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UOFSC SALKEHATCHIE

Welcome to the UofSC Salkehatchie Bulletin

The USC Salkehatchie Academic Bulletin is the official document of record concerning academic programs and regulations.

This bulletin is for information purposes only and does not constitute any contractual agreement between a student and the University of South Carolina. The University reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the University.

Bulletin Updates and Corrections

Noncurricular information (i.e., faculty listings, contact information, college or departmental descriptive text) can be updated by contacting the Office of the University Registrar (bulletin@sc.edu) on the Columbia Campus. Any material pertaining to course descriptions or curriculum changes must have the approval of the Faculty Senate, Graduate Council, Board of Trustees, and/or S.C. Commission on Higher Education before it can be published in the bulletins.

Printing Portions of the Online Bulletins

The academic bulletins are available online only. However, you may produce hard copy of any portion or all of an online bulletin using your local printer.

Additional Information

Registration at the University of South Carolina assumes the students' acceptance of all published regulations, including both those which appear in this document and all others as applicable in any official announcement

The University has established procedures to certify that all classroom activities are conducted by individuals with spoken and written proficiency in the English language at a suitable level. Student complaints concerning the English proficiency of an individual with classroom responsibilities should follow the grievance procedures available from the Office of the Provost on the Columbia campus.

The University of South Carolina provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504 and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located in:

Suite 805
1600 Hampton St.
Columbia, South Carolina
telephone 803-777-3854

THE UNIVERSITY

UofSC System Mission Statement

Approved by the Board of Trustees- October 11, 2019

Next Board of Trustees Scheduled Review- January 2023

The primary mission of the University of South Carolina System is the education of the state's diverse citizens through teaching, research, creative activity, and community engagement. This public university system serves students from its flagship Columbia campus, three comprehensive universities (Aiken, Beaufort, and Upstate), and four regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union).

The University of South Carolina System offers degree programs at the associate's, bachelor's, master's, and doctoral levels. Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, degree programs are offered in the following areas: arts and sciences; business; education; engineering and computing; hospitality, retail, and sport management; information and communications; law; medicine; music; nursing; pharmacy; public health; and social work.

With a flagship campus recognized by the Carnegie Foundation as a top research and community engaged institution and nationally ranked in start-up businesses, and an eight-campus system that confers nearly 40% of all bachelor's and graduate degrees awarded at public institutions in South Carolina, the university has a profound relevance, reach, and impact on the people of the state. The University of South Carolina System provides all students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world through engagement in nationally and internationally ranked research, scholarship, service, and artistic creation.

UofSC Salkehatchie Mission Statement

Approved by the Board of Trustees- October 11, 2019

Next Board of Trustees Scheduled Review- January 2023

The Salkehatchie regional Palmetto College campus is a branch campus of the University of South Carolina Columbia. Salkehatchie has as its mission to provide higher education and intellectual leadership for its service area. At the heart of this mission is a teaching faculty of high quality dedicated to excellence in instruction, scholarship, public and professional service and creative endeavor which enrich the classroom experience. The Salkehatchie regional Palmetto College campus offers a varied curriculum grounded in the liberal arts and focused on preparing students to continue their education in the University of South Carolina System and throughout life.

The Salkehatchie regional Palmetto College campus recruits students prepared to succeed in completing a baccalaureate-level education. While the institution does not offer remedial instruction, it is nonetheless able to admit most students who apply due to the close working relationship between students and faculty. The Salkehatchie regional Palmetto College campus was established to encourage higher education in the counties of Allendale, Bamberg, Barnwell, Colleton and Hampton. The original design of the institution incorporated a flexibility that has allowed

changes in institutional capability with increasing educational demands of constituents.

Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, the institution awards the Associate in Arts and Associate in Science degrees and provides for the completion of selected bachelor's degrees on campus through cooperative agreements and delivery structures with other University of South Carolina System institutions. The Salkehatchie regional Palmetto College campus also provides general education and upper division coursework applicable to baccalaureate degree programs offered through colleges and universities nationwide. In addition to academic coursework, the mission of the campus includes non-credit courses, seminars, and workshops made available to the community for cultural enrichment and professional development.

