skills acquired during the program to the business problems of a real-world organization. *Prerequisite: BS 580 and completion of all other MBA course work.* (3 credits, 8 weeks)

**CLINICAL MENTAL HEALTH COUNSELING****CN 600           PROFESSIONAL ORIENTATION TO COUNSELING**

This course will be an introductory exploration of the history of counseling as a profession as well as current trends in the practice of clinical mental health counseling. Students will begin to explore the various settings in which counseling can take place and the specialties within the profession, in addition to professional counseling licensure and credentialing. Additional topics covered in this course in an introductory way include counselor self-care, consultation, professional counseling organizations, advocacy, ethics, and multicultural competency. (3 credit, 8 weeks)

**CN 605           ETHICS AND ETHICAL PRACTICE IN COUNSELING**

This course will examine ethical standards and ethical decision making for the practice of counseling. Applicable codes of ethics will be examined and case studies will be used to challenge students to think critically about ethics and ethical decision making. Ethical issues in individual, group, family, and couples counseling will be covered, as well as multicultural considerations. The course will also address confidentiality, informed consent, boundaries, multiple relationships, supervision, and consultation within an ethical framework. (3 credits, 8 weeks)

**CN 610 THEORIES & TECHNIQUES IN COUNSELING**

This course will provide an overview of counseling theories and related techniques including psychoanalytic, gestalt, behavioral, cognitive, reality, existential, Adlerian, family systems, feminist, and postmodern therapies. Students will have the opportunity to role play and demonstrate beginning skills for counseling through videotaped role play sessions with classmates. (3 credits, 8 weeks)

**CN 615 COUNSELING SKILLS**

This course will provide students an opportunity to continue to develop counseling *microskills* as well as foundational skills in interviewing in the helping professions. Students will videotape role-played sessions and participate in peer review as well as review with course instructor. (3 credits, 8 weeks)

**CN 620 SPIRITUALITY & RELIGION IN COUNSELING**

This course will examine the role of spirituality and religious beliefs in the counseling relationship and process. Students will explore how different religious traditions that clients may participate in could influence the counseling process as well as examine their own religious and spiritual foundations for their counseling theory and practice. Ethical standards will be discussed. (3 credits, 8 weeks)

**CN 625 COUNSELING ACROSS THE LIFESPAN**

This course will provide an overview of human development across the lifespan, from birth until death and explore critical considerations for counseling individuals across these stages of development. (3 credits, 8 weeks)

**CN 630 MULTICULTURAL COUNSELING**

This course will provide students an opportunity to begin to develop skills for multicultural competency when providing counseling services to clients of diverse backgrounds. Multicultural competencies will be reviewed and students will explore their own identity as a cultural being. (3 credits, 8 weeks)

**CN 635 MENTAL HEALTH DIAGNOSIS AND TREATMENT**

This course will provide students an overview of clinical diagnoses according to the current Diagnostic Statistical Manual (DSM V). Diagnosis criteria will be reviewed and current best practice treatment options will be reviewed. Case studies will be utilized to provide students opportunities to practice diagnostic skills. Treatment planning in counseling will also be discussed (3 credits, 8 weeks)

**CN 640 CAREER COUNSELING**

This course will provide an introductory exploration of career development across the lifespan, career counseling theories, assessments relevant to career counseling, and occupational information sources. The course will allow students opportunity to role play, consider case studies, and create a career intervention for a chosen population. (3 credits, 8 weeks)

**CN 645 ASSESSMENT IN COUNSELING**

This course will provide an overview of assessment methods and tools used in counseling, including intakes as well as standardized assessments. Ethical standards for the use of assessments in counseling will be reviewed. Students will experience taking an assessment as well as provide a critical review of assessments. (3 credits, 8 weeks)

**CN 650 GROUP COUNSELING**

This course will provide an overview of theory and principles of effective group work, provide students an opportunity to develop skills in using group techniques, and plan activities for groups. Students will participate in a group experience during this course. Ethical standards for group counseling will be reviewed. (3 credits, 8 weeks)

**CN 655 RESEARCH METHODS IN COUNSELING**

This course will provide an overview of qualitative and quantitative research methodology and techniques and discuss the role of research in counseling. Ethical standards for conducting research will be discussed. Students will develop the ability to read and critically evaluate counseling literature as well as develop a research prospectus. (3 credits, 8 weeks)

**CN 660 CRISIS INTERVENTION/CRISIS COUNSELING**

This course will provide students with an overview of counseling skills for working in crisis and trauma situations as well as crisis intervention theory. Students will review case studies and create a crisis resource for a client population or counseling setting of interest. (3 credits, 8 weeks)

**CN 665 SUBSTANCE ABUSE COUNSELING**

This course will provide an overview of the nature of substance use, abuse, and dependency. Education, prevention, treatment, and recovery will be addressed. (3 credits, 8 weeks)

**CN 670 GENDER ISSUES IN COUNSELING**

This course will examine the impact of gender on the counseling relationship as well as how gender dynamics can impact the counseling process. (3 credits, 8 weeks)

**CN 675 COUNSELING PRACTICUM**

This is an experiential course and requires students to complete a minimum of 100 hours of clinical counseling practice, under supervision, at an approved site. Students will provide counseling services as well as continue to learn skills in intake, assessment, counseling, and consultation. Students will participate in weekly individual as well as group supervision. *Pre-requisites: Permission of program director.* (3 credits, 10 weeks)

**CN 680 COUNSELING INTERNSHIP I**

This is an experiential course and requires students to complete a minimum of 300 hours of clinical counseling practice, under supervision, at an approved site. Students will provide counseling services as well as continue to learn skills in intake, assessment, counseling, and consultation. Students will also begin to complete paperwork required for licensure as an LPC-A (Licensed Professional Counselor Associate) in NC. Students will participate in weekly individual supervision as well as group supervision. *Pre-requisites: CN 675; permission of program director.* (6 credits, 14 weeks)

**CN 685 COUNSELING INTERNSHIP II**

This is an experiential course and requires students to complete a minimum of 300 hours of clinical counseling practice, under supervision, at an approved site. Students will provide counseling services as well as continue to learn skills in intake, assessment, counseling, and consultation. Students will also begin to complete paperwork required for licensure as an LPC-A (Licensed Professional Counselor Associate) in NC. Students will participate in weekly individual supervision as well as group supervision. *Pre-requisites: CN 680; permission of program director.* (6 credits, 14 weeks)

**CN 690 COUNSELING INTERNSHIP III**

Repeatable internship credits, if needed.

