



# MONTREAT COLLEGE

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SCHOOL OF PROFESSIONAL AND ADULT STUDIES

2003-2004

Catalog & Student Handbook

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*This Catalog and Student Handbook is a description and official register of Montreat College's School of Professional and Adult Studies and should be considered a working agreement between a student and the college. A student is responsible for being fully aware of and fulfilling all regulations and conditions contained or referred to herein or as such regulations and conditions may hereafter be amended by the college if and when it deems necessary. Plans of study, course titles, fees, expenses, and other matters described herein are subject to change at the discretion of the college.*

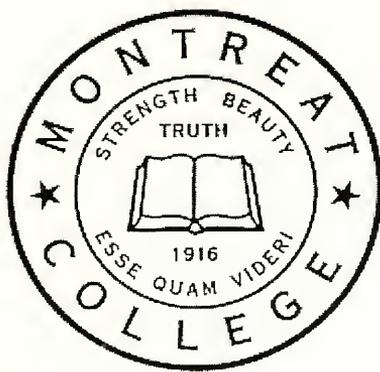
*Note: Course and degree offerings may differ by site.*

*Keep this Catalog and Student Handbook for the duration of the program. Students are responsible for the Catalog and Student Handbook requirements in effect when they begin the program.*

*Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrative programs. It does not discriminate in admission or access to its programs and activities on the basis of handicap as defined by Section 504 of the Rehabilitation Act of 1973.*

# TABLE OF CONTENTS

The College.....	1
Introduction to Montreat College.....	3
Adult Education.....	6
Admission.....	7
Financial Information.....	16
Student Account Policies.....	18
Financial Aid.....	20
Academic Policies.....	25
Academic Programs.....	40
Degree Requirements.....	46
Course Descriptions.....	50
General Student Information.....	60
Administration and Faculty.....	63
Index.....	74





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# THE COLLEGE

Montreat College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Southern Lane, Decatur, Georgia 30033-4097; (404) 679-4501] to award the associate's, bachelor's, and master's degrees.

## MISSION

Montreat College is a Christian liberal arts educational institution committed to the integration of faith and learning. Through our focus on faith, we seek to glorify Jesus Christ, to reflect His image, to serve His Church, and to encourage faith development in students. Through our focus on learning, we seek to educate the mind and challenge the spirit to discern truth, to communicate effectively, and to become agents of renewal and reconciliation in the world. Through faith and learning, we seek to encourage students to discover the call of God in every sphere of life.

## FOUNDATIONS

We believe humanity is God's creation in His own image, and therefore, persons are thinking, rational, 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 persons 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, is 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 Jesus 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 explores the significance of this in the various academic disciplines. We are committed to a thorough exploration of and

complementary relationship between biblical truth and academic inquiry and 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 college's education objectives include the following:

That students will

1. develop an informed, biblical worldview which includes,
  - 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; and
  - an understanding of the past and its interconnectedness with present and future;
2. demonstrate effective written and oral communication skills;
3. demonstrate critical thinking and problem-solving skills;
4. demonstrate essential computer information system skills;
5. demonstrate competency in their academic major;
6. develop interpersonal and team skills and an understanding and appreciation of their personal strengths and weaknesses; and
7. become reflective and responsible citizens, effective leaders, and committed laity.

## **VISION**

Montreat College aspires to be a Christian college of such character that we are known regionally, nationally, and internationally for the quality and value of our educational programs. We seek to be a leading, serving institution through developing students who will become servant-leaders in society. We would be a first choice provider of Christian higher education, an inspiration to our students, servant to our communities, and a blessing to the whole church.

## **AFFILIATION**

Montreat College is affiliated with the Presbyterian Church (U.S.A.) and has a covenant relationship with the Presbyteries of Western Carolina and East Tennessee, and with the Synod of the Mid-Atlantic. We are a member institution of the Council for Christian Colleges and Universities.

# INTRODUCTION TO MONTREAT COLLEGE

At Montreat College, a student's experience is enhanced by an education of value, grounded in a strong liberal arts and business core, taught by outstanding Christian faculty, and prized by today's employers and graduate schools. Students benefit from programs that prove 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 a new way.

Montreat College enrollment is rapidly growing. Total enrollment is approximately 1000 with approximately 400 in the School of Arts and Sciences approximately 600 in the School of Professional and Adult Studies off-campus program. Montreat College welcomes students of many denominations and cultural backgrounds, including students from other countries. The student body typically represents approximately thirty states and ten other countries.

Montreat College's School of Professional and Adult Studies (SPAS) is designed especially for the adult learner who has completed no prior college work or who has completed some college work but desires to finish a degree in an accelerated program by attending class one night per week and meeting with a study group another night per week. SPAS offers Associate in Science, Bachelor of Business Administration, and Master of Business Administration degrees.

Classes are held in Asheville, Charlotte, Cherokee, Concord, and various other North Carolina locations. Campus extension facilities are located in Charlotte and Asheville.

## COLLEGE HISTORY

In 1913, the Board of Directors of the Mountain Retreat Association authorized the President, Dr. R. C. Anderson, to offer the use of the Montreat grounds and buildings to the General Assembly of the Presbyterian Church in the United States to be used for school purposes; 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 met in Montreat on May 2, 1916 and elected Dr. Robert F. Campbell of Asheville, North Carolina, chairman; Mr. W. T. Thompson Jr. of Knoxville, Tennessee, secretary; and Ruling Elder T. S. Morrison of Asheville, North Carolina, treasurer. The Montreat Normal School, a four-year preparatory and two-year college combination for "young women of moderate means," opened its first session in October 1916 with eight students.

Montreat Normal School was made a junior college in 1933 and renamed Montreat College. From 1945 to 1959 it was a four-year college for women. In 1959 it became a co-educational junior college, and the name was changed to Montreat-Anderson College in grateful recognition of Dr. and Mrs. R. C. Anderson, its chief benefactors throughout its history.

In the fall of 1985, Montreat-Anderson College, while maintaining the associate's degrees, added a Bachelor of Arts program. In 1988 the Bachelor of Science degree was added. The college's School of Professional and Adult Studies was launched and began offering a Bachelor of Business Administration in the fall of 1994 and a Master of Business Administration in the fall of 1996. The college's Charlotte campus was officially opened on September 11, 1995 and the Asheville campus held its grand opening on October 8, 1996. Also in the fall of 1996, the college began offering the Bachelor of Music degree in the arts and sciences program.

In the fall of 1995, the name of Montreat-Anderson College was changed back to Montreat College to appropriately reflect the baccalaureate status of the college.

The presidents of the college have been Robert C. Anderson, 1916-1947; J. Rupert McGregor, 1947-1957; C. Grier Davis, 1959-1972; Silas M. Vaughn, 1972-1991; William W. Hurt, 1991-2002; and John S. Lindberg, 2002-2003.

## **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, North Carolina, and two miles from Interstate 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 Charlotte, NC campus is located off Tyvola Drive near the Charlotte Douglas International Airport. The Charlotte Coliseum is within sight of the modern campus at 4135 South Stream Boulevard. The Asheville, NC campus is located in a growing section of the city near the Biltmore Square Mall off I-26 at 318 Ridgely Court in the Ridgely Business Center. 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 and Asheville, the School of Professional and Adult Studies holds classes in various other North Carolina locations, such as Cherokee and Concord.

## **COLLEGE MEMBERSHIPS**

American Association of College Registrars and Admissions Officers (AACRAO)

Christian Adult Higher Education Association (CAHEA)

Consortium for the Advancement of Adult Higher Education (CAAHE)

Council for Christian Colleges and Universities (CCCU)

Council of Independent Colleges (CIC)

National Association of Independent Colleges and Universities

North Carolina Independent Colleges and Universities

Southern Association of Colleges and Schools (SACS)

The Adult Higher Education Alliance (Alliance)

# ADULT EDUCATION

## MISSION

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.

## VISION

The School of Professional and Adult Studies, being faithful to the Christian character of the college, seeks to provide Christ-centered education to adult learners. It seeks to be the chosen provider of programs of extraordinary quality, innovation, and value to meet the needs of students in a diverse and rapidly changing workplace.

## INTRODUCTION

Programs in the School of Professional and Adult Studies are designed to meet the educational needs of working adults. The program allows adults who want to advance their career opportunities a way to further their education through the Associate in Science degree, Bachelor of Business Administration degree, and Master of Business Administration degree. The programs are delivered in a nontraditional, accelerated format specifically designed for working adults who have work experience.

Faculty members, who are credentialed, working professionals, are carefully selected in order to provide appropriate instruction that integrates theory with practical business experience and Christian principles. Classes meet once a week for four-hour sessions of interactive instruction. Also, students are required to meet once a week in study groups to complete the week's activities for class, including presentations, homework, research, and papers. Courses are offered sequentially. Students stay with their cohort groups throughout the program and build teamwork skills needed for today's workforce.

The undergraduate degrees offer working adult students who already have 60 or more hours of college credit an opportunity to complete their core business courses in approximately 22 months. Other general elective and/or general education courses may also be necessary to complete degree requirements. For undergraduate students who do not have 60 semester hours to begin the core business courses, SPAS offers the Associate in Science degree as well as general elective courses in the PLUS program.

The graduate program, the Master of Business Administration, is offered for adults who want to earn advanced marketable credentials for the modern business environment.

# ADMISSION

## ADMISSION REQUIREMENTS: ASSOCIATE IN SCIENCE DEGREE

To qualify for admission into the Associate in Science degree program, the following conditions must be satisfied:

1. An applicant must submit the following credentials:
  - A. Official transcript of all college courses taken.
    - a. Official high school transcript showing proof of high school graduation or official G.E.D. Certification if a student transfers less than 24 credit hours.
    - b. CLEP/DANTES examinations and noncollegiate military training as verified by the American Council on Education (ACE) are eligible to be considered for transfer credit up to a maximum of 15 semester hours.
  - B. Two letters of recommendation from persons qualified to judge the applicant's professional expertise, character, and capacity for college-level study. Note that one recommendation must be from a supervisor.
  - C. Students who have no transferable college credits must submit a letter along with their application materials stating why they wish to pursue a degree at Montreat College and outlining the skills and experience they feel they would bring to the program.
2. A minimum age of 21 and three years of post-high school work experience in a field appropriate for continuation into the BBA upon completion of the Associate in Science degree.
3. An openness to the college's mission of the integration of Christian faith and learning.
4. An overall grade point average of 2.0 or higher in previous college work attempted.
5. An applicant whose first language is not English must demonstrate the ability to read, write, and understand English and submit evidence of proficiency in English by earning a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL) or 173 on the computer-based test.

Grade progress will be monitored. A student with 0-14 credit hours coming into the program must earn at least a 2.0 ("C") in each of the first three courses of the program in order to continue. Any student who does not meet this minimum grade point average will be administratively withdrawn from the program.

*Individual consideration may be given to applicants who may 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 on the application.*

## ADMISSION REQUIREMENTS: BACHELOR OF BUSINESS ADMINISTRATION

To qualify for admission into the Bachelor of Business Administration core, the following conditions must be satisfied:

1. A minimum of 60 semester hours of transferable credit earned from a regionally accredited college or university. Only grades of "C" or above (2.0 on a 4.0 scale) are eligible for transfer consideration. CLEP/DANTES examinations and noncollegiate military training as verified by the American Council on Education (ACE) are also eligible to be considered for transfer credit, up to 30 semester hours.
2. An overall grade point average of 2.0 in previous college work attempted.
3. A minimum age of 23 and at least two years of relevant work experience.
4. Two letters of recommendation from persons qualified to judge the applicant's professional expertise, character, and capacity for college-level study. One recommendation must be from a supervisor.
5. An openness to the college's mission of integration of Christian faith and learning.
6. All applicants whose first language is not English must earn a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL), or 173 on the computer-based test.
7. Applicants may transfer a maximum of six semester hours (or two courses) into the business core curriculum. To be considered transferable into the core, the course must be at the same level and duplicate the content of the Montreat College course, have an earned grade of "C" or better, and be from a regionally accredited college. When needed, it is the responsibility of the student to provide proof that a course is the equivalent of a Montreat College course.
8. In order to evaluate competency in writing and grammar skills, all students are required to take and pass an English diagnostic test prior to or during enrollment in GE 322 Orientation for Adult Program Success before proceeding with the next courses in the BBA curriculum. Students who have completed EN 111 at Montreat College should have already taken and passed the English diagnostic test. Students who have received credit for an equivalent course taken elsewhere are required to take and pass the diagnostic test. Those who fail the test are required to audit EN 111 at Montreat College, as well as retake and pass the diagnostic test.