The traditions of cultural diversity and freedom of thought are valued at the Salkehatchie regional Palmetto College campus. In a learning environment that develops respect for racial, geographical, intellectual, and economic diversity and an awareness of individual, societal, and global responsibilities, Salkehatchie promotes courses, activities, and attitudes which influence the life of the mind in men and women and instill in them a thirst to continue learning throughout life.

The Salkehatchie regional Palmetto College campus emphasizes the development of the whole person and especially seeks to foster in students the disciplines essential to an educated citizenry. Core competencies, including the ability to communicate through effective writing and articulate speech; computational and quantitative mastery; creative and critical thinking; and the duties of citizenship are strategically integrated within the curriculum. Classroom experiences, student activities, and physical education programs also provide opportunities for cultural enrichment, leadership development, intellectual growth and interpersonal relationships, all contributing to a sense of self-reliance and a joy of learning.

Accreditation

The University of South Carolina Columbia is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctoral degrees. The regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union) are branch campuses of the University of South Carolina Columbia; the branch campuses' accreditation is dependent on the continued accreditation of the University of South Carolina Columbia. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of South Carolina Columbia.

UofSC System Officers

Harris Pastides, *Interim President*

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Ed Walton, *Executive Vice President for Administration and Chief Financial Officer*

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Dennis Pruitt, *Vice President for Student Affairs and Vice Provost for Academic Support*
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Western Carolina Commission for Higher Education

Reid Boylston III, Barnwell, Chair
 Jacqueline Callender, Colleton
 Lee Early, Bamberg
 Rad Free, Bamberg
 Jimmy Frank, Colleton
 Lari Gooding, Allendale
 Rose Ann Mixson, Hampton
 Holbrook Platts, Hampton
 Belton O. Sanders IV, Allendale
 Terrell Tuten, Barnwell

UofSC Salkehatchie Administration

Chris Nesmith, Ph.D., *Dean*
 C. Bryan Love, Ph.D., *Interim Associate Dean for Academic Affairs*
 Jane T. Brewer, M.Ed., *Associate Dean for Student Services and Registrar*
 Jessica W. All, M.B.A., *Director of Budget and Finance*
 Tony Jackson, *Executive Director of Enrollment Management*
 Patricia Fears, Ed.D., *Director of Elementary Education Program*
 April R. Cone, M.S.N., *Director of Nursing Program*
 Dan Johnson, M.L.I.S., *Head Librarian*

UofSC Salkehatchie Community Outreach

Greg Fennessy, *Director of USC Salkehatchie Leadership Institute*

UofSC Salkehatchie Academic Support Staff

Jessica W. All, M.B.A., *Director of Budget and Finance, Maintenance Supervisor*
 Kenneth R. Bellamy, *Head Softball Coach*
 Jane T. Brewer, M.Ed., *Associate Dean of Student Services, Director Walterboro Campus, Athletic Director*
 Carmen Brown, *Director of Admissions and Records*
 Margaret T. Carter, *Administrative Assistant to the Dean*
 April R. Cone, *Academic Program Manager, Nursing*
 Kevin E. Crosby, *Academic Advisor, Opportunity Scholars Program*
 Marylee, *IT Help Desk Manager*
 Lomattie Hutchinson, *Library Assistant*
 Jeremy Joye, *Head Baseball Coach*
 William Glass, *Head Women's and Men's Soccer Coach*
 Suzanne Goodson, *Bookstore/Grants Manager, Business Office*
 Jessica L. Goodwin, *Library Manager, Walterboro*
 Julie Hadwin, *Director of Financial Aid*
 Lamar Hewett, Jr., *Bookstore Manager, Walterboro*
 James Herndon, *Trades Specialist II, Walterboro*
 Brenda Hightower, *Environmental Health and Safety*
 Brooke Williams & Simeon Hammonds, *Recruiters*
 Vacant, *Regional Admissions Representative, Palmetto College*
 Dan Johnson, *Head Librarian*
 Greg Fennessy *Director, Leadership Institute*
 Trent Kinard, *Sports Information Director*
 Bryce King, *Supervisor, Wellness Center*