*Pre-requisites: CN 685; permission of program director.* (3 credits, 8 weeks)

**CN 695 COUNSELING INTERNSHIP IV**

Repeatable internship credits, if needed.

*Pre-requisites: CN 690; permission of program director.* (3 credits, 8 weeks)

## COMPUTER STUDIES

### **BS/CS 536 ANALYSIS OF MIS**

This course is designed to thoroughly educate the graduate student in business with the significant role that information systems play as tools used to improve organizational productivity and profitability. Operational, decision-making, and strategic uses of IT are examined. (4 credits, 8 weeks)

### **CS 545 FOUNDATIONS OF CYBERSECURITY**

This course is a survey of the broad field of Cybersecurity, focusing on the development and maintenance of a sound Cybersecurity program to protect key information assets. Topics include evaluation of security models, risk assessment, threat analysis, organizational technology evaluation, security implementation, disaster recovery planning and security policy formulation and implementation. *Pre-requisite: BS 536.* (3 credits, 8 weeks)

### **CS 550 ENTERPRISE CYBERSECURITY MANAGEMENT**

This course focuses on the analysis and management of enterprise-wide Cybersecurity architectures, beginning with a strategic planning process for security. Includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in the organization. Topics include security practices, security architecture and models, continuity planning and disaster recovery planning. *Pre-requisite: CS 545.* (3 credits, 8 weeks)

### **CS 560 PRINCIPLES OF NETWORK SECURITY**

This course is an in-depth study of network security and its role in supporting Cybersecurity in the enterprise. Focus is on the knowledge and skills required to identify risk and participate in risk mitigation activities, provide infrastructure, application, operational and Cybersecurity, apply security controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations. *Pre-requisite: CS 545.* (3 credits, 8 weeks)

### **CS 570 ENTERPRISE NETWORK DEFENSE AND COUNTERMEASURES**

This course is a detailed examination of the tools and technologies used to protect and secure organization and information assets. The course is designed to provide in-depth information on the software and hardware components of Information Security. Topic covered include: firewall configurations, hardening Linux and Windows servers, Web and distributed systems security, and specific implementation of security models and architectures. *Pre-requisite: CS 560.* (3 credits, 8 weeks)

### **CS 580 ADVANCED TOPICS IN CYBERSECURITY**

This course presents advanced topics of interest in the field of Cybersecurity and assurance. It is intended to provide graduate students with a firm foundation for study, development and research in topics to include operating systems security, database security, network security, business continuity planning, threat modeling, trusted computing, legal and ethical issues, as well as emerging Cybersecurity technologies impacting and shaping this field. This course will culminate with a capstone project in which the student, as a security practitioner and/or consultant, will apply the knowledge gained from these topics and from prior courses to solve a Cybersecurity related business problem or need. *Pre-requisite: CS 570.* (3 credits, 8 weeks)

## **CRIMINAL JUSTICE ADMINISTRATION**

### **CJ 510 ORGANIZATIONAL BEHAVIOR AND STRUCTURES IN CRIMINAL JUSTICE**

Drawn from the behavioral and social sciences, this advanced course examines organizational theories, management issues, and the administration of criminal justice agencies. Students examine leadership behaviors, police organizational structure, personnel assessment, cultural diversity, communication, team and group dynamics and other organizational issues influencing management decisions. (3 credits, 8 weeks)

### **CJ 520 ADVANCED RESEARCH METHODS IN CRIMINAL JUSTICE**

This course provides a systematic approach to analysis, demonstrating to students the importance of a scientific approach to criminal justice research and problem-solving. The student will have the opportunity to identify problems; choose a research method; collect, analyze, and present data; and develop convincing arguments for the recommended course of action. (3 credits, 8 weeks)

### **CJ 530 SITUATIONAL ETHICS AND THE LEGAL ENVIRONMENT IN CRIMINAL JUSTICE**

This course is a survey of legal and ethical issues facing management in criminal justice organizations. Legal and ethical questions are addressed in a case study method, with alternative approaches and solutions analyzed and evaluated. Traditional ethical theories are studied and applied to contemporary policing decisions. This course examines, analyzes, and applies the nature, formation, and system of law in the United States, codes of conduct, and methods of communicating and enforcing ethical expectations. (3 credits, 8 weeks)

### **CJ 540 MENTAL HEALTH ISSUES IN THE JUSTICE SYSTEM**

This course provides an overview of the impact of mental health issues on the justice system, including the courts, corrections, law enforcement, and the juvenile justice system. Students will gain knowledge of mental health disorders and symptoms associated with the disorders, which will be used to gain an awareness of how the justice system is impacted by clients who suffer from mental illness. Finally, the students will explore how the justice system can respond to the mental health client effectively. (3 credits, 8 weeks)

### **CJ 550 CONTEMPORARY ISSUES IN CRIMINAL JUSTICE MANAGEMENT AND LEADERSHIP**

This course is an exploration of current issues and trends in management and leadership that affect criminal justice organizations. This course will examine a broad range of contemporary criminal justice issues including, but not limited to, racism in sentencing, racial profiling, police use of force, sentencing guidelines, community policing, and prosecutorial discretion. (3 credits, 8 weeks)

### **CJ 590 GRADUATE THESIS PROJECT OR APPLIED PROJECT IN CRIMINAL JUSTICE**

This capstone course provides students with the opportunity to demonstrate mastery of the theory and practice of criminal justice administration by applying the knowledge and skills gained in the MSML Criminal Justice Administration program to a thesis or project of the student's choice. Students are expected to complete a thesis or an applied project of substantial depth that explores a specific area of the criminal justice field and integrates the MSML curriculum. (4 credits, 8 weeks).