*Individual consideration will be given to applicants who may 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 on the application.*

Note: Students must complete at least 50 percent of the general education requirements before entering the bachelor's program.

## ADMISSION REQUIREMENTS: MASTER OF BUSINESS ADMINISTRATION

To qualify for admission into the Master of Business Administration core, the following conditions must be satisfied:

1. Baccalaureate degree from a regionally accredited college or university.
2. Three years of relevant business experience.
3. Leadership/management potential and commitment to graduate education in a Christ-centered college.
4. Two letters of recommendation.
5. Up to six semester hours of graduate course work may be transferred into the MBA core. All transfer credit must have been earned at a regionally accredited graduate program, must be at the same level and duplicate the content of the Montreat College MBA course, and must have an earned grade of "B" or above. It is the responsibility of the student to provide any needed documentation (i.e., course descriptions, syllabus) to determine course equivalency.
6. Undergraduate business prerequisites **must be fulfilled before the MBA courses**. Individuals holding the Bachelor of Science in Business Administration or the Bachelor of Business Administration will have already completed all the necessary undergraduate prerequisites. Candidates for the MBA degree who possess undergraduate degrees in areas outside business will be required to take a prescribed number of prerequisite undergraduate business courses to include the following:

College-level course in data analysis or statistics

BS 362 Financial and Managerial Accounting\* 4 semester hours

BS 422 Issues in Corporate Finance\* 3 semester hours

BS 351 Economics: Theory, Concepts, and 3 semester hours

Issues of Micro and Macro\*

*\*These prerequisites for the MBA program are offered through the School of Professional and Adult Studies in an accelerated evening format.*

7. Applicants are eligible for admission if they meet the following standard:

$GPA^* \times 200 + GMAT = \text{minimum of } 950$

*\*GPA used in calculation is the cumulative GPA earned in the last 60 hours of the bachelor's degree (must be at least 2.0).*

8. All students whose first language is not English must earn a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL) or 173 on the computer-based test.

## TRANSFER CREDIT

Students for whom it applies will receive an evaluation of their transfer credit. This evaluation is a summary of the number of semester hours accepted in transfer from all regionally accredited colleges and universities as well as credit awarded for proficiency examinations (CLEP/DANTES) that the student has previously completed. Veterans who submit an official copy of the DD 214 at the time of application will also receive an evaluation of their military training. The form will list the number of incoming semester hours received and the number of semester hours required (126 minimum for the BBA degree and 62 minimum for the associate's degree) for graduation, as well as outline any deficiencies. The student will receive this form after all transcripts have been received and evaluated in the Office of Student Services. Students in the BBA program will accumulate 50 semester hours in the BBA core curriculum. Students transferring 60 semester hours to Montreat College to begin the BBA core program will need an additional 16 hours (including the fulfillment of all general education requirements) to accumulate the required 126 hours to graduate with a BBA degree.

## CONDITIONS OF ACCEPTANCE OF TRANSFER CREDIT

1. Only work from a regionally accredited school with a grade of "C" or better (2.0 on a 4.0 scale) will be accepted in transfer. Courses that do not apply to a student's degree program will not be accepted.
2. Credits from regionally accredited institutions will be considered for courses for which Montreat College offers no equivalent course, provided that the transferred course is considered within the general framework of the SPAS curriculum. Only courses that are academic in nature and purpose will be accepted in transfer. Vocational training courses, such as air conditioning repair, electrical circuitry, welding, and keypunch are not accepted. Some vocational courses that are academic in content, like a course in anatomy and physiology, may be considered up to 30 semester hours.
3. Transfer students who have earned the Associate in Arts or Associate in Science degree and who meet the minimum requirements for admission to Montreat College will receive transfer credit for all eligible courses taken from those colleges listed under "Articulation Agreements," subject to normal transfer credit policy. No more than 66 semester hours may be transferred from a two-year school.
4. Courses will be transferred as pass hours ("P") and will be considered as earned credit but will not affect the grade point average or graduation honors.
5. A student who wishes to enroll in courses offered by another institution must complete the required form and receive approval to do so from the registrar. Failure to follow this procedure may result in denial of transfer credit for these courses.
6. Students may transfer a maximum of six hours into the BBA core curriculum, if the courses are identical junior- or senior-level courses previously taken at a four-year accredited institution. The transfer of courses into the BBA core must be approved by the registrar and must be finalized prior to admission into the

**BBA program.** If students transfer a course into the BBA core, they must withdraw from the corresponding SPAS course. Note that withdrawing from a course will affect financial aid.

## ASSESSMENT OF DOCUMENTED LEARNING

Many life experiences have a value equivalent to college-level learning. Montreat College is among the more than 600 colleges and universities involved in assessing experiential learning for academic credit toward an undergraduate degree. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for documented and experiential learning, has led the way in developing and implementing assessment techniques and guidelines. Montreat College uses the CAEL guidelines for awarding any credit for documented learning gained through an individual's life experiences.

## CORRESPONDENCE AND ONLINE COURSES

Eligible courses taken via correspondence through a regionally accredited institution can be applied to a student's degree program. The course(s) cannot be duplication of course work already taken. Course work must be approved by the registrar. Upon successful completion of the course(s), official transcripts from the institution must be received by the Registrar's Office for credit to be awarded.

## CREDIT BY EXAMINATION

Adult learners may participate in a variety of credit by examination programs in order to earn credit toward the associate's or bachelor's degree. Credit will be transferred as pass/fail. No credit will be granted for any course in which the student failed to meet the course requirements. 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.

1. College Level Examination Program (CLEP)  
This credit by examination program uses CLEP subject area examinations. Students who earn a score equal to a grade of "C" or above may apply such credit toward their degree program.
2. Defense Activity for Nontraditional Education Support (DANTES)  
This credit by examination service was established in 1974 and administers Subject Standardized Tests (SST) to military service and civilian personnel. Guidelines developed by the American Council on Education (ACE) for the awarding of these credits are followed.

Students who are interested in DANTES exams should contact an academic adviser in Asheville. The institution from which the test is taken will assess a fee for test administration and the purchase of the test from the national organization sponsoring the test. Before taking any credit by examination test, an approval form, available at any campus, must be completed to ensure the credit will apply toward the degree program. If

credit by examination tests have been taken prior to enrollment in the School of Professional and Adult Studies, the student must request official score transcripts from the examination program. Credit cannot be awarded based upon academic credit awarded by a previous institution.

In addition, adult learners may bring to their BBA studies a wealth of prior learning experiences from a variety of sources, including training provided by noncollegiate institutions, such as armed forces and service schools, professional certification, or experiential learning. Credit may be awarded for prior learning experience if it falls within the curricular educational goals. Decisions regarding the awarding of prior learning experience credit and the determination of such credit are made according to the procedures and standards approved by the college faculty and in accordance with the guidelines published by the American Council on Education (ACE), the Council for Adult and Experiential Learning (CAEL), and other nationally recognized organizations.

No more than 30 semester hours (15 hours associate's and 30 hours bachelor's) may be awarded through any combination of credit by examination or prior learning experiences.

### **PRIOR LEARNING ASSESSMENT (PLA) CAREER PORTFOLIO CREDIT**

Prior Learning Assessment (PLA) and career portfolio credit are increasingly becoming a useful option for students seeking general elective credit. Those seeking elective credit for professional experience have three options at their disposal: (1) Prior Learning Assessment (PLA), which is an evaluation of certified corporate training; (2) career portfolio, which is an academic assessment of an outstanding career track record, and (3) military credit. All of these programs are designed to assist undergraduate-level students in earning general education credits for past or ongoing training at their place of employment. There are specific policies and fees associated with these programs and students need to be aware of their responsibilities as they utilize these three programs. Note that all military information must be turned in at the time of application.

### **PRIOR LEARNING ASSESSMENT (PLA)**

Montreat College closely follows the American Council of Education (ACE) recommendations and the standards established by the Council for Adult and Experiential Learning (CAEL). Students may have certain certifications, 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.

In order to begin the PLA evaluation process, the following five items are required and must be submitted to the Office of Student Services at the Asheville campus. Note that this evaluation will take approximately one month to complete after receipt of the following material:

1. An official and original certificate of completion for each course to be evaluated. Certificates will be returned to students upon completion of the evaluation.
2. A content description of each course to be evaluated. This should be an official course description if at all possible.
3. Contact hour verification for each course to be evaluated. This must be from an official source such as a company human resources department, official certificate, or course description. Contact hours are the number of hours spent in the class for the course. As a general rule, for a course to be considered for college credit, it must require a minimum of 15 contact hours.
4. A 2-4 page competency paper, required for each course to be evaluated, which contains a detailed summary of what was gained from the course and how it applies to professional as well as private life.
5. A nonrefundable registration charge of \$35.00 payable to Montreat College. The registration fee will be applied toward the first hour if at least one hour of credit is awarded. The fee for additional credit hours awarded is \$35.00 per credit hour.

## CAREER PORTFOLIO

The career portfolio differs greatly from PLA. The portfolio, submitted by those who have a superior and lengthy career track record, is evaluated by a Montreat College faculty member for possible academic credit.

The portfolio is a compilation of the individual's resume, training, achievements, letters of recommendation, and evaluation of career experiences and goals, that demonstrates the student has gained the equivalency of academic experiences through career experiences. Any student wishing to have a career portfolio evaluated for academic credit must attend a career portfolio seminar to receive the information and training necessary for assembling a portfolio worthy of evaluation. Career portfolio seminars are held on an as-needed basis. Students interested in researching the possibility of a career portfolio should contact an academic adviser for information concerning the next career portfolio seminar.

The career portfolio is typically evaluated for general elective credit; however, from time to time a student may have had career experiences that warrant general education credit consideration. Although the career portfolio is processed through the Office of Student Services at the Asheville campus, the actual evaluation is completed by the department chair in which the student is seeking academic credit. Credit awards range from 0-30 semester hours. **Students should first seek the advice of their academic adviser before embarking on a portfolio project.**

As with PLA, there are evaluation and award fees associated with the career portfolio. Since a Montreat College faculty member is involved with the evaluation of the portfolio, there is a nonrefundable \$100 evaluation fee that is to be included when the portfolio

lio is submitted. This fee covers only the evaluation of the portfolio. In addition, the \$50 per credit hour fee for portfolio credit is due within four weeks from the time the student is notified of the credit award. This fee is to be submitted to the academic adviser and should be paid by personal check, certified check, or money order. If the student fails to meet this financial obligation to the college, the \$100 evaluation fee will be forfeited and any resulting credits also forfeited. Due to the length of time necessary to evaluate a career portfolio properly, **only students who have matriculated into the SPAS program and have attended a career portfolio seminar are eligible for this credit.**

## **MILITARY CREDIT**

Military credit can only be used as general elective credit. Montreat College uses the American Council on Education's (ACE) guide to the evaluation of educational experiences in the armed services for the evaluation of all military credit. An official copy of the veteran's DD214 discharge papers must be submitted to the Office of Student Services and any eligible credits are awarded at face value. **Note that the DD214 must accompany the student's application.**

Credits completed at the **Community College of the Air Force** are generally accepted as general elective credit and are evaluated just like any other college transcript.

**Concurrent Admission Program (CONAP)** – Montreat College participates in the Army's CONAP program. Individuals who enlist in the army can be concurrently admitted to Montreat College. The individual must meet normal SPAS admissions requirements.

**Servicemembers Opportunity College (SOC)** – Montreat College is one of the 1,200 colleges/universities that support members in all branches of the military going to college. The SOC contract is managed for the Department of Defense by the Defense Activity for Nontraditional Education Support (DANTES).

All **noncollegiate credit**, including CLEP/DANTES, PLA, career portfolio, and military credit, is limited to a total of 15 semester hours for the associate's degree and 30 semester hours for the bachelor's degree.

## **TRANSFER AGREEMENTS**

Colleges with which Montreat College School of Professional and Adult Studies has a transfer agreement include the following:

Blue Ridge Community College  
College Drive  
Flat Rock, NC 28731-9624

Caldwell Community College and Technical Institute  
2855 Hickory Blvd  
Hudson, NC 28638

Catawba Valley Community College  
2550 Highway 70 SE  
Hickory, NC 28602-9699

Haywood Community College  
185 Freeland Drive  
Clyde, NC 28721

McDowell Technical Community College  
Route 1, Box 170  
Marion, NC 28752

Mitchell Community College  
500 West Broad Street  
Statesville, NC 28677

Randolph Community College  
P.O. Box 1009  
Asheboro, NC 27204-1009

Tri-County Community College  
2300 Highway 64 East  
Murphy, NC 28906

# FINANCIAL INFORMATION

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. No qualified student should hesitate to apply because of a lack of financial resources.