Glen Mayo, *Head Women's Basketball Coach*
 Anastasia Montjoy, *Counselor Financial Aid*
 Patricia M. Nesmith, *Administrative Assistant, Opportunity Scholars Program*
 Kenneth T. Padgett, *Maintenance Supervisor, Walterboro*
 Raymond D. Potts, *Information Resource Consultant, Walterboro*
 Dawn Rizer, *Athletic Website*
 Latoya E. Robinson, *Director, Opportunity Scholars Program*
 Lisa Bonnette, *Coordinator, Human Resources*
 Stephanie Sanders, *Administrative Assistant, Academic Dean and Faculty*
 Lomattie Hutchinson, *Library Assistant, Allendale*
 Dwight Shabazz, *Building/Grounds Specialist III, Allendale*
 Joyce M. Shaffer, *Library Assistant, Walterboro*
 Eric Simpkin, *Director of Student Activities*
 Sheila Smoak, *Administrative Assistant, Director of Walterboro Campus*
 Amy Stanley, *Fiscal Technician, Business Office*
 Robby Thomas, *Assistant Director, Student Services*
 Melissa Tomlinson Hooks, *Returning Student Enrollment Manager*
 Sabrina Walker-Padgett, *Recruiter, Walterboro*
 Gayle S. Walsh, *IT Consultant*
 April C. Williams, *Administrative Assistant, Nursing*
 Joseph Wayne Williams, *Head Men's Basketball Coach*
 Vacant, *Volleyball Coach*
 Haley Rowe, *Administrative Assistant, Admissions*
 Tony Jackson, *Executive Director of Enrollment Management*
 DeAngelus Anderson, *Director of Recruiting*

Faculty

Carolyn M. Banner, *Instructor, University Life, Ph. D., Walden University*
 Shannon S. Belangia, *Adjunct Instructor, English, M.A., University of South Carolina*
 Jane T. Brewer, *Instructor, University Life, M.Ed., North Carolina State University*
 Norman A. Brown, *Adjunct Instructor, Religion, D.Min., Chicago Theological Seminary*
 Douglas B. Bullock, *Adjunct Instructor, Math, M.Ed., The Citadel*
 Elaine Burdge, *Adjunct Instructor, English, M.A., The Citadel*
 Bryan Burnett, *Adjunct Instructor, Biology, Doctor of Medicine, St. George's University*
 Francis M. Burns, *Assistant Professor, Chemistry, Ph.D., University of Toledo*
 Li Cai, *Associate Professor, Chemistry, Ph.D., Ohio State University*
 Sherry Cawley, *Adjunct Instructor, Theater, M.F.A., University of Georgia*
 Ana Cueto, *Adjunct Instructor, Spanish, M.A., University of South Carolina*
 Charles Dorman, *Adjunct Instructor, Physical Education, B.A., Wofford College*
 Samuel Downs, *Assistant Professor, Psychology, Ph.D., Brigham Young University*
 Janet DuBois, *Adjunct Instructor, Music, M.M., Northwestern University*
 Constance D. Ferguson, *Adjunct Instructor, English, M.A., Ohio State University*
 Carmela V. Gottesman, *Associate Professor, Psychology, Ph.D., University of Delaware*
 Stephanie Gruber, *Adjunct Instructor, Computer Science, M.A., South Carolina State University*
 Kenneth Hartzog, *Adjunct Instructor, Biology, Doctor of Chiropractic, Life University*
 David A. Hatch, *Associate Professor, English, Ph.D., Florida State University*
 Jeffrey J. Irwin, *Adjunct Instructor, Business, M.B.A., University of South Carolina*