## ENVIRONMENTAL EDUCATION

### **EV 500      FUNDAMENTALS IN ENVIRONMENTAL EDUCATION DESCRIPTION**

This web-based course (Internet delivery) provides a foundational knowledge of environmental education and the skills to become an effective environmental educator. This course introduces the learner to theory and practice of EE. Through foundational readings, on-line discussion groups, and projects, students develop a better understanding of environmental education and the skills needed to develop and improve as an environmental educator. (Spring Semester: Year One; 3 credits)

### **EV 505      INTRODUCTION TO THE MASTER OF SCIENCE IN ENVIRONMENTAL EDUCATION (MSEE)**

Orients students to the nature of graduate study in environmental education at Montreat College. It focuses on cohort building, the educational outcomes of the MSEE, and the mission of the College. Students will also be introduced to related opportunities including N.C. certification in environmental education, off campus field courses, and elective options. After discussing the program philosophy, course sequence, program delivery model (online work and summer/weekend intensives), issues related to graduate study, and other opportunities, students will develop a comprehensive plan for completion of the MSEE that incorporates required courses, electives, and other opportunities. (Spring Semester: Year One; 1 credit)

### **EV 506      RESEARCH PRACTICUM**

This practicum will concentrate on the literature review process, as preparation for EV 520 (Research Methods), as well the student's final thesis or project. The class will meet during the summer intensive where key components of a well-written literature review will be defined. After the summer intensive, a student will work independently with a professor on preparing a literature review, so that the student is ready to think about research methods related to a specific question. (First Summer; 1 credit)

### **EV 510      INSTRUCTIONAL STRATEGIES IN ENVIRONMENTAL EDUCATION**

Emphasizes a wide array of instructional strategies and teaching methods that focus on an inductive approach to learning. Students will develop and practice strategies for making effective instructional decisions, assessing needs, selecting appropriate instructional objectives and evaluating student learning. A variety of specific methods and philosophies relative to environmental education for all ages will be introduced. Successful completion of this course will satisfy the teaching methods workshop requirement for the North Carolina environmental education certification. (Summer Intensive: Year One; 3 credits)

### **EV 515      EARTH SYSTEMS**

This course reviews the structure and function of a variety of environmental systems operating in the atmosphere, hydrosphere, geosphere, cryosphere and biosphere. Physical, chemical, and biological processes will be considered with respect to local, regional, and global levels of scale. Course topics include energy flow, biogeochemical cycles, biomes and biogeographic regions, ecological and physical zonation, the ocean-atmosphere interface, and the notion of change in earth's spheres and zones. (Summer Intensive: Year One; 3 credits)

### **EV 516      SCIENCE SEMINAR**

This course will add to students' environmental content knowledge. Students will learn science content that is seasonally appropriate; topics will include such things as fall overturn in lakes, animal and plant adaptations to winter, and other seasonal changes. The goal is that students will be able to interpret the natural world through the seasons. Students will keep a nature journal throughout the time that the course is taught. (Fall Semester: Year One; 1 credit)

**EV 520 RESEARCH METHODS**

This course reviews qualitative, quantitative, and mixed methods approaches to research in environmental education. Topics include research design, methods for data collection and analysis, and strategies for completing the final document. Note: This course is not intended to be a statistics course. Those students interested in a quantitative research design for their thesis or final project should take a graduate level statistics course as an elective. (Fall Semester: Year One; 4 credits)

**EV 525 DESIGNING ENVIRONMENTAL EDUCATION EXPERIENCES**

This course will address concepts using diverse settings for environmental education and how to develop curriculum that meets the needs of the student, agency, state and/or school. Students will design and participate in a variety of integrated environmental education learning experiences including expeditionary science, ecotourism, and field-based immersion experiences. (Fall Semester: Year One; 2 credits)

**EV 530 ENVIRONMENTAL HISTORY AND PHILOSOPHY**

This course investigates the major philosophical, ethical, and theological strands of thought that have influenced environmental thinking. The course will use the history of the environmental movement as a framework for understanding the development of environmental attitudes, perceptions, and behaviors. Students will develop and revise their own philosophy of environmental education through interaction with the readings and discussion. (Spring Semester: Year Two; 3 credits)

**EV 535 ENVIRONMENTAL COMMUNICATIONS**

Introduces communication theories as they intersect with environmental education and issues and uses critical methods to analyze these issues. The course will increase awareness of the strategies and arguments used by groups, institutions, the media, and key individuals in communicating environmental information and issues. It will also examine theories of communication in terms of public participation in environmental decision-making. Finally, the course will look at strategies that environmental interpreters have used in translating environmental information into communication formats that make it easier and more compelling for the public to understand the information. (Spring Semester: Year Two; 3 credits)

**EV 540 SURVEY OF ENVIRONMENTAL EDUCATION RESOURCES**

Students will investigate instructional resources for K-12 environmental education and then evaluate and apply them to their practice. Course will include the resources needed to complete the workshop requirement for the NC certification in environmental education. A culminating project will link resources encountered to grade level taught and individual areas of interest. *This course can be waived if the student can show evidence of a course similar to this taken prior to enrolling in the masters and/or if 7 national environmental education curriculum workshops have been completed during the last 5 years. Waived if student completed OE 220 at Montreat College.* (Spring Semester: Year One; 2 credits)