## TUITION AND FEE STRUCTURE

A schedule of specific course start dates, payment due dates, and tuition due dates is distributed on the first night of the program.

Montreat College reserves the right to change tuition and fee schedules at any time. However, tuition and fee schedules are guaranteed for students who complete the program according to the prescribed curriculum schedule. Students who withdraw and re-enter any program must adhere to the prevailing standards and fee structures at the time of reentry.

All outstanding balances must be cleared before future course or program registrations will be approved. The college reserves the right to withdraw students from class attendance for failure to meet financial obligations. A \$25 late fee is charged each time a payment is received after the due date. There is a \$15 charge for any check returned for insufficient funds.

A payment schedule outlining tuition and fees for each degree program is available from the School of Professional and Adult Studies enrollment representatives. The tuition payment schedule for the Associate in Science is based on 62 credit hours; the Bachelor of Business Administration tuition payment schedule is based on 50 credit hours, and the Master of Business Administration payment schedule is based on 51 graduate credit hours.

All degree program tuition and fee payment schedules include a \$40 graduation fee. Associate's- and bachelor's-level students must pay a \$175 deposit one week prior to class start to reserve a place. The \$175 deposit will be applied toward the first course and is nonrefundable after the first class meeting. The first payment consists of the total of the first two courses minus the \$175 deposit. Master's students must pay a \$250 deposit one week prior to class start to reserve a place. The \$250 deposit will be applied toward the first course and is nonrefundable after the first class meeting. The first payment consists of the total of the first two courses minus the \$250 deposit. Tuition and

fees for all subsequent courses are paid one course at a time and are due two weeks prior to the beginning of each course.

*NOTE: The cost of MBA prerequisite courses is not included in the MBA schedule and will be charged at the undergraduate tuition rate.*

## **PROGRAM LISTING FOR UNDERGRADUATE STUDIES (PLUS) PROGRAM**

PLUS courses are charged at a rate of \$200 per credit hour plus a \$105 book and resource fee and are offered on a cash basis. Tuition and fees must be paid in advance when the student submits registration materials to the PLUS Program Coordinator; otherwise, the student will not be registered for the course. Note that financial aid is not available for PLUS courses.

# STUDENT ACCOUNT POLICIES

## STUDENT ACCOUNT MANAGEMENT

The Student Accounts Office in Charlotte manages all student accounts for the School of Professional and Adult Studies. The Business Office in Montreat manages student accounts for the PLUS program.

## 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 are required to request receipts for payment in writing. Forms are available from the Student Accounts Office in Charlotte and the literature racks at the Charlotte and Asheville campuses. The forms can be mailed or faxed to the Student Accounts Office in Charlotte for processing, which normally takes one week. Receipts are distributed in sealed envelopes in the cohort mailboxes at the Charlotte campus. Students from other sites will receive their receipts through U.S. mail.

If an employer requires a receipt for each course to reimburse a student's tuition costs, the "automatic receipt request" form should be completed. This form is only to be used by students who receive 75-100% tuition reimbursement from their employer.

If a course fee is not paid within one week of a request for a receipt, the request will be held on file for a period of one month from the date of request. After one month, the student must complete another request form. Receipts will not be distributed for a course in advance of its start date. Requests from students for more than four courses at a time will not be accepted. No receipts will be faxed to students.

## STATEMENT OF STUDENT ACCOUNT

At the beginning of each month, statements, including a history of the student's account for the past six months, are sent to all students who have a balance due. Statements are not routinely sent to those with a zero credit balance. Students may request a statement of account from the Student Accounts Office at any time by calling 1-800-436-2777.

## GENERAL INSTITUTIONAL REFUND POLICY

Students in the School of Professional and Adult Studies are automatically registered for all courses in their program. If a student **withdraws from a course after attending the first class meeting**, the student will be charged 10% of the tuition cost of the course and will be charged the book fee in full (unless they have been returned or purchased from an outside vendor). If a student **withdraws after attending the second class meet-**

ing, the student will be charged the tuition and book fee in full for that course (unless they have been returned or purchased from an outside vendor).

**If a student has not attended a course and withdraws from that course after the first class meeting but before the second class meeting,** that student will be charged \$100 for tuition and also charged for any books (unless they have been returned or purchased from an outside vendor). **If a student has not attended a course and withdraws from that course after the second class meeting but before the third class meeting,** that student will be charged \$200 for tuition and also charged for any books (unless they have been returned or purchased from an outside vendor).

The date of a student's withdrawal is the date the student notifies the college on a properly executed withdrawal form. It is the responsibility of the student to follow the procedures detailed in the program withdrawal and course withdrawal policies.

A refund refers to money paid toward program 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. For more information, refer to the "Financial Aid" section of this handbook.

# FINANCIAL AID

If a student chooses financial aid as a method of meeting the financial obligations of the SPAS program, all forms must be completed in full and returned to the Financial Aid Office at least four weeks prior to the start of the first course.

All financial aid funds are posted directly to student accounts. They cannot be issued as a check directly to a student.

All SPAS students are required to sign an “authorization to retain funds” that indicates their preference for the handling of credits resulting from the posting of federal and state financial aid to their accounts. When a student elects to leave funds on account to pay for future courses in SPAS, the Student Accounts Office will use any credit as long as it is sufficient to pay subsequent charges to the student’s account. If a student elects to be refunded credit balances derived from federal or state aid, the student is considered thereafter to be self-paying.

If, as the result of a course withdrawal or nonattendance in a course, a portion or all of federal and/or state funds is invalidated, 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 or state aid award period, any credit remaining on the student account from federal aid is sent automatically to the student regardless of the preference expressed on the “authorization to retain funds.”

More detailed information can be found on the Montreat College financial aid Web site: [www.montreat.edu/financial\\_aid\\_spas/](http://www.montreat.edu/financial_aid_spas/).

## APPLICATION PROCEDURE

To apply for financial aid, an individual must first apply for admission to the Montreat College School of Professional and Adult Studies program.

Next, complete the entire financial aid packet and return to:

Coordinator of SPAS Financial Aid Programs  
Montreat College  
P.O. Box 1267  
Montreat, NC 28757

The Free Application for Federal Student Aid (FAFSA) is electronically submitted to the Department of Education for processing. The results, called a Student Aid Report (SAR), are transmitted back to the Financial Aid Office.

Financial aid awards are made after a student has been offered admission, decided on a cohort, and all documents regarding the family's financial situation are received. Students are notified via an official award letter. A schedule of the classes covered and those that must be taken during the award year will be attached.

Students must complete a master promissory note for the federal Stafford loan if they wish to take a loan. Students eligible for educational benefits through Veterans Administration or Vocational Rehabilitation should apply directly to these agencies and inform the Financial Aid Office of that benefit.

## **MAINTAINING FINANCIAL AID**

Students must maintain full-time status. No course can be skipped and courses must be taken in the exact order, time period, and format in which the financial aid was awarded. Refer to the schedule attached to the financial aid award letter for this information.

**Students must maintain satisfactory academic progress (refer to policy in this section for details) and must reapply each year for financial aid.**

## **ELIGIBILITY AND TYPES OF 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 be registered for all courses needed to complete an academic year. PLUS courses and courses offered online are not eligible for financial aid. Students must complete all 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 will be based on the student's expected family contribution (EFC) that is recorded on the student aid report. The lower the EFC, the higher the award will be to the student. Students with an EFC higher than \$3,500 will not qualify for a federal Pell Grant. Pell Grants are available only to undergraduate students.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

This program is designed to assist undergraduate students with exceptional financial need, that is, students with the lowest expected family contribution (EFC), and gives priority to students who receive federal Pell Grants. Funding is limited so there is no guarantee every eligible student will be able to receive an FSEOG award.

### **FEDERAL FAMILY EDUCATION LOAN PROGRAM - FEDERAL STAFFORD LOANS**

Stafford loans (subsidized and unsubsidized) are low-interest loans available to assist eligible students. This program enables students to borrow directly from a bank, credit

union, or other participating lender. Upon meeting all general eligibility requirements, the loan application must be certified by the college. The loans are guaranteed by a state or private nonprofit agency and are insured by the federal government. To be eligible for these loans, a student must be enrolled and accepted as a regular student working toward a degree in a qualifying program.

### **NORTH CAROLINA LEGISLATIVE TUITION GRANT (LTG)**

Available at most campus locations, recipients must be North Carolina residents for the last 12 consecutive months, be registered as full-time students on the eligibility date, be pursuing their first bachelor's degree, and meet financial aid eligibility requirements. Students must complete an LTG application to be considered for this grant.

### **NORTH CAROLINA CONTRACTUAL GRANT**

This program is offered at most locations. Students must meet the eligibility requirements of the Legislative Tuition Grant and must demonstrate a significant need. Funding is limited so there is no guarantee every eligible student will be able to receive a North Carolina Contractual Grant.

### **EMPLOYER REIMBURSEMENT**

Many employers offer tuition reimbursement for students in academic programs. Contact the appropriate employer representative for more information and notify the Financial Aid Office of any awards made. Most employers reimburse tuition after the course is completed, so it is advisable to borrow enough money to pay for several courses until reimbursement is made. The student is responsible for paying tuition and fees prior to starting a course according to the payment schedule. Students using employer vouchers must submit them by the course due date and pay any remaining balance by that date.

### **FULL-TIME STATUS**

Financial aid is awarded on the basis that students will take all the courses contained in their cohort schedule. To be considered full-time, a student is awarded aid for an academic year that includes a minimum of 45 weeks of instructional time and a minimum of 24 credit hours attempted. If students do not need a course included in the financial aid award or they are considering withdrawing from a course, they should call the Financial Aid Office immediately.

### **FINANCIAL AID LEAVE OF ABSENCE (LOA)**

If a student cannot take a course for which they have been awarded financial aid because of extenuating circumstances, it is possible for the student to apply for a leave of absence (LOA). The student must write a request for an LOA to the Financial Aid Office that includes the date and course that will be missed, the reason for missing the course, and the expected date of return. The form must be signed by the student. An LOA can be requested only for a course the student intends to take at a later date and can be for a maximum of 60 days per calendar year. The student can only be granted one LOA. If

the LOA is approved, the financial aid funds will remain on the student's account and the student will not be charged for the course. The student will take the course at a later date and cannot receive additional financial aid for that course. If the student does not return to class when the approved LOA has expired, the Financial Aid Office will treat the student as a withdrawal from the last date of class attendance.

### **SATISFACTORY ACADEMIC PROGRESS**

Students receiving financial aid must maintain satisfactory academic progress (refer to "Satisfactory Academic Progress Policy" for more information). The Registrar's Office will notify the Financial Aid Office each semester of any student who has been placed on academic probation. The office will process a return of Title IV funds calculation using the last day of the student's current course as the last day of attendance. All funds the student has not earned will be refunded as stipulated by federal regulations. If the student regains the minimum grade point average required at the end of the probationary period, the student must contact the Financial Aid Office to reapply for financial aid.

### **RETURN OF TITLE IV STUDENT AID**

In the event that a student withdraws from a course or the entire program (either formally through nonattendance or by administrative withdrawal) and 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, except for the North Carolina Legislative Tuition Grant (NCLTG). The NCLTG is always refunded to the state of North Carolina unless the student has completed over 60% of the period of enrollment and has attended through the eligibility date before withdrawing. The NCLTG cannot be prorated based on the length of enrollment. Montreat College has a fair and equitable refund policy, as required under Section 668.22 (b) (1) of the federal regulations. The 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 period of enrollment for which the assistance was awarded that the student actually completed. 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 Stafford loan; subsidized Stafford loan; federal Perkins loan; federal 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 APPEALS**

Any student who wishes to appeal a financial aid decision must do so in writing to:

Dean of Admissions and Financial Aid

Montreat College

P.O. Box 1267

Montreat, NC 28757

# ACADEMIC POLICIES

## 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 this *catalog and student handbook* at any time. Classes with fewer than seven students enrolled may be converted into small group/directed study courses.

It is the policy of the college to make public certain information about its students. In compliance with FERPA, the Family Educational Rights and Privacy Act (P.L. #93-380), Montreat College may release directory information defined by the Act to include the following categories of information: student name, address, telephone number, email address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institute attended.

Students who do not wish to have any or all of such directory information released without their prior consent must notify the registrar of this fact in a signed and dated statement specifying items not to be published. This notice must be received within five days after the beginning of the first session of enrollment.

To facilitate campus communication, the college publishes an in-house roster of students. The college reserves the right to exclude from the college any student whose academic work is unsatisfactory, whose character and morals are not consistent with the ideals of the college, or whose influence is detrimental to the spirit of the college.