Vicki Jacobi, *Adjunct Instructor*, Music, B.S., Northwestern University
 Lesley Jamison, *Adjunct Instructor*, Management, M.A., Webster University
 Anna Jonason, *Adjunct Instructor*, Nursing, Doctor of Philosophy, Medical College of Georgia
 Eran S. Kilpatrick, *Associate Professor*, Biology, Ph.D., Clemson University
 Wei-Kai Lai, *Associate Professor*, Mathematics, Ph.D., University of Mississippi
 Louis J. Lemacks, *Adjunct Instructor*, Criminal Justice, M.C.J., University of South Carolina
 C. Bryan Love, *Associate Professor*, English, Ph.D., University of Maryland
 Magellan Mambou, *Adjunct Instructor*, Math, M.A., World Education Services
 Frank Martin, *Adjunct Instructor*, Art History, M.A., CUNY Hunter College
 Joslyn M. McCully, *Adjunct Instructor*, English, M.A., Clemson University
 Duncan McDowell, *Adjunct Instructor*, English, M.A., Texas Tech University
 Martha McKeivin, *Senior Instructor*, Biology, Ph.D., University of Washington
 John Reaves McLeod, *Adjunct Instructor*, Political Science, J.D., University of South Carolina
 Conrad C. Mehlenbacher, *Professor*, Art and Theater, M.F.A., University of South Carolina
 Sarah E. Miller, *Associate Professor*, History, Ph.D., University of Toledo
 Daniel W. Milligan, *Adjunct Instructor*, Sociology, M.S., Indiana State University
 Fidele Ngwane, *Associate Professor*, Mathematics, Ph.D., Auburn University
 Chester Palmer, *Adjunct Professor*, Political Science, University of Northern Colorado
 Curtis M. Parker, *Adjunct Professor*, Math, M.S., Syracuse University
 John Peek, *Senior Instructor*, Criminal Justice, M.S., University of South Carolina
 Melissa J. Rack, *Assistant Professor*, English, Ph.D., University of Tennessee
 Brian Reid, *Adjunct Professor*, Biology, M.A., The Citadel
 William A. Sandifer, *Instructor*, University life, Ph.D., South Carolina State University
 Larry J. Saunders, *Adjunct Professor*, Criminal Justice, B.A., University of South Carolina
 Deborah J. Seabrook, *Adjunct Professor*, Psychology, M.Ed., The Citadel
 Martin L. Shealy, *Adjunct Professor*, Biology, Doctor of Chiropractic, Life University
 Joseph B. Siren, *Senior Instructor*, History, M.A., Auburn University
 Rodney Steward, *Associate Professor*, History, Ph.D., Auburn University
 Tammy B. Washington, *Adjunct Instructor*, Public Health, Masters of Public Health, University of South Carolina
 Ashley-Ann D. Woods, *Adjunct Instructor*, English, M.A. University of New Orleans
 Benjamin J. Wooster, *Adjunct Instructor*, Philosophy, Ph.D., University of Oregon
 Margaret B. Young, *Adjunct Instructor*, Foreign Language, Spanish, M.A., University of South Carolina
 Hussein Zeidan, *Associate Professor*, Chemistry, Ph.D., University of Mississippi
 Pauline Zidlick, *Adjunct Instructor*, English, M.A.T., The Citadel

Emeriti Faculty

Arthur H. Mitchell, *Distinguished Professor Emeritus*, History, Ph.D., University of Dublin
 John D. Spooner, *Distinguished Professor Emeritus*, Biology, Ph.D., University of Florida
 Lawrence D. Strong, *Distinguished Professor Emeritus*, Mathematics, Ph.D., University of Mississippi

Hussein Zeidan, *Distinguished Professor Emeritus*, Chemistry, Ph.D., University of Mississippi

History

UofSC Salkehatchie was established in 1965 as a regional center of the University of South Carolina. Its origins lay in the prior year's passionate, well-organized appeal for greater access to higher education from a group of residents in Allendale, Bamberg, and Hampton counties. In response, the General Assembly of South Carolina created the Western Carolina Higher Education Commission, composed of two representatives from each of the participating counties. (Over time the commission was expanded beyond the original three counties: Barnwell County joined the compact in 1967, followed by Colleton County in 1984.) The commission contracted with the University of South Carolina's Board of Trustees to provide the facilities for a regional center for the University, while the University provided administrative and academic support.

The center was eventually named UofSC Salkehatchie after the river that runs through all five counties that support the campus, but initially it was named after its first location, Allendale. A former elementary school in Allendale provided the first building for the new campus and the institution's academic program was launched in the fall of 1965 with eight part-time faculty and 76 students. From these beginnings the campus quickly grew. The following school year student enrollment nearly doubled, and soon community leaders persuaded the legislature to provide additional support. The University appointed a regional provost and took several additional measures to strengthen all of its regional campuses. Campus directors were given power to formulate budgets, and the state legislature began to provide a per-student contribution. At UofSC Salkehatchie, residents' needs and dedicated recruiting efforts led to a steady increase in student numbers. Now over 1,100 students enroll yearly at the campus.