**EV 545 ENVIRONMENTAL ISSUES INVESTIGATION AND ACTION**

This course will provide knowledge, skills and opportunity to investigate and evaluate environmental issues. Students will take a leadership role in an environmental action project. Successful completion of this course will satisfy the action project requirement for the North Carolina environmental education certification. **This course can be waived if the student has completed an action project for the NCEE certification program. Student should show proof of completion.** (Summer Semester: Year Two; 1 credit)

**EV 550      THESIS PROPOSAL OR PROJECT DESIGN**

This course provides students with an opportunity to make an original contribution to the field of environmental education through a thesis or a chance for the student to develop an expert's knowledge of a particular industry segment and to build a network of professional contacts within a specific sub-field through a project. Topics may be explored via two avenues: research thesis or project. Either of these forms is acceptable and will be comparable in the amount of work required. (Spring Semester: Year Two; 1 credit)

**EV 555      ECOSYSTEMS**

Students will have the opportunity to travel and visit field study sites and public education facilities in selected biomes and life zones. Ecosystem comparisons will be developed with attention given to flora and fauna. Special emphasis will be placed on environmental education programs that educate the public on biomes and life zones. Students will travel as a group for this two-week experience. (Summer Semester: Year Two; 3 credits)

**EV 560      THESIS/PROJECT**

Students are expected to complete a thesis/non-thesis project of substantial depth that explores a specific area of environmental education and integrates the MSEE curriculum. The project is completed in close cooperation with a faculty advisor. This course is subject to repeated registration. (Summer Semester: Year Two; 3 credits)

**EV 570      NONRESIDENT THESIS/PROJECT**

This course is for non-resident graduate students who have completed all course requirements for the Masters of Science in Environmental Education, but have not completed the thesis/project. Pre-requisite: Departmental permission. (1 credit)  
Fee: \$500

**EV 581      DIRECTED STUDY (1-6)**

Directed Study for graduate students enrolled in the Master of Science in Environmental Education. Students may choose to participate in a directed study of their own choice and direction of a faculty member. Credit varies from 1 – 3, although a student can repeat for up to six hours of credit.(Any semester; 1 – 6 credits)

**FIRST YEAR GRADUATE EXPERIENCE FOR MBA/MSML****GE 510      INTRODUCTION TO GRADUATE STUDIES**

This course introduces students to graduate studies and the College's Christ-centered mission. Topics covered include the relationship between faith and learning, ethics, stewardship, self-management skills, and collaborative learning. (3 credits, 8 weeks)

**MANAGEMENT AND LEADERSHIP****ML 504 EXPLORING LEADERSHIP AND PERSONAL LEADERSHIP DEVELOPMENT**

This course explores leadership traits, styles, roles, and responsibilities of successful leaders over time from Jesus to Jack Welch. This course seeks to determine the students' individual strengths and develop their weaknesses. This course will challenge the students with case study analysis and real world application. (3 credits, 8 weeks)



**ML 505 MANAGEMENT CONSULTING SERVICE PROJECT**

This course provides an introduction to the theory and practice of management consultancy and considers both the consulting process and industry. The course is aimed at management students who undertake a management service project as a capstone learning activity for their degree program. Each student will prepare a proposal for a service project to develop and apply management and leadership skills in a real-world scenario. Demonstrated skills include project management, analysis, and relationship-building. (3 credits, 8 weeks)

**ML 510 ORGANIZATIONAL BEHAVIOR**

Drawn from the behavioral and social sciences, this course examines leadership theories and management issues. Students examine leadership behaviors, business relationships, personnel assessment, cultural diversity, organizational stresses, team and group dynamics and other organizational issues influencing management decisions. (3 credits, 8 weeks)

**ML 512 HUMAN CAPITAL MANAGEMENT**

This course explores the critical issues in human resources strategy, leading the organization's most important assets and developing and keeping people. Students will research diversity training programs, best methods for identifying and developing leaders, optimizing organizational performance and compensation programs for effectiveness. (3 credits, 8 weeks)

**ML 515 EFFECTIVE COMMUNICATION, NEGOTIATING AND CONFLICT RESOLUTION**

This course surveys the latest theories, models, research, and best practices related to effective communication, conflict resolution, and negotiation. Communication within organizations, between individuals, and to the public is explored through discussing interpersonal skills and the telecommunication mediums that are used formally and informally. (3 credits, 8 weeks)

**ML 524 ACCOUNTING AND FINANCIAL SKILLS FOR LEADERSHIP**

This course seeks to provide students with an understanding of the basic skills in Accounting and Finance necessary to the business leader. Topics include financial statements, financial statement analysis, budgeting, and time value of money. (4 credits, 8 weeks)

**ML 540 MARKETING STRATEGIES FOR MANAGERS AND LEADERS**

This course is an integrated approach to planning and implementing marketing strategies and tactics from a management perspective with an emphasis on the discipline of maintaining customer focus in highly diverse local and global markets. The course covers the review of marketing principles by which products and services are designed to meet customer needs and priced, promoted, and distributed to the end users. The course also examines the theory and application of internet marketing. (3 credits, 8 weeks)

**ML 542 STRATEGIC PLANNING**

This course is designed to integrate the functional areas of an organization, examine the external and internal environments in which they operate and provide planning skills necessary for setting a competitive strategy. The strategic plan is studied as a proactive and reactive process and students have the opportunity to conduct empirical research and develop a plan for business, non-profits or community involvement activities/events. (4 credits, 8 weeks)