By accepting admission into the college, a student is agreeing to abide by all official regulations of the college including those published in this *catalog and student handbook*. 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.

## ACADEMIC ADVISING

All students are advised by an academic adviser before starting any program. All associate- and bachelor-level students are also scheduled for mid-program advising. MBA students may participate in optional mid-program advising and can arrange an appointment through the director's office.

## **REGISTRATION FOR ADDITIONAL COURSES**

All students are automatically preregistered for all courses in their program. Students must register for additional courses, either from the SPAS schedule or courses from other cohorts, by completing the SPAS registration form. All registrations must be approved by an academic adviser and by the Accounting Office. If students decide not to take a course for which they registered, they must officially withdraw from that course. Failure to follow the withdrawal procedure will result in a grade of “WF” and a charge for that course.

## **REGISTERING FOR PLUS COURSES**

PLUS courses can fulfill either elective course requirements or general education requirements for SPAS graduation requirements. Normally these courses do not have prerequisite requirements. To register for a PLUS course, fill out a PLUS course registration form and send the form with payment to the coordinator of the PLUS program. All courses must be paid for at the time of registration. Courses will be added to the PLUS offerings as the need arises.

## **ENROLLING IN TWO COURSES SIMULTANEOUSLY**

A student may enroll in additional course(s) while enrolled full-time or part-time in an accelerated program. Students need to preregister for courses on the appropriate registration form, and submit the form to their academic adviser and the Accounting Office for approval at least three weeks before the course begins. Additional financial aid is not available for a second course.

Students are not encouraged to dual enroll more than three times during the program. Also, graduating students are strongly discouraged from dual enrolling while in BS 362 Finance and Managerial Accounting, BS 422 Issues in Corporate Finance, and BS 462 Business Strategy and Policy in the BBA program due to the heavy workload in these classes.

Only under extraordinary circumstances may a student enroll in two BBA core courses at the same time. An academic adviser will evaluate a student’s individual circumstances.

## **CHANGING COHORT GROUPS**

If a student changes cohorts, this should be discussed first with an academic adviser and a program change form should be submitted in a timely manner. Note that this will affect financial aid, so the Financial Aid Office should be contacted before making a decision. A program change form submitted after a course start date will be treated in the same manner as a late withdrawal from the course. Students are discouraged from changing cohort groups in the middle of a unit.

## WITHDRAWAL FROM COURSES

Emergencies may arise which make course withdrawal necessary. However, once full-time students begin a program, they must complete the courses included in the financial aid academic year or it will jeopardize their financial aid. Students must contact the Financial Aid Office and their academic adviser if they plan to withdraw from a course.

Students withdrawing from any course will need to follow withdrawal procedures by filing a course withdrawal form with their academic adviser. Timing is important because withdrawal is official on the date the form is signed by that office. The form should be completed at least two weeks before the course begins. This allows for time to make course list and material adjustments, as well as time to contact those who are on a waiting list to get into the course. A telephone call will not suffice for notification of withdrawal. **If students do not follow the correct withdrawal procedures, they will be charged for the course and receive a grade of "WF."**

**If a student withdraws from a course after attending the first class meeting**, the student will be charged 10% of the tuition cost of the course and also charged for any books (unless they have been returned or purchased from an outside vendor). **If a student withdraws after attending the second class meeting**, the student will be charged in full for tuition and also charged for any books (unless they have been returned or purchased from an outside vendor).

**If a student has not attended a course and withdraws from that course after the first class meeting but before the second class meeting**, that student will be charged \$100 for tuition and also charged for any books (unless they have been returned or purchased from an outside vendor). **If a student has not attended a course and withdraws from that course after the second class meeting but before the third class meeting**, that student will be charged \$200 for tuition and also charged for any books (unless they have been returned or purchased from an outside vendor).

A student can withdraw from a course through the third class meeting of a course and receive a grade of "W" provided the student has properly withdrawn from the course. Any student withdrawing after the third night of the course and before the class ends will receive a grade of "WF."

## REENTRY INTO PROGRAM AFTER WITHDRAWAL

A student who decides to withdraw from the MBA, BBA, or AS degree program may wish to reenter at a future date. To reenter, the student must contact an academic adviser to discuss the reentry. If the program requirements and costs change between the time of withdrawal and the time of reentry, the new requirements and fees will be in effect. Financial aid eligibility may also be affected. Contact the Financial Aid Office for further clarification. Before a student can reenter a program after withdrawal, the reentry must be approved through an academic adviser, as well as the Registrar's, Financial

Aid, and Accounting Offices. Students who have been out of the program longer than one year must reapply through the Admissions Office, and, in some cases, may need to resubmit previously submitted application materials (including transcripts from other colleges attended).

When a student plans on reentering any program, the Accounting Office must first determine that there is not outstanding debt owed for tuition or books. If it is determined that the student has an outstanding debt, that 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. Note that financial aid is typically disbursed in two halves during an award year.

## **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 at <http://direct.mbsbooks.com/Montreat.htm>. MBS Direct fills textbook orders within 24 hours and ships them according to the student's instructions. Students are given access information when they enroll. Ordering can also be done by telephone, fax, or by mail. College-produced, supplemental materials are delivered to the students in their classroom.

## **GRADING SYSTEM**

The following grade system is used by Montreat College:

A	4.00
A-	3.66
B+	3.33
B	3.00
B-	2.66
C+	2.33
C	2.00
C-	1.66
D+	1.33
D	1.00
D-	.66
F	.00

I	Incomplete work
W	Withdrawal
WF	Withdrawal after official withdrawal deadline and a failing grade given
AU	A course which has been audited and for which attendance requirements have been met.

Notes concerning grading system:

1. A course in which the student has earned a grade of “WF” is considered an “F” when computing overall GPA.
2. All grades are final three months after the date of issuance.
3. If a course grade of “F” has already been awarded, it will not be removed by withdrawal from the college.
4. Refer to the following section for information on incomplete grades.

**Only in extraordinary circumstances may recorded grades be changed and only when the grade change is submitted within three months from the date of issuance.** Contact an academic adviser for more information.

## INCOMPLETE GRADES

A grade of “I” (Incomplete) will be assigned only if proper arrangements have been made with the instructor prior to the end of the course. A “contract for incomplete” form (available from an academic adviser) must be completed by the professor at the time grades are submitted. This contract should be signed by both the student and the instructor; however, if the student is only able to contact the instructor by phone, the instructor may indicate this and sign for both. If proper contact has not been made, the instructor will assign the grade that is earned without completion of the outstanding course requirements.

Once the grade of “I” has been assigned, a student has a **maximum of six weeks** for completion of all outstanding requirements. If all course requirements are not completed within the assigned time limit, the “I” will be converted to the grade that was earned without completion of the outstanding course requirements. If the student withdraws from the program, the “I” becomes an “F” on the transcript. A student cannot have more than one outstanding incomplete grade at any one time.

## GRADE POINT AVERAGE

The grade point average each semester is computed by dividing the total number of quality points earned by the total number of hours attempted. Courses with a notation of “W” are not included as hours attempted in computing grade point average; grades of “F” and “WF” are counted as hours attempted. No quality points are assigned for grades of “F,” “WF,” “W,” or “AU.” Cumulative grade point average is computed only on courses taken at Montreat College.

## PETITIONS FOR EXCEPTIONS

To petition for an exception to an academic policy, students must submit the petition in writing stating the grounds for the request and providing any supporting evidence. Petitions for exceptions to academic policies are to be submitted to the Registrar’s Office. The registrar will render a judgment or will forward the petition to the appropriate college office.

## ACADEMIC GRIEVANCES

### Process for Filing an Academic Grievance:

1. A student wishing to appeal an academic decision that directly affects him/her, including a course grade, should first present the issue to the faculty member or administrator making the decision. If a grade is at issue and a grade inaccuracy is determined, the instructor will submit a grade change request to the Registrar's Office.
2. If satisfaction is not reached, the student shall submit the academic grievance in writing to the assistant academic dean. Such 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 assistant academic dean 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 assistant academic dean does not dismiss the complaint, the dean shall, within ten days of meeting (by phone or in person) with the student and faculty member, form a panel of two other uninvolved faculty members with whom he or she will review all appropriate 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) it may dismiss the case. If the faculty member declines the recommendation (or signifies such through inaction), the student may appeal to the vice president and dean of academics. The assistant academic dean shall inform the student of the outcome within 10 business days after the panel has met and shall also inform the vice president and dean of academics and the Registrar's Office if a change in grade was recommended.
5. Other than the case of faculty inaction on the panel's recommendation, a student may appeal this decision to the vice president and dean of academics only if one of the following conditions is met: a) discovery of new evidence; b) violation of procedure. Appeals to the vice president and dean of academics must be submitted within 10 business days of the decision communicated by the assistant academic dean.

## CLASSIFICATION OF STUDENTS

At the beginning of each term, all students are officially classified by the registrar. Class standing is based on the following:

	Term hours earned	Required cumulative GPA
Freshman	0-29	2.00
Sophomore	30-59	2.00
Junior	60-89	2.00
Senior	90+	2.00

**First Time Freshmen:** New students who have no earned college credit, or who only have college credit earned the summer preceding their matriculation at Montreat College, or who have only have college credit earned while dual enrolled as a high school student.

**Transfer:** A student who, after high school graduation and prior to the immediately previous term, 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 more than one year.

## HONORS

Baccalaureate students in the School of Professional and Adult Studies may graduate with honors if they meet one of the following criteria:\*

1. Earn at least 60 hours at Montreat College with a grade point average of:  
3.85-4.00      summa cum laude  
3.70-3.84      magna cum laude  
3.50-3.69      cum laude
2. Earn between 45 and 59 hours at Montreat College with a grade point average of:  
3.75-4.0      with distinction

*\*Note that students in the associate's- and master's-level programs are not eligible for honors.*

*The Dean's List* is made up of those students who, during the previous term, have met the following requirements: (1) received a grade point average of between 3.50 and 3.89 on academic work; (2) taken at least nine hours of academic work; (3) received no grade of "I," "F," "WF;" (4) maintained a satisfactory citizenship record.

*The Distinguished Scholar's List* is made up of those students who, during the previous term have met the following requirements: (1) received a grade point average of 3.90 or above on academic work; (2) taken at least nine hours of academic work; (3) received no grade of "I," "F," "WF;" (4) maintained a satisfactory citizenship record.

*Who's Who among Students in American Universities and Colleges* representatives are selected according to scholarship ability, participation and leadership in academic and extracurricular activities, citizenship, service to the school, and potential for future achievement.

*Pinnacle Honor Society*, an honor society for adult students in nonresidential programs, grants recognition to students for scholastic success and community leadership. Students with a minimum GPA of 3.5 and who have a commitment to community service and can provide evidence of meaningful and active participation in at least one com-

munity project or organization per calendar year may qualify to apply for membership in the Pinnacle Honor Society.

## **GRADE REPORTS AND TRANSCRIPTS**

At the end of each course the instructor submits grades for each student to the Registrar's Office where they are recorded and posted on the Montreat College Student Information System Web site: [www.montreat.edu/studentrecords/Login.asp](http://www.montreat.edu/studentrecords/Login.asp). Payments must be current in order for an official transcript to be available. Those requiring a duplicate grade report must request an official transcript. Grades are not given out over the telephone.

Requests for transcripts must conform to the Family Rights and Privacy Act of 1974 (FERPA). This requires that all transcript requests be submitted in writing and be signed by the students making the request. There is a \$2.00 fee for each transcript requested. The fee must accompany the written request. Requests for faxed transcripts will incur an additional \$10 charge (\$12 total fee).

Course work taken at other institutions that the student wishes to be transferred toward a Montreat College degree must be included in an official transcript from that institution in order to receive transfer credit.

Official transcripts should be sent to:

Registrar's Office  
Montreat College  
P.O. Box 1267  
Montreat, NC 28757

## **ACADEMIC INTEGRITY POLICY**

### **DEFINITION OF ACADEMIC DISHONESTY**

Academic dishonesty, such as cheating on tests and plagiarizing 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 a professor suspects a student of academic dishonesty, the professor will meet with the student to discuss the incident and to determine to the faculty member's satisfaction whether or not academic dishonesty has occurred. If, in the instructor's judgment, such a violation of academic integrity has occurred, the faculty member will pre-

sent the charges in writing to the student. The only possible disciplinary actions are (1) a “zero” for the assignment, or (2) an “F” for the course. The student may choose to admit his or her 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 then be put on file in the Registrar’s Office. The record regarding academic dishonesty will be retained until the student successfully graduates. A student who does not agree to the professor’s charges must appear before a panel of three faculty members appointed by the assistant academic dean 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 professor at which the faculty member will explain the student’s alleged violation. The student may choose to counter with evidence of his or her 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 professor. The assistant academic dean or designee will notify the student, professor, advisor, and registrar 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 the grade point average by successfully retaking the course. Two incidents of academic dishonesty will result in a student’s being subject to dismissal 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 faculty member.