The first non-University review of the campus came in the fall of 1968, when a team from the Southern Association of Colleges and Schools traveled to Salkehatchie for an accreditation visit. The committee expressed a positive view of the efforts being made to develop both the programs and the facilities at the new institution.

Expansion of facilities began in June 1972 when the Allendale Hut Complex, two historic log-cabin structures erected during the Works Progress Administration movement, was deeded to the campus by Allendale County. UofSC Salkehatchie also took ownership of facilities adjacent to its original building; these facilities now house faculty and administration offices. To provide for future expansion, the campus commission purchased 65 acres of adjoining land in February 1975. A master plan for expansion of the campus was developed. The Science/Administration Building was built in 1981, and the campus added the Salkehatchie Civic Arts Center in 1983. Next a 29,500 square-foot Library/Computer Science Building was built near the Science/Administration Building in 1991. That same year the Sarah T. Winthrop Foundation donated an additional 94 acres adjacent to the original location.

Beginning in 1978, UofSC Salkehatchie reached out to Walterboro by offering six courses there for the convenience of Colleton County residents. In the fall of 1982, the former Walterboro High School building and support facilities became vacant, allowing Salkehatchie to establish a permanent second location to its campus holdings. In 1991 the campus commission purchased additional acreage, providing a permanent site for UofSC in the historic district of downtown Walterboro. In 1994, the campus opened the Peden McLeod Library. This library, located near the main building, is named after strong UofSC supporter, Walterboro

resident, and former state Senator Peden McLeod. In 2004, Colleton County donated two additional buildings to the campus that are now the Walterboro Science Building and the Walterboro Research Center Building. With expansion, UofSC Salkehatchie's total holdings surpassed 200 acres. Today, nearly 100 courses are offered in Walterboro each semester, enabling residents of that area to work toward a variety of college degrees.

Beyond the addition of a second location, UofSC Salkehatchie consistently has expanded its educational reach. In September 1976 an evening program of courses began at Salkehatchie with a total of ten classes offered. Community response resulted in the rapid expansion of evening class offerings. Additionally, Salkehatchie began a highly impactful outreach program that offers courses in local high schools for academically-talented seniors.

Moreover, two four-year degrees serving the needs of the region have been offered at UofSC Salkehatchie through partnerships with other campuses. The Bachelor of Arts in Elementary Education program is conducted in partnership with UofSC Aiken. The core requirements are completed as UofSC Salkehatchie courses. Upper-level courses, administered through UofSC Aiken and taught by its faculty, can also be completed at the UofSC Salkehatchie campus. The Bachelor of Science in Nursing is conducted in partnership with the College of Nursing at UofSC Columbia. General education and lower-level courses (the first two years of the degree program) are completed as UofSC Salkehatchie courses. Upper-level nursing courses are offered on the UofSC Salkehatchie campus through UofSC Columbia with most clinical practice in local hospitals and clinics.

Yet another enhancement in academic opportunities came with the development of a University program called Palmetto Programs, which expanded course offerings across the regional campuses via technologically-advanced "smart classrooms" and provided opportunities for students to work toward select multidisciplinary four-year degrees on the Salkehatchie campus. Then, in 2012 the University and legislature enthusiastically moved forward with the creation of Palmetto College, an online-degree-completion program. Palmetto College was envisioned as a way for students whose college work had been interrupted by various life circumstances to complete their UofSC degrees without having to be near a brick-and-mortar campus, but it also created numerous new avenues for students at or near UofSC's two-year campuses to earn four-year degrees without relocating. Soon an administration, headed by a Palmetto College Chancellor, was set up to oversee this innovative effort.

By design, UofSC's two-year regional campuses were brought under the umbrella of Palmetto College, with the new administration blended with the regional campuses' existing administration, governing body, and committees. With this change, UofSC Salkehatchie officially became a Palmetto College campus with expanded course offerings and degree opportunities.