**ML 585      ADVANCED ENTREPRENEURSHIP AND THE INTRAPRENEURIAL SPIRIT**

This is a capstone course designed to integrate all courses. Students will develop a business plan for a real entrepreneurial venture or design an *intrapreneurial* solution to a current leadership issue or community plan. This course prepares the student for the challenges of running a small business or being a leader in an organization or major project. Students are exposed to planning, organizing, and operating a business and incorporating the skills developed as an individual, working with others, the open organizational system and developing a competitive advantage in this final project. *Prerequisites: All other courses in MSML program.*(4 credits, 8 weeks)

## Administration and Faculty Directories

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Ph.D., University of Minnesota
- Joseph B. Kirkland (2007) ..... Counselor to the President  
B.S., University of Southern Mississippi  
M.A., Lancaster Bible College
- Alex Miller (2015) ..... Vice President for Advancement  
B.A., Mars Hill University  
M.A., Southern Baptist Theological Seminary

## Faculty Emeriti

- Lloyd Davis.....Professor Emeritus of Mathematics and Physics  
B.A., M.A., Miami University, Ohio
- Charles A. Lance.....Administrator Emeritus  
A.S., Montreat College  
B.S., Florida State University  
M.A.Ed., East Carolina State University
- John T. Newton.....Professor Emeritus of Bible and Philosophy  
B.E.E., Georgia Institute of Technology  
M.Div., Th.M., Columbia Theological Seminary  
Ph.D., Emory University
- David L. Parks.....Professor Emeritus of Bible  
B.E.E., Georgia Institute of Technology  
M.Div., D.D., Columbia Theological Seminary
- James D. Southerland.....Professor Emeritus of Art  
B.F.A., East Carolina University  
M.F.A., Pennsylvania State University
- Charles Larry Wilson.....Academic Dean Emeritus  
B.S., Springfield College  
M.S., State University of New York at Cortland  
Ph.D., Florida State University

## 2015-2016 Full Time Faculty

- Angle, Kimberly G. (2007).....Associate Professor of English, Writing Program Director  
B.A., Mercer University  
M.A., Georgia State University  
Ph.D., University of South Carolina
- Auman, Kevin C. (2008) .....Assistant Professor of Music  
B.A., Montreat College  
M.A., University of North Carolina at Greensboro
- Blanton, P. Gregory (1997) .....Professor of Human Services  
B.S., Evangel College  
M.Ed., Converse College  
M.Ed., Clemson University  
Ed.D. East Texas State University
- Brandenburg, Benjamin B. (2014) .....Assistant Professor of History  
B.A., Northwestern College  
Ph.D. candidate, Temple University
- Connelly, Patrick L. (2007) .....Associate Professor of History  
B.A., University of South Carolina  
M.Div., Reformed Theological Seminary  
M.A., Ph.D., Emory University
- Daniel, R. Bradley (1984) .....Professor of Biology/ES/OE  
B.A., M.A., Appalachian State University  
M.S., Northern Illinois University  
Ph.D., Antioch University
- Dukas, Stephen P. (2009) .....Associate Professor of Accounting/Finance  
B.S., Florida State University  
Ph. D., Florida State University
- Faircloth, W. Bradley (2011) .....Assistant Professor of Psychology  
B.A., M.A., Ph.D., University of Notre Dame
- Forstchen, William R. (1993) .....Professor of History, Faculty Fellow  
B.A., Rider College  
M.A., Ph.D., Purdue University
- Gray, Richardson K. (1975) .....Professor of English  
B.A., Malone College  
M.A., Ph.D., Ohio University
- Howell, Cynthia M. (2005) .....Associate Professor of English  
B.A., Baylor University  
M.A., Vanderbilt University  
Ph.D., University of Kentucky
- Joyce, Brian J. (1996) .....Professor of Biology/ES  
B.S., M.S., Ph.D., Pennsylvania State University
- Kalisch, Kenneth R. (2008) .....Associate Professor of Outdoor Education  
B.S., University of Nebraska at Omaha  
M.S., Minnesota State University
- Kamer, M. Shane (2014) .....Assistant Professor of Exercise Science  
B.S., Shawnee State University  
B.S., D.C., Logan University

- King, Don W. (1974) ..... Professor of English  
 B.A., Virginia Polytechnic Institute  
 M.A., Southern Illinois University  
 Ph.D., University of North Carolina at Greensboro
- King, Nathan (2013) ..... Information Technology Services Librarian  
 B.A., Montreat College  
 M.L.S., North Carolina Central University
- Kiteki, Bellah (2014) ..... Assistant Professor of Counseling  
 B.E., Moi, University of Kenya  
 M.A., Bowling Green State University  
 M.A., University of Nairobi Kenya  
 Ph.D., University of North Carolina at Greensboro
- Konarski-Fusetti, Monica (2001) ..... Instructor of English  
 B.A., M.A., East Carolina University
- Lassiter, Mark T. (1992) ..... Professor of Biology/ES  
 B.S., M.A., College of William and Mary  
 Ph.D., North Carolina State University
- Martin, Martha (2006) ..... Assistant Professor/Public Services Librarian  
 B.A., University of North Dakota  
 M.L.I.S., University of North Carolina Greensboro
- Mullert, Mark B. (2014) ..... Assistant Professor of Outdoor Education  
 B.S., Houghton College  
 M.S., State University of New York at Cortland
- Neill, Jason (2014) ..... Assistant Professor of Counseling  
 B.S., Gardner-Webb University  
 M.A., Dallas Theological Seminary  
 Ph.D., University of South Carolina
- Owen, Paul L. (2001) ..... Professor of Biblical and Religious Studies  
 B.A., Life Pacific College  
 M.A., Talbot School of Theology, Biola University  
 Ph.D., University of Edinburgh
- Owolabi, Isaac B. (1994) ..... Professor of Business  
 B.S., M.S., University of Wisconsin  
 Ph.D., University of Minnesota
- Oxenreider, Tom (2008) ..... Instructor of Interdisciplinary Studies  
 B.A., University of Pittsburgh at Johnstown  
 M.B.A., Wheeling Jesuit College
- Pearson, Elizabeth R. (1978) ..... Professor/Director of the Library  
 B.S., University of North Carolina at Greensboro  
 M.S.L.S., University of North Carolina at Chapel Hill
- Powell, John N. (2005) ..... Associate Professor of Business  
 B.A., Mars Hill College  
 M.B.A., Western Carolina University  
 D.B.A., Argosy University
- Scarboro, Barbara (2013) ..... Assistant Professor of Counseling/CMHC Program Director  
 B.S., East Carolina University  
 M.S., Southern Illinois University  
 M.A., Appalachian State University  
 Ph.D., University of North Carolina at Charlotte