If the student wishes to drop the course but has been found guilty of academic dishonesty, the student will have a “WF” recorded on the transcript if the time has passed for dropping courses. If the student wishes to drop the course within the time frame for dropping without a penalty, he or she may do so, but the academic dishonesty notice will be kept on file if the student has admitted or been found guilty of academic dishonesty.

In all instances the record(s) regarding academic dishonesty will be retained until the student graduates.

#### **EXONERATION OF ACADEMIC DISHONESTY**

If exonerating evidence becomes available in the five business days following notification, the student may appeal to the vice president and dean of academics. Appeals will be heard only if they meet one of the following conditions: (a) Discovery of new evidence; (b) violation of procedure. A student must remain in the class and work toward its successful completion during the appeal process. The student will be notified in writing of the final decision.

## **ACADEMIC PROGRESS POLICY**

Full-time undergraduate students are making satisfactory academic progress if they maintain a cumulative minimum grade point average of 2.0 and are progressing toward a degree. Any student who drops below the required grade point average will be placed on academic probation for three courses. Students who have not regained the minimum grade point average requirement at the end of their probationary period will be placed on academic suspension for a minimum of one year.

Full-time graduate students are making satisfactory academic progress if they earn a "B-" or higher for each course. Those earning grades below a "B-" in two courses will be withdrawn from the program.

The registrar will handle appeals or exceptions to withdrawals on an individual basis. To regain admission to the college after a suspension, the student must formally reapply for admission and should make explanation for the scholastic deficiencies, the manner in which the intervening time has been spent, and why the applicant should be given favorable consideration for readmission. The admissions file will be reviewed by the Admissions Committee and a decision will be reached regarding readmission.

## **COMPUTER REQUIREMENT**

Each student is required to provide a notebook computer as specified by the college. This requirement is necessary because there will be courses that require students to utilize a notebook in the classroom.

## **ASSIGNMENT FORMAT AND STANDARDS**

All papers, projects, and homework assignments are to be written on a computer or typed and presented in the APA (American Psychological Association) format. In some cases MLA (Modern Language Association) format will be required for humanities courses. Other assignment specifications may be provided by individual faculty members. It is the responsibility of students to give credit for words and/or ideas not their own through proper citation of resources referenced, including resources obtained through the Internet.

## **STUDY GROUPS**

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. The first of these is 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.

The second objective is to develop the interpersonal skills necessary for effective participation in groups. Study groups are an integral part of the Montreat College educational model. The groups are normally comprised of three to five students and meet four hours a week outside class. Study groups function as mutual support mechanisms through which students can learn more efficient problem solving from the professional expertise of peers.

Although study groups are intended for outside-class activity, many teachers design their in-class activities to include study group participation. Study groups are also designed to increase involvement in the course and class work, enthusiasm, and the pursuit of topics to a more advanced level. Students comment on the benefits of small group work and point out that the process of working in a small group, in both supervised and unsupervised settings, 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.

## **CLASS AND STUDY GROUP ATTENDANCE POLICY**

The Department of Education requires Montreat College faculty to adhere to a strict policy for class and study group 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 and they also do not have the opportunity to contribute to other students' learning. Students are required to sign the attendance sheet on a weekly basis to certify their involvement in the study group each week.

Study groups and classes must each meet for a minimum of four hours per week. This totals eight hours per course for each week of instruction and does not include the time required to complete the homework for each class. Each week the instructor will turn in attendance records of the study group meetings. Students should hold their first study group meeting before the first night of class; therefore, anyone dropping into a course/study group must do so three weeks in advance of the course start. Each student in this situation is responsible for contacting the class representative to be placed in a study group.

Montreat College allows one absence (total of four hours) from class and one absence (total of four hours) from study group without grade penalty. If a student misses a second class, the grade will be dropped a letter grade. If a student misses a second study group, the student's grade will be lowered a letter grade. Should the student have a third absence from either a class night or a study group meeting during a course, he or she will be administratively withdrawn and receive a grade of "WF" for that course. Faculty may have a stricter policy but they must clearly indicate any other specific consequences for missing one night of class in their course syllabus. If it is not indicated, it is assumed that a penalty will occur only after the second absence from class or the sec-

ond absence from study group, which will result in the student's grade being dropped by one letter. If the Registrar's Office administratively withdraws a student for either study group or class nonattendance for two consecutive courses, the student will be withdrawn from the program.

Should emergencies or situations not covered by this attendance policy arise, the student should discuss the situation with the faculty member who will in turn discuss it with the Academic Advisor. Faculty should take into consideration overall attendance and work in the course before advocating that an exception to normal policy be made for a student. If an exception is to be considered, the instructor must be willing to assign extra work to that student to make up for the additional absence in either the study group or the class.

Study groups should meet at one of the types of locations listed at the top of the study group attendance sheet. If a group chooses another site, it must meet the following criteria:

1. Individual seating area for each member of the group.
2. Desk or flat writing surface available for each student.
3. Adequate lighting to ensure the ability of all students to read.
4. Quiet area with no distractions such as loud music.
5. Adequate temperature control to allow for the comfort of each student.
6. Electrical and phone service to allow students to access the school's library services.
7. Adequate restroom facilities for both men and women.
8. Adequate parking for student convenience.
9. Accessible to all students.
10. A site consistent with facilitating learning objectives of the specific course.

## **CLASS REPRESENTATIVES**

### **DUTIES AND RESPONSIBILITIES**

Every class group (cohort) of Montreat College students will have a class representative. The class representative provides a communication link between Montreat College and the class members. A class representative is elected by each cohort during the first course. A new class representative will be elected at each drop-in point. The representative's duties and responsibilities include but are not limited to the following:

1. Serve as a spokesperson for the group (cohort) in order to maintain a constructive dialog with the college.
2. Distribute memos and information from any college office to class members.
3. Collect and immediately return the student end-of-course surveys to the academic adviser.
4. Ensure the classroom is in satisfactory condition at the end of each class meeting.
5. Assist the class in organizing social events as appropriate.

6. Assist new instructors in making a smooth transition when beginning a new class.
7. Attend periodic meetings as scheduled.
8. Develop and coordinate the use of the telephone calling chain for informing students of important information.
9. Assist in other program-related matters such as:
  - a. Contacting the academic adviser regarding problems with the delivery of materials or classroom equipment problems.
  - b. Ensuring that absent students are contacted regarding materials delivered and arranging for pickup.
  - c. Returning any extra materials delivered to the group to the Campus Coordinator.
10. In addition, in case of inclement weather or unsafe conditions which may exist on the date of a scheduled class meeting:
  - a. The class representative may call the Montreat College inclement weather information line to check for class cancellation. The class representative will convey the decision to the faculty member and to the students (via their telephone chain). Canceled classes must be made up. The faculty member, class representative, and students will need to reach a consensus on an alternative meeting time (i.e., Saturday morning) and place.
  - b. The class representative will contact the campus coordinator to report the alternate time. The campus coordinator will make arrangements for the meeting site. This will be communicated to the faculty member and to the class representative who will notify the remaining class members.

## GRADUATION INFORMATION

### APPLICATION FOR GRADUATION

Students are required to submit an application for graduation to the Registrar's Office at the beginning of the term in which they expect to receive a degree. Students should attempt to apply for graduation as early in the semester as possible in order to allow for proper evaluation of records and for timely preparation for the ceremony. Once the application is received, a degree audit confirming the remaining requirements for degree completion will be mailed to the student. **If students do not graduate at the end of the term for which they applied, a new application needs to be submitted. Note that a graduation application is required regardless of whether or not the student plans to participate in the graduation ceremony.**

Applications for graduation will be accepted no later than **October 1** for December graduation, **March 1** for the May commencement, and **June 1** for August graduation. Applications must be mailed or faxed directly to the Registrar's Office on the Montreat campus.

## REQUIREMENTS

To qualify for graduation, students must complete all requirements for their degree by the deadline for their particular degree conferral. **For May graduation:** All requirements and all documentation for the degree must be received by the Registrar at Montreat College by **April 30** and all information pertaining to Prior Learning Assessment (PLA) must be received by March 1. This includes making up incomplete grades as well as having official transcripts received by the Registrar's Office if courses have been taken elsewhere. **For December graduation:** All documents must be received by the Registrar's Office by **December 15** and all information pertaining to PLA must be received by October 1. **For August graduation:** All graduation requirements must be completed and received by the Registrar's Office by **August 31** and all information pertaining to PLA must be received by June 1. Fees may be assessed by the Registrar's Office to reprint a diploma if a degree conferral is postponed. Deadlines are strictly enforced and any student with incomplete graduation documentation by the deadline will be moved to the next graduation date.

All students receiving a diploma are encouraged to be present at either the winter or spring graduation ceremony. Graduates may purchase caps and gowns, invitations, and other graduation supplies through the Campus Store. Only students who have completed all requirements for their degree and have been approved for graduation will be permitted to participate in the winter or spring commencement ceremony. Diplomas for those who do not participate in the graduation ceremony will be mailed one to two weeks after the degree conferral date.

## BBA ACADEMIC JOURNAL

Students in BBA cohorts that started **before July 1, 2002** will be expected to keep an academic journal of their learning for each core course. The journal entries from each core course will be compiled and submitted for approval at both the mid-point advising for the first half of the curriculum and at the end prior to graduation from the BBA program. Journal submission at the mid-point advising meeting will cover entries through BS 352 Financial Accounting Issues. Students will receive a grade of "S" for satisfactory progress toward the completion of the first half of their journal or a grade of "U" for unsatisfactory progress. Additional information on this requirement is provided in the GE 321 Orientation to Adult Learning course. Completion of the BBA academic journal is required for graduation, and the completed journal is to be submitted two weeks after the last class meeting of the BBA core curriculum. Students unable to meet the BBA journal deadline must request an extension in writing from the project advisor.

The BBA academic journal is a partial fulfillment of the BBA degree requirements. After the student reviews the instructions regarding the journal and submits the journal within two weeks after the last class meeting of the BBA core curriculum, the following steps will take place:

1. The journal will be read and corrected by a college-approved reader.

2. The journal will be returned to the student for revision.
3. After making the requested revisions, the student must return two copies of the final journal. The original copy showing all needed corrections should also be included so that the original may be compared with the final version.
4. If the suggested revisions have not been made, the journal will be returned a second time. This process will continue until a final journal is submitted that meets all of the BBA journal standards. Note that a journal should not be just a summary of the module or the text; it should be a record of what students have learned from each course and how they have, do, or will apply the learning in their work situations or in their lives in general.
5. When the reader has determined that the journal meets all standards, it is given to the project advisor for final approval. The project advisor will sign both copies and return one copy of the journal to the student. The second copy will remain on file with the college.
6. The Registrar's Office will then release the student's diploma if all the steps have been taken by the student to prepare for graduation and all fees have been paid.

## **BBA BUSINESS CONSULTING PROJECT**

Students in BBA cohorts that started after July 1, 2002 will be expected to complete a business consulting project as partial fulfillment of the requirements for the BBA degree. Students will be required to submit the first draft of their business consulting proposal at mid-term advising and the approved proposal when entering the last unit (Unit E), just prior to going into the integrative unit of the curriculum. The final proposal will be collected at the beginning of BS 462 Business Strategy and Policy, which begins the integrative unit. The project report will be due during BS 471 Individual Business Project. The proposal will be turned in to the project advisor assigned to the student's cohort group. If students change cohort groups during the course of the program, they will work with the project adviser of the new cohort group. The project will be explained in great detail in GE 322 Orientation for Adult Program Success.

The individual business project is a capstone, integrative, real world learning experience requiring each student to solve a business problem and/or provide a support service to a client organization. Students will identify a client organization, define the problem to be solved and the services to be provided as well as establish the client's results. Students will submit a final project report and present their project (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.

# ACADEMIC PROGRAMS

Montreat College School of Professional and Adult Studies offers the following three degree programs:

**The Associate in Science (AS)** program is designed for working professionals with few or no earned college credits. The program challenges the adult learner to develop a knowledge and awareness of human problems and personal values through a well planned, sequenced curriculum which integrates increasingly advanced cognitive skills, awareness of self and others, a Christian worldview, and social and interpersonal skills. Completion of the Associate in Science with a concentration in business provides preparation for continuing in the Bachelor of Business Administration program.