One key way UofSC Salkehatchie fulfills its mission is through its library system. Students and faculty use the Salkehatchie libraries in Allendale and Walterboro tens of thousands of times each year. Additionally, community residents are permitted to check out books from the print collection. To meet the needs of all of its patrons, the library provides a wide variety of services. In addition to being able to check out many of the more than 61,000 books, patrons have online access to more than 325,000 electronic books. Moreover, Salkehatchie library users may access music, movies, and other multimedia and educational materials. For example, the library holds a large collection of classical music CDs, and it holds a good collection of classic movies, screen versions of plays, documentaries, and educational materials on DVD. Patrons have access

to numerous print and online journals and magazines, as well as local, state, and national newspapers. Patrons also have access to various research aids, including online full-text databases and general Internet access for research and investigation.

Beyond the classroom, UofSC Salkehatchie has thriving intercollegiate sports teams that compete at the National Junior College Athletic Association (NJCAA) level. Organized athletics at UofSC Salkehatchie began in 1972 with club-sport basketball. By 1976 a basketball team entered NJCAA competition. Today USC Salkehatchie fields six teams that compete at the NJCAA level: baseball, men's basketball, men's soccer, softball, women's soccer, and women's volleyball. These programs contribute to the diversity of the student body, and home games are events to which many local residents enthusiastically rally.

UofSC Salkehatchie is deeply committed to the economic growth and development of its five-county service area. To this end, the UofSC Salkehatchie Leadership Institute opened in 1998 as a result of the cooperative efforts of the University of South Carolina, the Allendale County Chamber of Commerce, BellSouth, South Carolina State University, Clemson University, United States Rural Development, the South Carolina Commission on Minority Affairs, the South Carolina Department of Commerce, the South Carolina Downtown Development Association, and Leadership South Carolina. The mission of the institute is to provide programs for leadership development and to serve as a catalyst for community and economic development in the region. The Leadership Institute has been instrumental in generating grant funding for county programs and providing leadership training for county officials and citizens of the area. Additionally, the institute's workforce development activities strive to ready workers for tomorrow's opportunities. Through a grant funded by the United States Department of Energy, the Leadership Institute conducts programs geared toward UofSC Salkehatchie students as well as K-12 students preparing for higher education. One focus is retaining local talent for STEM (Science, Technology, Engineering, and Math) jobs forecasted to be available over the next 20 years.

UofSC Salkehatchie is proud of its contributions to the communities that support it. Since 1965 it has provided opportunities in higher education to thousands of students who might otherwise have missed the chance for a college education. As the campus has grown, so has its educational, cultural, and economic impact. Today the campus boasts an intellectually and culturally diverse faculty dedicated to providing quality educational experiences to students. The campus also sponsors lecture series, workshops, seminars, and other programs of community interest.

Through a broad range of activities, Salkehatchie has demonstrated an unwavering commitment to supporting and improving the communities in its footprint.

Academic Organization

The highest academic officer on the Salkehatchie campus is the associate dean for academic affairs ("academic dean"). The faculty is organized in four divisions: Social Sciences, Arts and Languages, Mathematics and Science, and Professional Studies.

The division of Social Sciences includes the disciplines of geography, government, history, philosophy, political science, psychology, religion, and sociology. Arts and Languages includes the disciplines of art, English, foreign languages, music, speech, and theater. Mathematics and Science includes biology, chemistry, geology, mathematics, and statistics. And Professional Studies includes accounting, business administration,

computer science, economics, education, nursing, office administration, and physical education.

Current officers are:

Academic Dean: C. Bryan Love, Ph.D
 Chair of Social Sciences: Rodney Steward, Ph.D
 Chair of Arts and Languages: Thomas Bragg, Ph.D
 Chair of Mathematics and Science: Eran Kilpatrick, Ph.D
 Chair of Professional Studies: John Peek, M.S.

General Education Goals

Upon completing core curriculum requirements, UofSC Salkehatchie degree-seeking students will possess the following skills and demonstrate knowledge in the following content areas.