- Shepson, Donald R. (2015) .....Associate Professor of Bible and Religion  
 B.A., Wheaton College  
 M.Div., Gordon Conwell Theological Seminary  
 Ph.D., Talbot School of Theology, Biola University
- Shuman, Dorothea K. (1996) Professor of OE/Environmental Studies  
 B.S.Ed., State University College at Cortland  
 M.S., Pennsylvania State University  
 Ph.D., University of Idaho
- Smith, Benjamin S. (2014) .....Assistant Professor of Music Business  
 B.A., B.S., Florida State University  
 M.M., University of Miami  
 J.D., University of Memphis
- Taylor, David L. (2013) .....Dean of Spiritual Formation  
 B.A., King College  
 M.Div., Columbia Theological Seminary/University of Glasgow, Scotland  
 M.Th., Princeton Theological Seminary  
 D.Min. Talbot School of Theology
- Teo, Jeff Y. (2004) .....Professor of Cybersecurity  
 B.S., M.S., Western New England College  
 Ed.S., Ph.D., Nova Southeastern University  
 CISSP, CEH, Security+, Network+ and A+
- Webb, George R. Jr. (2015) .....Instructor of Mathematics  
 B.A., University of North Carolina, Asheville  
 M.A., Western Carolina University
- Wells, Mark A.(2006) .....Professor of Ethics/Philosophy  
 B.A., Friends University  
 M.A., Fuller Theological Seminary  
 Ph.D., Baylor University
- White-Hinman, Callan (2007) .....Professor of Theatre Arts  
 B.A., DeSales University  
 M.F.A., California State University, Long Beach
- Wilds, Timothy (2009) .....Assistant Professor of Music  
 B.M., Covent College  
 M.M., Westminster Choir College

## **2015-2016 Part-Time Pro Rata Faculty**

- Hernandez, Horacio A. (2004).....Associate Professor of Spanish  
 B.A., Universito Autonoma de Santo Domingo  
 M.A., Ph.D., University of New York at Albany
- Southerland, James D. (1987) .....Artist in Residence, Professor Emeritus of Art  
 B.F.A., East Carolina University  
 M.F.A., Pennsylvania State University
- Stackhouse, Eunice W. (1996) .....Professor of Music  
 B.M.E., Grace College  
 M.M., Indiana University School of Music  
 D.M.A., University of Kansas



## 2015-2016 Adjunct Faculty

### School of Professional and Adult Studies

- Adams, Nolan (Scott) Business, Computer  
B.A., Montreat College  
M.B.A., Baker College  
Ph.D., Capella University
- Ave'Lallemant, Timothy Mathematics  
B.A., University of Wisconsin  
M.S., Institute of Paper Chemistry  
M.S., University of Akron
- Avery, Courtney Business  
B.A., North Carolina Wesleyan  
MBA, DeVry University  
M.S., DeVry University
- Bailey, Connie Business  
B.S., Pfeiffer University  
M.S., Pfeiffer University
- Bannister, John Business  
B.S., Strayer University  
M.B.A., University of Phoenix
- Barron, Sue English  
B.A., Mars Hill College  
M.A., Western Carolina University
- Bayode, Bola Business  
B.S., Ogun State University  
M.B.A., Strayer University  
Ph.D., Walden University
- Blue, Lucinda Business  
B.A., Johnson C. Smith University  
MBA, Winthrop University  
Ph.D., The Union Institute
- Boer, Robert Music  
B.C.S., Redeemer College  
M.M., Drake University  
D.M.A., University of Iowa
- Boyce, Jeff Business  
B.S., Michigan Technological University  
M.B.A., Ashland University  
Ph.D., Capella University
- Brandon, Paul Business  
B.S., California Institute of Technology  
M.A., Harvard University  
Ph.D., Harvard University
- Busby, Walter (Buzz) Business Law  
B.S., Louisiana State University  
J.D. Law, Louisiana State University
- Canfora, Jennifer Counseling  
B.S., UNC-Greensboro  
M.A., Webster University  
Ph.D., Capella University
- Carlin, Eve Business Law  
B.A., St. Clairs College  
M.A., Marist College  
J.D. Law, Hofstra University
- Cellamare, Alan Business  
B.A., University of South Florida  
M.B.A., Seattle University  
M.Div., Gordon Conwell  
D.Min., Gordon Conwell
- Chabra, Nicolas Business  
B.A., Farleigh Dickinson University  
J.D., George Mason University
- Chuprevich, Robert Bible, Business  
B.S., Bryant College  
M.S., Western Carolina University  
D.Min., Erskine Theological Seminary
- Clark, Matthew Mathematics  
B.A., Clemson University  
M.S., Columbia University  
Ph.D., North Carolina State University
- Corbitt, Chris Science  
B.A., North Carolina State University  
M.S., East Carolina University
- Corbitt, Lisa Science  
B.S., North Carolina State University  
M.S., East Carolina University
- Davis, Gary Business  
B.S., University of North Carolina  
M.A., Western Carolina University  
M.S., Western Carolina University  
Ph.D., North Carolina State University
- Dollar, Julie Counseling  
B.S., Lenoir Rhyne University  
M.A., Lenoir Rhyne University
- Edwards, Miriam Spanish  
B.A., Clemson University  
M.A., Winthrop University
- Farr, Larry Music  
B.A., Illinois Wesleyan University  
M.Ed., University of Illinois