The **Bachelor of Business Administration (BBA)** program offers adult learners with sixty or more semester hours of college credit the opportunity to complete a degree in approximately twenty-two months. The BBA business core courses embrace the development of the adult learner's 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 of others, value clarification, and social and interpersonal skills.

The **Master of Business Administration (MBA)** program is designed for working professionals who already hold an undergraduate degree and who seek knowledge that will advance their careers and provide new opportunities for the future.

## ACADEMIC CALENDAR

Class scheduling is not on a traditional September to June timetable but rather it is based on a lock-step program. Throughout the year, applicants begin the program at a designated location and time. Each class is taught using an accelerated format and meets with the professor once a week for four hours at the designated location. Most courses meet for a minimum of five weeks. In all programs, the student is registered for the entire program. The class schedule will include breaks for holidays and Christmas vacations. Every effort will be made to have each group complete the associate's degree program within approximately 28 months, and the BBA core program within approximately 22 months.

It is essential that students understand that one-half of their instruction occurs in the classroom, and the other half occurs in the form of reading, writing, group study, research assignments, and on-the-job application. This outside experience will be shared with others in class discussions, written assignments, and the job-related research project. Each cohort of students remains together as a cluster for the entire program.

## CURRICULUM

Montreat College School of Professional and Adult Studies offers an Associate in Science, Bachelor of Business Administration, and Master of Business Administration degree. With general education courses, students complete course work in Bible, writing, literature, 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 BBA business core.

The MBA and BBA business core courses embrace the development of the adult learner's 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.

Program delivery for the associate's, bachelor's, and master's degrees is in a carousel format. The curriculum for each program is divided into five units. Units A-D are offered in a specific order and then repeated. Groups of students may join an existing group of students (cohort) at the beginning of any unit A-D and will continue through the cycle of units until they have completed all courses in units A-D. Courses required as a prerequisite to other courses in the curriculum are assigned preceding the more advanced course in the same unit. All students entering and leaving the program together will complete the Socialization Unit (associate's and bachelor's programs) or GE 500 Intro to Graduate Studies (master's program) at the beginning of the program before joining an existing cohort and will complete the Integrative Unit (Unit E) together at the end of the program.

### ASSOCIATE IN SCIENCE (AS)

#### SOCIALIZATION UNIT

GE 101	Orientation to Adult Learning	2 hours	4 weeks
EN 111	Writing and Research for Adults	3 hours	6 weeks

#### UNIT A

BB 101	Survey of the Old Testament	3 hours	5 weeks
HS 111	Major Issues in World Civilization	3 hours	5 weeks
EN 231	Public Speaking and Presentations	3 hours	5 weeks
MT 102	Mathematics for Management	3 hours	6 weeks

#### UNIT B

BB 102	Survey of the New Testament	3 hours	5 weeks
PC 111	Matter and Energy	3 hours	5 weeks
EN 211	Masterpieces of Literature	3 hours	5 weeks

UNIT C			
HD 211	Human Growth and Development	3 hours	5 weeks
ES 111	An Overview of Environmental Studies	3 hours	5 weeks
IS 202	Modern Christian/Secular World Views	3 hours	5 weeks
EN 112	Writing and Literary Analysis	3 hours	6 weeks

UNIT D			
AR 111	Art and Aesthetics	3 hours	5 weeks
HS 211	Early American History	3 hours	5 weeks
MT 122	Elementary Statistics	3 hours	6 weeks

UNIT E: INTEGRATIVE UNIT

BS 101	Introduction to Business	3 hours	5 weeks
BS 209	Principles of Management	3 hours	5 weeks
BS 206	Principles of Accounting	3 hours	5 weeks
BS 103	Introduction to Economics	3 hours	5 weeks
BS 230	Principles of Marketing	3 hours	5 weeks
		Total: 62 hours	108 weeks

If needed:

CS 102	Introduction to Computers	1 hour	1 day
HL 103	Executive Fitness	1 hour	1 day

**BACHELOR OF BUSINESS ADMINISTRATION (BBA) CORE**

SOCIALIZATION UNIT

GE 322	Orientation for Adult Program Success	2 hours	4 weeks
IS 461	Philosophy of Faith and Learning	2 hours	4 weeks

UNIT A

BS 309	Business Ethics	3 hours	5 weeks
BS 437	Marketing Management	3 hours	5 weeks
BS 314	Data Analysis for Business	3 hours	6 weeks

UNIT B

BS 350	Administrative Theory and Organization	3 hours	6 weeks
BS 403	Leadership and Human Resource Mgt.	3 hours	5 weeks
CS 302	Management Information Systems	3 hours	6 weeks

UNIT C

BS 351	Economics: Micro and Macro	3 hours	6 weeks
BS 320	International Business	3 hours	5 weeks
BS 311	Business Law	3 hours	5 weeks
BS 413	Production and Operations Management	3 hours	5 weeks

**UNIT D**

BS 362	Financial and Managerial Accounting	4 hours	8 weeks
EN 371	Managerial Communications	3 hours	6 weeks
BS 422	Issues in Corporate Finance	3 hours	6 weeks

**UNIT E: INTEGRATIVE UNIT**

BS 462	Business Strategy and Policy	3 hours	6 weeks
BS 471	Individual Business Project	3 hours	5 weeks
		<b>Total: 50 hours</b>	<b>93 weeks</b>

*Note: EN 111 or an equivalent course is a prerequisite for admission to the BBA program.*

**MASTER OF BUSINESS ADMINISTRATION (MBA)**

GE 500	Introduction to Graduate Studies	1 hour	4 weeks
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**UNIT A**

BS 525	Applied Management Theory	3 hours	6 weeks
BS 535	Analysis of Management Info Systems	3 hours	8 weeks
BS 540	Seminar in Marketing Strategies	3 hours	6 weeks

**UNIT B**

BS 560	Quantitative Methods in Business	3 hours	6 weeks
BS 351	Economics: Micro and Macro (prerequisite)	3 hours	6 weeks
BS 545	Current Economic Analysis	3 hours	6 weeks

**UNIT C**

BS 575	Current Issues in Business	3 hours	6 weeks
BS 530	Legal Environment	3 hours	6 weeks
BS 555	Entrepreneurship and Small Business Mgt.	3 hours	6 weeks
BS 565	International Business	3 hours	6 weeks

**UNIT D**

BS 362	Financial and Managerial Accounting (prerequisite)	4 hours	8 weeks
BS 570	Advanced Managerial Accounting	3 hours	6 weeks
BS 422	Issues in Corporate Finance (prerequisite)	3 hours	6 weeks
BS 550	Financial Management Practices	3 hours	6 weeks

**UNIT E: INTEGRATIVE UNIT**

BS 580	Strategic Planning and Research Analysis	3 hours	6 weeks
BS 590	Management Consulting	3 hours	6 weeks
		<b>Total: 50 hours</b>	<b>104 weeks</b>

*Note: Some students may need prerequisites for BS 570, BS 560, BS 550, and BS 545.*

## PROGRAM LISTING FOR UNDERGRADUATE STUDIES (PLUS) COURSES

### THE PLUS PROGRAM

The PLUS program strives to provide general education and elective courses that integrate faith and learning by providing quality course work that is consistently informed by a Christian worldview. Developed to assist students in fulfilling their general education and elective credits as they pursue their bachelor's degree, PLUS courses provide interesting and convenient options and include such subjects as psychology, theology, and language. Courses are offered at times convenient for students already in the SPAS program as well as community members engaged in full-time employment. Classes may be offered on Saturdays, on any evening Monday through Friday, or online, depending on classroom and instructor availability. Additional fees are required for these courses. **Note that financial aid is not available for PLUS courses.**

### BIBLE

- \*BB 201 Old Testament Theology (may also be used as humanities credit)
- \*BB 202 New Testament Theology (may also be used as humanities credit)

### HISTORY

- \*HS 112 Western Intellectual Tradition (may also be used as social science credit)
- HS 212 Historical Issues in Twentieth Century American Business Culture (may also be used as social science credit)

### HUMANITIES

- \*BB 306 World Religions
- \*EN 220 Seminar in Creative Prose Writing
- \*MS 202 Social History of Rock-n-Roll
- \*MS 203 Popular Music in the U.S.
- \*MS 204 Red, Hot, & Blue: A Look at American Musical Theater
- SP 101 Elementary Spanish

### LITERATURE

- \*EN 251 The Writings of C. S. Lewis (may also be used as humanities credit)
- \*EN 252 Shakespeare for Managers (may also be used as humanities credit)

### NATURAL SCIENCE

- \*AT 111 Astronomy I
- \*AT 112 Astronomy II (does not require AT 111 as a prerequisite)

### SOCIAL SCIENCE

- \*HD 307 Leadership & Group Dynamics
- PY 202 General Psychology

**MATH**

MT 103 Introduction to Mathematical Concepts

**ELECTIVES**

- \*BS 208 Accounting: A Random Walk through the Financial Maze  
(satisfies accounting prerequisite)
- \*BS 231 Entrepreneurship
- \*CS 305 Introductory Microsoft Excel
- CS 306 Intermediate Microsoft Excel

*\*These classes are also available online.*

All the above courses are three hour courses except for the foreign language course, which is six weeks in length, and the introductory Microsoft Excel course, which is two hours and three weeks in length. PLUS courses offered on Saturdays are five weeks in length and courses offered online are six weeks in length.

# DEGREE REQUIREMENTS

## GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

A total of 62 semester hours to include the following:

Successful completion of the associate degree core with a minimum cumulative grade point average of 2.00 on all course work completed through Montreat College.

Satisfaction of general education core requirements and electives as detailed below:

English Composition	6 hours
Literature	3 hours
Bible (Survey of O.T. and N.T.)	6 hours
Math	6 hours
Social Sciences and History	12 hours
Includes a minimum of 6 hours of history:	
6 hours of World History	
OR	
3 hours of World History and	
3 hours of U.S. History	
Humanities	6 hours
*Select from art, music, foreign language, philosophy, speech, or Bible	
Natural Science	6 hours
Electives (to include GE 101)	17 hours
TOTAL	62 hours

\* Must be 200 -level or above and does not include applied courses (i.e., photography, piano).

## AREA KNOWLEDGE COMPETENCIES

In addition, in order to graduate from either the associate's or bachelor's degree program, students must demonstrate competency in the area of mathematical computation, oral communication, reading, writing, and computer skills. No credit will be granted for any course in which the student is enrolled or was enrolled and failed to meet the course requirements. Tests may be taken only one time. Competency in the above areas may be demonstrated as follows:

### Mathematical Computation Competency

May be demonstrated as follows:

- grade of "C-" or better in a college-level math course; OR
- passing a math test covering material in any college-level math course; OR
- appropriate CLEP/DANTES or AP scores.

### **Oral Communication Competency**

The purpose of this competency is to prepare graduates who can demonstrate 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 their presentation clarity of thought, originality of ideas, organization techniques, appropriate diction, critical thinking skills, supporting strategies, and effective delivery. In order for students to graduate from an associate's or bachelor's degree program, they must meet one of the oral competency requirements as follows:

- a) grade of "C-" or above in EN 231 Public Speaking and Presentations or equivalent; OR
- b) give three satisfactory oral presentations (minimum of five minutes each) according to the guidelines established by the English department. The instrument for evaluating these oral presentations is available from an academic adviser; OR
- c) for BBA students, successful completion of EN 371 Managerial Communications or equivalent with a grade of "C-" or above.

### **Reading Competency**

May be demonstrated as follows:

- a) grade of "C-" or above in a literature course (EN 211 or equivalent); OR
- b) appropriate CLEP/DANTES or AP scores.

### **Writing Competency**

May be demonstrated as follows:

- a) grades of "C-" or above in EN 111 Writing and Research for Adults and 112 Writing and Literary Analysis, or equivalent; OR
- b) appropriate CLEP/DANTES or AP scores.

### **Computer Skills Competency**

Prior to completing 62 credit hours, all students must demonstrate computer literacy as follows:

- a) grade of "C-" or better in CS 102 Introduction to Computers or equivalent; OR
- b) evidence of successful completion of computer training; OR
- c) letter from student's employer (on company letterhead) detailing the student's computer proficiency.

## **GRADUATION REQUIREMENTS FOR BACHELOR OF BUSINESS ADMINISTRATION DEGREE**

A total of 126 semester hours to include:

Successful completion of the BBA business core with a minimum cumulative grade point average of 2.00 on all course work completed through Montreat College.