Skills

1. Oral and Written Communication
 - orally communicate clearly and effectively
 - write compositions that are sufficiently coherent, unified, and developed
 - write prose that is clear, understandable, and free from such errors in grammar and mechanics as would obstruct reader comprehension
 - have knowledge of library research methods and mechanics
 - read with understanding
2. Computational and Numerical
 - make good consumer decisions
 - read and interpret mathematical information contained in newspapers and magazines
 - demonstrate calculator competency
 - solve problems using the basic properties and operations of mathematics
 - demonstrate computer competency
3. Critical Thinking
 - use inductive and deductive reasoning to draw conclusions
 - recognize bias in reasoning
 - recognize inconsistencies in reasoning

Content Areas

1. Humanities
 - understand the basic elements of fiction, poetry, and drama
 - analyze works of literature in the three major genres of fiction, poetry, and drama
2. Natural Sciences
 - understand the scientific method
 - understand the application of scientific principles to daily life
3. Social and Behavioral Sciences
 - understand and critically analyze the behavior of individuals, groups, and institutions in society
 - understand the cultural, political, economic, or social contexts and developments that shape people's lives

Students who attend UofSC Salkehatchie with the intent of transferring to a baccalaureate degree granting institution without earning an associate's degree will possess the knowledge and skills to do upper-level work at those institutions.

Service Goals for UofSC Salkehatchie

- to increase the availability of a variety of cultural and recreational experiences to students and the community
- to provide increased opportunities to community members for enrollment in credit and noncredit continuing education offerings
- to increase links between UofSC Salkehatchie and the area business community
- to encourage increased usage of library services by members of the community

Special Programs and Opportunities Nondegree Seeking Students

Students who wish to take courses for personal interest and who are not interested in pursuing a degree may apply to UofSC Salkehatchie as nondegree seeking students and be admitted for no more than 30 credit hours through a simplified admissions process.

Palmetto College

Palmetto College is part of the UofSC system, offering convenient campus locations and online bachelor's degree completion programs for all South Carolina students

Students will begin on one of our four Palmetto College campuses, where they will receive their first two years of college credit. UofSC Lancaster and UofSC Union in the northern part of the state, UofSC Salkehatchie in the low country and UofSC Sumter in between are all options to complete the first 45 credit hours.

Finish Online

Once the student has 45 credit hours from any accredited college, he or she can complete his or her bachelor's degree online. And because Palmetto College is part of the UofSC system, a Palmetto college diploma will carry the same credibility and weight as any other four-year degree from the University of South Carolina.

This is the complete list of the 14 Palmetto College Majors:

- Business Administration with an Accounting Concentration
- Business Administration with a Management Concentration
- Criminal Justice
- Elementary Education
- Engineering Technology Management
- Health Informatics
- Public Health
- Hospitality Management
- Human Services
- Information Management and Systems
- Liberal Studies
- Organizational Leadership
- RN-BSN Nursing
- Special Education

Opportunity Scholars

The Opportunity Scholars Program at UofSC Salkehatchie is a Student Support Services program funded by a federal TRIO grant. The program provides eligible students with services such as tutoring, academic advisement, and financial-aid advisement. The ultimate goal of all these services is to help students earn their baccalaureate degree.

For more information, contact the office at 803-584-3446, extension 251, or stop by the Opportunity Scholars Program office on either campus.

University 101

University 101 is a three-hour seminar course open for credit only to freshmen and other undergraduate students (i.e. transfer students) in their first semester at UofSC Salkehatchie. This course provides an introduction to the nature and importance of university education and a general orientation to the functions and resources of the University.

The course helps new students adjust to the University, develop a better understanding of the learning process, and acquire essential academic survival skills. It also provides students a support group in a critical year by examining problems common in the new-student experience. Extensive reading and writing assignments relevant to the student's college experience are required.

Organized in small groups of 20-25 students, University 101 is taught by faculty members and administrative personnel who have a special interest in working with new students. The course may be taken as part of a student's regular load or as an overload. Course credit is awarded on a letter-grade basis. Credit is applicable as elective credit toward almost all baccalaureate degrees offered by the University.

Baccalaureate Degree Course Work

The Salkehatchie campus of the University of South Carolina offers courses that may be applied toward a baccalaureate degree awarded by other institutions. Students may choose from a number of major fields of study. For a complete list of academic programs offered at Salkehatchie, see Academic Programs.