Felts, Bennie Business  
 B.A., North Carolina Central University  
 M.A., Elon College  
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Fitzpatrick, Troy Business  
 B.S., Troy University  
 M.S., Montreat College

Ford, Allison Counseling  
 B.A., Mary Washington College  
 M.E., University of Virginia  
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 B.A., Pfeiffer University  
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Gentry, Elizabeth Accounting  
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 B.B.A., Montreat College  
 M.B.A., Montreat College

Gorman, Kevin Business  
 B.S., University of Massachusetts  
 M.B.A., California State University  
 Ph.D., Texas A & M University

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 B.A., Le Moyne College  
 M.S., Syracuse University  
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Gray, Wilma Social Work  
 B.A., Malone College  
 M.S.W., University of North Carolina,  
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 M.S., Walden University  
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 B.B.A., Montreat College  
 M.B.A., Montreat College

Hall, Robert History  
 B.A., Greenville College  
 M.Ed., Florida-Atlantic University  
 M.A., University of North Carolina

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 B.A., East Carolina University  
 M.A., Argosy University  
 Ed.D., Rutgers University

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 M.A., Montclair State University  
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 M.A., Western Carolina University

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 M.Div., Southern Baptist Theological Seminary  
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 D.C., Logan College of Chiropractic

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 B.B.A., Montreat College  
 M.B.A., Montreat College

Lutz, Janet (2013) Counseling  
 B.A., Hood College  
 M.S., Wake Forest University  
 Ph.D., University of Florida

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 M.A., Western Carolina University

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 B.A., Kent State University  
 M.S., Northwestern University

McLaughlin, Shirley Business  
 B.A., University of North Carolina, Greensboro  
 M.S., Rollins College  
 Ph.D., Nova Southeastern University

McMiller, Beniah Business  
 B.S., Johnson C. Smith University  
 M.S., Colorado Technical University  
 M.S., University of Phoenix

McMiller, Tai Psychology  
 B.A., University of South Carolina  
 M.A., Webster University

Mead, Danielle Counseling  
 B.S., Georgia State University  
 M.A., Webster University

Morgan, Adam English  
 B.A., Furman University  
 M.A., Roosevelt University

Mosely, Jackie Business  
 B.S., Winthrop University  
 M.B.A., Winthrop University

Murray, Peter Business  
 B.A., University of Notre Dame  
 M.B.A., University of Pennsylvania,  
 Wharton School

Mullins, Melissa Counseling  
 B.A., Allen University  
 M.A., Webster University  
 Ph.D., Argosy University

Njoku, Matthew Business  
 B.S., State University of New York,  
 Binghamton  
 M.B.A., State University of New York,  
 Binghamton

Paul, Eileen Business  
 B.A., College of Mt. Saint Vincent  
 M.B.A., University of Wisconsin, Milwaukee

Peters, Cindy Psychology  
 B.A., Miami University  
 M.A., Kent State University  
 Ph.D., Southern Illinois University

Peters, Debra Psychology  
 B.S., East Tennessee State University  
 M.A., East Tennessee State University  
 Ph.D., University of Southern Mississippi

Pouler, Chris Science  
 B.S., University of Maryland  
 M.A., Catholic University  
 Ph.D., University of Maryland

Priddy, Carroll Sue Business  
 B.A., Mars Hill College  
 M.S., Western Carolina University

Rajagopal, Sanjay Business  
 B.A., University of Delhi  
 MBA, Western Carolina University  
 M.A., Jawaharlal Nehru University  
 Ph.D., Mississippi State University

Sams, Jeanette Business  
 B.A., Montreat College  
 M.A., Western Carolina University

Sanders, Laurie Business  
 B.A., California State University  
 M.B.A., City University of London, England

Sheets, Don Psychology & Science  
 B.S., North Carolina State University  
 M.S., Central Michigan University  
 Ph.D., LaSalle University

Sherrill, Debra Business  
 B.S., University of North Carolina  
 M.B.A., Wingate University  
 Ph.D., Capella University

Simmons, I-Eesha Human Resources  
 B.A., UNC-Charlotte  
 M.S., Pfeiffer University  
 J.D., Massachusetts School of Law

Soirez, Rhonda Counseling  
 B.S., Liberty University  
 M.A., Liberty University

Spicuzza, Robert Science, Math  
 B.S., Worcester Polytechnic Institute  
 M.S., University of Connecticut  
 Ph.D., University of Connecticut

Streppa, Michael Psychology  
 B.A., Dickinson College  
 M.A., Georgia School of Professional  
 Psychology  
 Ph.D., Georgia School of Professional  
 Psychology

Summers, LaTonya Counseling  
 B.S., Appalachian State University  
 M.A., Appalachian State University

Szelwach, Celia Business  
 B.S., United States Military Academy  
 M.B.A., Argosy University  
 Ph.D., Argosy University

Taylor, Diana Psychology  
 B.A., University of North Carolina, Greensboro  
 M.S., Winthrop University  
 Ph.D., Regent University

Tonini, Edward Bible and Religion  
 B.A., University of Western Ontario  
 M.Div., University of Western Ontario

Vining, Chip Psychology  
 B.S., University of Florida  
 M.A., Reformed Theological Seminary

Wallace, Tom Business  
 B.S., Gardner-Webb University  
 M.B.A., Montreat College