Satisfaction of general education core requirements as detailed below:

English Composition	6 hours
Literature	3 hours
Bible (Survey of O.T. and N.T.)	6 hours
Math 102 or equivalent	3 hours
Social Sciences and History	9 hours
Include 6 hours of History: 6 hours of World Civilization	
OR	
3 hours of World Civilization and 3 hours of U.S. History	
Humanities	9 hours
*To be selected from art, music, foreign language, philosophy, speech, or Bible (at least two subject areas must be represented)	
Natural Science	6 hours
TOTAL:	42 hours

\* Must be 200 level or above and does not include applied courses.

Note: Prior to the start of BS 352 Financial Accounting Issues (in the BBA core), a prerequisite of a lower-level accounting course is required. This prerequisite must be met by showing proof of successful completion (minimum grade of "C") on an official transcript submitted to the Registrar's Office from a regionally accredited college or university or by successfully completing either BS 206 Principles of Accounting in the associate's degree program or BS 208 Accounting: A Random Walk through the Financial Maze in the PLUS program. In addition to fulfilling the prerequisite requirement, either course will earn three hours of general elective credit which will apply toward the 126 hours needed to graduate with the BBA degree.

If additional semester hours are required to reach 126 hours or to fulfill general education requirements, they may be obtained in the following ways:

- Additional Montreat College courses
- Montreat College PLUS courses
- Approved college courses from a regionally accredited institution
- Montreat College prior learning assessment or career portfolio credits
- Standardized examinations – CLEP/DANTES
- Military credits approved by the American Council on Education (ACE)
- Correspondence and online courses from a regionally accredited institution

#### Additional Requirements:

- All students must take the Major Field Test (MFT) business and institutional comprehensive exam during their last core course prior to completing Unit E. The desired score for the exit exam is a minimum of 150 out of 200 points. Any student who misses class when the exam is given is responsible for making it up with the next cohort group. Exams are not given on an individual basis.
- Successful completion of the BBA business consulting project.
- Payment of all tuition and fees.
- A minimum of 44 semester hours of BBA business core must be completed through instruction at Montreat College either at the main campus or at an off-campus site.
- Demonstration of area knowledge competency in mathematical computation, oral communication, reading, writing, and computer skills (refer to Associate in Science degree requirements for details).

### **GRADUATION REQUIREMENTS FOR MASTER OF BUSINESS ADMINISTRATION DEGREE**

1. Completion of all undergraduate prerequisites.
2. Completion of all graduate work at Montreat College.
3. Satisfactory scores on the MBA comprehensive examination.
4. A cumulative grade point average of 3.0. If at any time a student receives more than one grade of "C" or below, the student will be withdrawn from the program.
5. Graduate course work must be completed within five years of the date of admission into the MBA program.
6. Payment of all tuition and fees.
7. Approval of the faculty.
8. Successful completion of the individual business consulting project. Complete information about the consulting project will be covered in GE 500 Introduction to Graduate Studies at Montreat College.

# COURSE DESCRIPTIONS

## ASSOCIATE IN SCIENCE CURRICULUM

### **AR 111 ART AND AESTHETICS**

This course provides students with a thorough study of the language and elements of art as well as an historical perspective on the development of art in human culture, which are designed to assist the student in understanding the relevance of the arts to their personal faith. Students are challenged to discover, explore, and define personal and cultural presuppositions about the arts and also to develop a personal philosophy of the arts. Creative classroom and study group learning activities assist in exploring the various elements and properties of art. Art forms are examined through attendance at live cultural events and subsequent essay analysis of such events. Lively classroom debates and discussions assist the student in critically analyzing the relationship of the arts to the Christian faith. (3 credits, 5 weeks)

### **BB 101 SURVEY OF THE OLD TESTAMENT**

An introduction to the tools and background necessary for understanding, interpreting, and applying the Old Testament to contemporary life, designed to prepare students to intelligently discuss 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 102 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)

### **BS 101 INTRODUCTION TO BUSINESS**

This course provides an overview of the fundamentals of business management. (3 credits, 5 weeks)

### **BS 103 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. (3 credits, 5 weeks)

### **BS 206 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 209 PRINCIPLES OF MANAGEMENT**

An introduction to management structures, including planning, organizing, leading, and controlling. Management processes 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 230 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)

### **CS 102 INTRODUCTION TO COMPUTERS**

This course provides the first-time or novice computer user with a general knowledge of computer hardware and some basic software requirements. At the end of this full day course, the student should possess a basic working knowledge of the primary hardware and software used throughout their program of study and become at least minimally computer literate. (1 credit, 1 day / 8 hours)

### **EN 111 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 for both personal essays and research papers. (3 credits, 6 weeks)

### **EN 112 WRITING AND LITERARY ANALYSIS**

This course emphasizes the interconnectedness of reading and writing and provides additional practice in the writing process developed in EN 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, imaginative thinking and writing abilities. (3 credits, 6 weeks)

### **EN 211 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 is 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. (3 credits, 5 weeks)

### **EN 231 PUBLIC SPEAKING AND PRESENTATIONS**

Instruction 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. (3 credits, 5 weeks)

### **EN 252 SHAKESPEARE: MODELS OF LEADERSHIP**

This course is a study of leadership as reflected in the works of William Shakespeare. Every day leaders have to work with people—guiding them, encouraging them, urging them, inspiring them—in brief, leading them to become the best they can be in order to further the mission of the business, organization, school, or institution. Shakespeare, arguably the best writer in the English tradition, was also a canny businessman. While perhaps the world's greatest crafter of language, he also ran a theater production company. He had to use all his skills as a communicator to get done what needed to be done for the company. For him business and art were not divorced but integrally linked. Accordingly, many of his plays concern leaders who have to make wise and just decisions that impact not only themselves but entire countries as well. This course will explore various models of leadership as illustrated in several of Shakespeare's plays with an eye toward applying his insights to workplace environments.

### **ES 111 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. (3 credits, 5 weeks)

### **GE 101 ORIENTATION TO ADULT LEARNING**

This course is designed to prepare the returning adult student to succeed in the accelerated program format in the School of Professional and Adult Studies. Includes an introduction to the concepts of study groups, personal management, and adult learning as well as the written and oral communications skills needed in the program. (2 credits, 5 weeks)

### **HD 211 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. (3 credits, 5 weeks)

### **HL 103 EXECUTIVE FITNESS**

A basic introduction to lifetime fitness benefits, diet, and stress reduction. Students are expected to actively participate in physical activities and class discussions. (1 credit, 1 day / 8 hours)

### **HS 111 MAJOR ISSUES IN WORLD CIVILIZATION**

A study of the major periods in world history, with primary attention given to western civilization. (3 credits, 5 weeks)

### **HS 211 EARLY AMERICAN HISTORY**

A study of the events that led to the settlement of the North American continent, the transit of English civilization to this continent, and the resulting impact that settlement created on world history. Special attention is given to cultural and religious values, society, the economy, life styles, political institutions and processes, and the problems involving unity for a diverse colonial world. (3 credits, 5 weeks)

### **IS 202 MODERN CHRISTIAN/SECULAR WORLDVIEWS**

A survey of the development and characteristics of common worldviews, including comparing and contrasting the Christian worldview with popular secular worldviews. (3 credits, 5 weeks)

### **MT 102 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 122 ELEMENTARY STATISTICS**

This course is designed to educate students in the development of statistical thinking. Students acquire the ability to accurately describe and depict data, make reliable inferences from the data, and critically assess the reported results of a variety of statistical studies. Scientific calculators are used to compute measurements in a variety of statistical methods and tools with applications in business, psychology, medicine, sports, and the sciences. (3 credits, 6 weeks)

### **PC 111 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. (3 credits, 5 weeks)

## **BACHELOR OF BUSINESS ADMINISTRATION CURRICULUM**

### **BS 309 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. (3 credits, 5 weeks)

### **BS 311 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 314 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 320 INTERNATIONAL BUSINESS**

A study of business as practiced in different nations and cultures which examines 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 350 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 351 ECONOMICS: THEORY, CONCEPTS, AND ISSUES 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 362 FINANCIAL & MANAGERIAL ACCOUNTING ISSUES**

A survey course of the accounting process, beginning with the procedures for preparing financial accounting records and concluding with the role that accountants play in the decision-making process. Emphasis on identifying, recording, classifying, and interpreting transactions and other events relating to proprietorships, partnerships, corporations, and nonprofit organizations, including the use of that accounting data by managers and accountants to manage the business. (4 credits, 8 weeks)

### **BS 403 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. (3 credits, 5 weeks)

### **BS 413 PRODUCTION & 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 422 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. (3 credits, 6 weeks)

### **BS 437 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 460 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)

### **BS 471 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. *Prerequisite: Completion of all BBA core courses.* (3 credits, 5 weeks)

### **CS 302 MANAGEMENT INFORMATION SYSTEMS**

A study of the management and varied use of information systems in business. Through lecture, case study, and hands-on decision-making applications, students are exposed to the variety of critical state-of-the-art business applications enabled by information technology. (3 credits, 5 weeks)

### **EN 371 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. (3 credits, 6 weeks)

### **GE 322 ORIENTATION FOR ADULT PROGRAM SUCCESS**

This course prepares the beginning BBA program student for success and includes a discussion of group dynamics, professional development, and the use of library resources. Course provides the foundation for understanding group theory and its applications to the adult learning module. Students will begin work on a draft of their business consulting project proposal as practice for the final report due at the end of the program. Students are also exposed to the availability of library resources and how to effectively utilize them for the purpose of research and writing throughout the program. Written and oral competencies will further help to prepare students for success in this accelerated program format. (2 credits, 4 weeks)

### **IS 461 PHILOSOPHY OF FAITH AND LEARNING**

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 a Christian influence in the world today. (2 credits, 4 weeks)

## MASTER OF BUSINESS ADMINISTRATION CURRICULUM

### **BS 351 ECONOMICS, MICRO AND MACRO**

*(Prerequisite for BS 545 Current Economic Analysis)*

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 362 FINANCIAL AND MANAGERIAL ACCOUNTING**

*(Prerequisite for BS 570 Advanced Managerial Accounting)*

A survey course of the accounting process, beginning with the procedures for preparing financial accounting records and concluding with the role that accountants play in the decision-making process. Emphasis on identifying, recording, classifying, and interpreting transactions and other events relating to proprietorships, partnerships, corporations, and nonprofit organizations, including the use of that accounting data by managers and accountants to manage the business. (4 credits, 8 weeks)

### **BS 422 ISSUES IN CORPORATE FINANCE**

*(Prerequisite for BS 550 Financial Management Practices)*

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. (3 credits, 6 weeks)

### **BS 525 APPLIED MANAGEMENT THEORY**

This course is designed to provide knowledge of the functional areas of management within a business organization. Factors affecting the management process are examined in detail and current and future issues facing managers in the twenty-first century are explored with an emphasis on technological implications facing management in the global business community. (3 credits, 6 weeks)

### **BS 530 ETHICS AND THE LEGAL ENVIRONMENT**

A survey of ethical issues facing management in complex global business situations. 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. Corporate codes of conduct and methods of communicating and enforcing ethical expectations are covered. (3 credits, 6 weeks)

### **BS 535 ANALYSIS OF MANAGEMENT INFORMATION SYSTEMS**

This course is designed to thoroughly educate the graduate student in business in the significant role that information systems play as tools used to improve organizational

productivity and profitability. Operational, decision-making, and strategic uses of information technology are examined. (3 credits, 8 weeks)

#### **BS 540 SEMINAR IN MARKETING STRATEGIES AND E-COMMERCE**

This course is an integrated approach to planning and implementing marketing strategies and tactics from a management perspective with an emphasis on marketing policies necessary for success in the global business community. Also examined are concepts, processes, and decisions associated with marketing through the Internet, with an emphasis on profitability. (3 credits, 6 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, 6 weeks)

#### **BS 550 FINANCIAL MANAGEMENT PRACTICES**

This 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, optimum capital structure, and reorganizations are evaluated in detail. *Prerequisite: BS 422 Issues in Corporate Finance or the equivalent.* (3 credits, 6 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, 6 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: BS 314 Data Analysis for Business.* (3 credits, 6 weeks)

#### **BS 565 INTERNATIONAL BUSINESS AND E-COMMERCE**

This course is designed to provide information related to global business strategies 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, 6 weeks)

### **BS 570 ADVANCED MANAGERIAL ACCOUNTING**

An examination of 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 362 Financial and Managerial Accounting or the equivalent.* (3 credits, 6 weeks)

### **BS 575 CURRENT ISSUES IN INNOVATION AND TECHNOLOGY**

An exploration of current issues and trends in the management of the postmodern business organization, including developments in areas such as entrepreneurship, organizational learning, quality, business processes, and the management of intellectual capital. (3 credits, 6 weeks)