Walton, Steven Music  
 B.A., University of Houston  
 M.M., The Julliard School

Webb, Kirk Counseling  
 B.A., Wake Forest University  
 M.A., Colorado Christian University  
 M.A., Princeton Theological Seminary  
 Ph.D., Seattle Pacific University

Wencel, Mark Business  
 B.S., University of Pittsburgh  
 M.A., University of Pittsburgh

Whetstone, Kimarie Computer Science  
 B.S., University of North Carolina, Charlotte  
 M.Ed., University of North Carolina, Charlotte

Whisnant, Jason Counseling  
 B.S., Gardner Webb University  
 Ed.S., Gardner Webb University

Zukowski, Joanne Business  
 B.S., University of Missouri  
 M.Ed., University of Missouri  
 Ed.D., Nova Southeastern University

# Administrative and Professional Staff

## School of Arts and Sciences

Scott Adams	Director of Security
Meghan Austin	Head Women's Basketball Coach
Emily Beeson	Athletic Trainer
Brenton Benware	Head Men's Soccer Coach
Keri Boer	Director of Records & Registration
Carly Braendel	Manager of Campus Bookstore and Document Center
Michael Bruce	Assistant Men's Soccer Coach
Adam Caress	Assistant Director of Communications
Annie Carlson	Executive Director of Advancement
Sandra Chamberlain	Assistant to the VP for Academic Affairs & Dean of the College
Martha Chastain	Assistant Director of Auxillary Services
Jessica Clements	Administrative Assistant for Online
Sara Cole	Interim Director of Student Accounts
Hope Deifell	Executive Assistant to the President
Katharyn Ferguson	Assistant Women's Lacrosse Coach
Adora Fitzpatrick	Help Desk Administrator
Johnathan Floyd	Admissions Counselor
Kelly Floyd	Admissions Data Coordinator
Becky Frawley	Associate Dean of Academics and Institutional Effectiveness
Jill Gable	Director of Financial Aid
Patti Guffey	Controller
Paul Hawkinson	Director of Technology
Raymond Henderson	Assistant Men's Basketball Coach
Bethany Holder	Admissions Event Coordinator
Jeremy Hurse	Financial Aid Counselor
Kristina Kamer	Head Volleyball Coach
Mickie Kelly	Payroll and Benefits Manager
Nathan King	Information Technology Service Librarian
Jenneffer Kohler	Assistant Softball Coach
Mike Landis	Systems Administrator
Jessica Langston	Sr. Asst. Dir. of Records & Registration for SAS and Advising
José Larios	Athletic Director
Heather Maston	Head Softball Coach
Will McMinn	Director of Lacrosse, Head Men's Lacrosse Coach
Grace Miller	Nurse
Inés Mueller	Publications Assistant
Courtney Nash	Head Women's Soccer Coach
Sandra Owen	Administrative Assistant to the VP of Student Services
Elena Pashina	Senior Admissions Specialist
Mandi Pike	Senior Admissions Specialist
Teresa Price	Director of Auxiliary Services
John Rogers	Director of the Team and Leadership Center
Rebecca Shaw	Library Services Manager
Denise Smith	Special Assistant to the President
Ryan Smith	Assistant Baseball Coach

Tanner Stancil	Director of Tennis
John Sullivan	Golf Coach
William Tatge	Assistant Volleyball Coach
David Taylor	Chaplain
Becky Vanderzee	Director of Student Engagement & McGregor RD
Lyndsey Wall	Assistant Dean for Residence Life & Anderson RD
Dave Walters	Director of Alumni, Parent, and Church Relations
Ryan Watkins	Director of Service and Davis RD
Shaana Warren	Assistant to the President
Audrey Weaver	Accounts Payable Specialist
Holleigh Woodward	Director of Counseling Services
Arla Yeatman	Director of Advancement Services
Joshua Yeatman	Information Systems Support Specialist
(vacant)	Assistant Dean for Student Life & Howerton RD
(vacant)	Assistant Women's Soccer Coach
(vacant)	Head Men's Basketball Coach

## School of Professional and Adult Studies

Keri Boer	Director of Records & Registration
Priscilla Dreisbach	Director of Curriculum Services
Jill Gable	Director of Financial Aid
Cindy Kirkland	Assistant Director of Extended Education for Academic Advising
Margót Payne	Associate Director of Records & Registration
Julia Pacilli	Executive Director of the School of Professional & Adult Studies
Alecia Rhinehart	Assistant Director of Financial Aid
Carolyn Sanders	Director of Faculty Services
Craig Thompson	Director of Enrollment and Outreach
Misty Varnell	Records Specialist

## Asheville Campus

Betty Butler	Faculty Services Administrative Assistant
Tracey Gruver	Office Manager of the School of Professional and Adult Studies
Cassandra Moore	Online Coordinator/Veterans Outreach
Jonathan McDonald	Academic Advisor
Jason Neill, Ph.D.	Full time Faculty/CMHC
Lyndsey Parham	Admissions Specialist
(vacant)	Admissions Specialist
(vacant)	Campus Coordinator

## Charlotte Campus

Latwoia Abbott	Academic Advisor
Mary Banks	Admissions Specialist
Nicole Callahan	Student Accounts Manager
John Duncan	Admissions Specialist
Glenda Gibson	Academic Advisor
Monica Konarski-Fusetti	Full time Faculty/English
Roderick Lorenzen	Campus Coordinator
Barbara Scarboro, Ph.D.	CMHC Program Director
Joanne Zukowski, Ph.D.	Faculty Services Coordinator

## Extended Campuses

Ethel Kelly Campus	Advisor – NCWC
Bellah Kiteki, Ph.D.	Full time Faculty/CMHC – NCWC
Patricia Thompson	Community College Liaison – Morganton

# Index

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