### **BS 580 STRATEGIC PLANNING**

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, 6 weeks)

### **BS 590 MANAGEMENT CONSULTING**

An integrative capstone learning experience in management consulting, undertaken 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: Completion of all other MBA course work.* (3 credits)

### **GE 500 ORIENTATION TO GRADUATE STUDIES**

This course is designed to help students understand the nature of graduate studies at Montreat College. Course content will focus on team building and the Christ-centered mission of the college. The relationship between faith and learning, ethical theory, normative ethics, and stewardship will be examined and explored from a historical and biblical perspective. (1 credit, 3 weeks)

# GENERAL STUDENT 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.

## NONACADEMIC 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

1. Discuss the grievance with an academic adviser.
2. If the grievance remains unresolved, discuss it with the regional director at either the Charlotte or Asheville campus.
3. If circumstances of the grievance prevent using either or both of the above steps, or if the academic adviser or regional director does not resolve the grievance within 15 working days, the student may discuss the grievance with the ombudsman, appointed by the president. Upon counsel, recommendation and approval of the ombudsman, 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

1. **Request:** The student files a written request for a formal grievance hearing with the ombudsman. The request includes the specific grievance, a description of the incident(s) from which the grievance arises, and the relief being sought.
2. **Committee:** Upon review of the written grievance, the ombudsman may ask for additional material and documentation. After these are provided, the ombudsman calls a meeting of the Grievance Committee as soon as possible or within 15 working days of receiving the request. The ombudsman serves as the chairperson of this committee whenever it acts as a formal grievance committee, unless the president directs otherwise. The ombudsman, however, has no vote in the final decision of the committee.
3. **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 ombudsman within five working days of the close of the hearing. The hearing is closed and confidential.
4. **Report:** The Grievance Committee makes every reasonable attempt to reach its conclusion and make its recommendations to resolve the matter within 15 work-

ing days of the convening of the committee, and to present its report to the ombudsman for review and appropriate actions.

5. **Appeal:** The decision of the Grievance Committee may be appealed by the aggrieved student in writing to the president or the regional director within three working days after receiving the decision. With regard to the informal and formal grievance proceedings, the decision of the president is final.
6. **Scope:** These grievance procedures are in no way intended to limit the rights of students under applicable laws.
7. **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.

## SEXUAL HARASSMENT POLICY

Sexual harassment in the academic context can occur either within the relationship between a professor and a student or in connection with employment relationships.

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 the employment relationship 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.

## SMOKING AND ALCOHOL POLICY

Smoking and smokeless tobacco products are not allowed in any Montreat College building, and alcoholic beverages are not allowed on the premises.

## **CHANGE OF PERSONAL INFORMATION**

It is the student's responsibility to notify an academic adviser immediately in the event of a change of name, employment, address, telephone number, or email address. In order to change one's name, the student must submit a copy of the legal document showing proof of the name change.

## **INCLEMENT WEATHER CANCELLATION POLICY**

The college normally makes a decision regarding class cancellation by 3:00 p.m. Students can learn if classes are cancelled on a questionable night by calling the weather line at either the Asheville or Charlotte campuses, depending on the class location. For cohort groups serviced by the Asheville campus, call 828-667-5044 or 800-690-7727. When the automated attendant answers, select option four. For cohort groups serviced by the Charlotte campus, call 704-357-3390 or 800-436-2777. Ask the receptionist for the weather line at ext. 300, or, if after 5:00 p.m., enter ext. 300 when prompted by the automated attendant. Students should plan to attend the next regularly scheduled class meeting unless informed otherwise. The decision to make up a class missed due to inclement weather will be handled by the instructor and the students with guidance from the regional director. Refer to "Class Representative Responsibilities" for more information.

# ADMINISTRATION AND FACULTY

## 2003-2004 ADMINISTRATIVE OFFICERS

Interim President.....	Don W. King, B.A., M.A., Ph.D.
Vice President and Dean of Academics.....	Beth M. Doriani, B.A., M.A., Ph.D.
Vice President for Finance and Information Technology.....	Dirk E. Wilmoth, B.A., M.P.A., M.S., Ph.D.
Dean of Students.....	Charles A. Lance, B.S., M.Ed.
Dean of Admissions and Financial Aid.....	Lisa Lankford, B.S., M.B.A.
Chaplain.....	William V. Cain, B.S., M.Div., D.Min.

## ADMINISTRATIVE AND SUPPORT STAFF

Mike Belton.....	Program Representative/SPAS - Charlotte
Pam Betker.....	Registrar
Keith Blankenship.....	Academic Adviser/SPAS - Asheville
Keri Boer.....	Assistant to Registrar/VA Representative
Vivian Burnette.....	Accounting/SPAS - Charlotte
Erik Chuprevich.....	Academic Adviser/SPAS - Charlotte
Mae Clements.....	Administrative Assistant/Business Office
Mindy Clinard.....	Director of College Communications
Tajhia Corl.....	Division Accountant/SPAS - Charlotte
Ephraim Dean.....	Software Specialist
Billy Derosa.....	Marketing Manager/SPAS - Charlotte
Sue Diehl.....	Reference Librarian/Media Coordinator
Priscilla Dreisbach.....	Asheville Campus Coordinator/SPAS
Monty Fountain.....	Information Services Coordinator/SPAS - Asheville
C. Duane Gardner.....	Director of Institutional Research
Bob Graham.....	Advancement Associate for Alumni Affairs
Kelly Hamlin.....	Assistant to the Registrar/SPAS - Montreat
Kathy Haney.....	Program Representative/SPAS - Asheville
Laura Hankins.....	Asheville Regional Director/SPAS
Linda Harrison.....	Housekeeping Supervisor
Lynn Holman.....	Library Services Manager
Barbara Keppers.....	Marketing Coordinator/SPAS
Cindy Kirkland.....	Financial Aid Counselor
Betty Lachowski.....	Administrative Assistant to the Academic Dean
Rachael Lee.....	Switchboard Operator
Roderick Lorenzen.....	Charlotte Campus Coordinator/SPAS
Martha Martin.....	Library Circulation Assistant
Tom McMurtry.....	Director of Campus Wide Technology

Alex Miller .....Senior Advancement Associate  
 Glenda Morrow .....Coordinator of Financial Aid  
 Anita Nanney .....Assistant Business Manager  
 Mark Neil .....Director of Auxiliary Services  
 Kim Norton .....Financial Aid Secretary  
 Wanda Olsen .....Director of Financial Aid  
 Anne Ownbey .....Administrative Assistant/President  
 Margot Payne .....Data and Research Coordinator/SPAS – Asheville  
 Lauren Rayment ..... PLUS Program Coordinator/Academic Adviser/SPAS – Asheville  
 Carolyn Sanders ..... Faculty Coordinator/SPAS – Asheville  
 Anita Sayles ..... Office Manager & Church Relations Coordinator/ Advancement  
 Evie Schmiedeke ..... Marketing Coordinator/SPAS  
 Sonya Snowdon ..... Academic Adviser/SPAS – Charlotte  
 Brent Stirewalt ..... Interim Director of Enrollment/SPAS – Charlotte  
 Don Talley ..... Library Media Assistant  
 Rebecca Taylor ..... Marketing Coordinator/SPAS  
 Chante Vaughn ..... Assistant/Director of College Communications  
 Kimarie Whetstone ..... Academic Adviser/SPAS – Charlotte  
 Deborah Wright ..... Charlotte Regional Director/SPAS

**2003-2004 SCHOOL OF PROFESSIONAL AND ADULT STUDIES  
 FACULTY**

**Anderson, Hicks**, Master Faculty of Business. B.B.A., M.B.A., University of Mississippi;  
 C.P.A.

**Barron, Sue Wright**, Senior Faculty of English/Communication. B.A., Mars Hill  
 College; M.A., Western Carolina University

**Beymer, Mark**, Full-time Professor of Business. M.A., Warner Pacific College; M.P.A.,  
 Ph.D., Portland State University

**Blankenship, Keith**, Junior Faculty of Business. B.B.A., M.B.A., Montreat College

**Blanton, Gregg**, Full-time Faculty of Human Development. M.Ed., Converse College;  
 M.Ed., Clemson University; Ed.D., East Texas State University

**Boggs, Brady**, Lead Faculty of Business. B.S., Georgia Institute of Technology; M.S.,  
 M.B.A., Florida State University

**Britton, Dale**, Junior Faculty of English. B.A., University of Tennessee; M.A., University  
 of Pittsburgh

**Brown, Laura**, Junior Faculty of Business. B.A., Southeastern College of the Assemblies of God; M.A., Assemblies of God Theological Seminary

**Busby, Walter**, Senior Faculty of Business Law. B.S., J.D., Louisiana State University

**Carlin, Evelyn**, Lead Faculty of Business Law. B.A., St. Clairs College; M.S., Marist College; J.D., Hofstra University School of Law

**Cellamare, Alan**, Lead Faculty of Business. B.A., University of South Florida; M.B.A., Seattle University; M.Div., Western Seminary; Th.M., Gordon-Conwell Theological Seminary

**Changery, Loretta**, Lead Faculty of Business. B.S., B.A., Western Carolina University; M.B.A., Ed.D., Columbia University

**Chuprevich, Robert**, Senior Faculty of Business. B.S., B.A., Bryant College; M.S., Western Carolina University; D.Min., Erskine Theological Seminary

**Clark, David**, Lead Faculty of Science. M.S., Illinois Wesleyan University; B.S., Ph.D., Illinois State University

**Coad, Jac**, Senior Faculty of Bible. B.A., Calvin College; M.Div., D.Min., Reformed Theological Seminary

**Copeland, Ben**, Junior faculty of Business. B.A., M.B.A., Montreat College

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# INDEX

Academic advising.....	25
Academic calendar.....	40
Academic dishonesty.....	32
Academic integrity policy.....	32
Academic policies.....	25
Academic programs.....	40
Academic probation.....	34
Academic progress policy.....	34
Accreditation.....	1
Administration and faculty.....	63
Admission requirements.....	7
Affiliation of the college.....	2
Alumni association officers.....	73
Application.....	7
Assignment format/standards.....	34
Associate in Science degree	
Admission requirements.....	40
Curriculum.....	41
Graduation requirements.....	46
Attendance policy.....	35
Bachelor of Business Administration degree	
Admission requirements.....	40
Curriculum.....	42
Graduation requirements.....	47
Board of Trustees.....	71
Board of Visitors.....	72
Campus locations.....	4
Career portfolio credit.....	13
Change of personal information.....	62
Changing cohort groups.....	26
Class representative duties.....	36
Classification of students.....	30
CLEP/DANTES Credit.....	11
College memberships.....	5
Computer requirement.....	34
Computer skills competency.....	47
Consulting project for BBA.....	39
Course descriptions.....	50
Credit by exam.....	12
Dean's list.....	31

Degree programs.....	40
Degree requirements.....	46
Distinguished scholar's list.....	31
Dual enrollment.....	26
Educational objectives.....	1
Exception to academic policy.....	29
Faculty.....	64
Financial aid.....	20
Financial information.....	16
Full-time status.....	22
GMAT.....	9
Grade point average.....	29
Grade reports.....	32
Grading system.....	28
Graduation information.....	37
Grievances (academic).....	30
Grievances (non-academic).....	60
History of the college.....	3
Honors.....	31
Incomplete grades.....	29
Inclement weather.....	62
Journals (academic) for BBA.....	38
Knowledge competencies.....	46
Leave of absence.....	22
Major Field Test.....	49
Master of Business Administration degree	
Admission requirements.....	40
Curriculum.....	43
Graduation requirements.....	49
Math competency.....	46
Military credit.....	14
Mission of the college.....	1
Pinnacle honor society.....	31
Oral competency.....	47
PLUS courses.....	44
PLUS program.....	17
Prior Learning Assessment (PLA).....	12
Privacy Act (FERPA).....	25
Reading competency.....	47
Readmission of former students.....	27
Receipt requests.....	18
Reentry after withdrawal.....	27
Refund policy.....	18

Registration.....	26
Rights reserved by college.....	25
Satisfactory academic progress.....	23
Sexual harassment policy.....	61
Smoking and alcohol policies.....	61
Student account policies.....	18
Student information.....	60
Study groups.....	34
Textbooks.....	28
Transcripts.....	32
Transfer agreements.....	14
Transfer credit.....	10
Trustees emeriti.....	71
Tuition.....	16
Tuition reimbursement.....	18
Vision (college).....	2
Who’s Who among Students in American Universities and Colleges.....	31
Withdrawal from a course.....	26
Writing competency.....	47

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