Community Outreach

Salkehatchie Leadership Institute

The UofSC Salkehatchie Leadership Institute was created in 1998 by a collaborative of local, state, and federal entities. The primary mission is to stimulate economic development in the rural counties of Allendale, Bamberg, Barnwell, Colleton, and Hampton in South Carolina. The Institute has continued to build partnerships and coalitions locally, regionally, and on a statewide basis to facilitate leadership development, community development, and economic development. Since its inception, the Institute has served over 2000 youth and adults through leadership training and workshops and has been instrumental in generating over \$14 million in grant funding for county, community, and economic development programs. The Center also serves as an ambassador for rural counties, with representatives serving on numerous local and regional boards as a voice for the needs of rural communities. Since 1998, the legislature has provided recurring below the line funding that partially funds personnel for the Institute. This investment has been extremely beneficial for the area served. Other major funding has been provided by USDA Rural Development.

Goals

- Serve as a catalyst for economic development in the five-county region.
- Provide leadership training for high school students, adults, and local officials.
- Provide small business development training and technical assistance through a referral relationship with the Small Business Administration.
- Provide technical assistance to local governments and non-profit organizations, to assist with sustainability and project development.

- Support economic development through job creation.
- Collaborate with community organizations and UofSC team leaders to make this a successful model project for other rural communities.

Program Description

The Institute operates through three Centers to carry out its mission.

1. Center for Business Development
Goal - Serve as a catalyst for economic development for the region
Successful small businesses are the basis for a stable and vigorous economy. The Center coordinates small business training and technical assistance to current and prospective business owners. Services include small business classes, hands-on business counseling, and assistance with
2. Center for Leadership Development
Goal - Strengthen Leadership and Building Human Capacity
Dynamic Leadership is essential for the creation and sustainability of economic development. The Center now provides 9 leadership programs that serve more than 100 people annually. These programs serve both youth and adults ranging from basic leadership training for emerging leaders to advanced training for existing leaders. Basic to these programs is the emphasis on community involvement and connectivity
3. Center for Community Development
Goal - Serve as a resource center for community development
Coalitions and collaborations are essential for the best use of scarce resources. - The center serves as a resource center and a central point of reference for groups and organizations to facilitate community development in the five-county region. The center builds and maintains partnerships and collaborations to work on solutions for community problems and to strengthen fund-seeking efforts.

Speaker's Bureau

Salkehatchie faculty and administration have formed a speaker's bureau, with all members of faculty and administration available to speak on their individual disciplines or special interests. Listings of speakers are available to schools, civic groups, and the general public through the academic dean's office.

ADMISSIONS

Providing access to a quality university education is of paramount importance to the University of South Carolina Salkehatchie. Part of that commitment is making sure that all prospective students know how to apply for admission, how their admissions application will be evaluated, and what is expected of them once they matriculate at the campus. The admissions policies align with those of the larger university, while adhering to the expectation that regional Palmetto College campuses provide alternate points of entry into the UofSC system.

Consistent with its mission “to provide higher education and intellectual leadership for its service areas,” UofSC Salkehatchie establishes the following policies:

- The Executive Director of Enrollment Management plans, develops, and implements processes, along with his staff, to effectively recruit and enroll quality students, by utilizing technological resources and strategies to maximize student engagement. During the year UofSC Salkehatchie participates in various recruiting events, including SCCANGO Application Month and Carolina Association of Collegiate Registrars and Admissions Officers (CACRAO) events throughout the state of South Carolina. While recruitment staff travel extensively to area high schools, the Executive Director maintains partnerships with local businesses, community leaders, and seeks to cultivate new partnerships. The Executive Director and Director of Recruiting is responsible for training admissions and recruitment staff. Student Ambassadors, Student Retention, Advisors, and orientations are a collaborative effort between various departments facilitated by the Executive Director of Enrollment Management.
- UofSC Salkehatchie is committed to the financial literacy of our students. The office of Financial Aid conducts financial literacy sessions at high schools in the institution’s service area. With continued focus on providing affordable course offerings, UofSC Salkehatchie offers application fee waivers throughout the year to prospective students, as needed.
- Marketing and advertising are strategically targeted to maximize the UofSC Salkehatchie brand awareness. Various marketing channels are used to include, web-based marketing, print media, social media, local radio and newspapers, and finally in-house creative content.

General Information

The University of South Carolina Salkehatchie strives to provide an opportunity to any student who is capable of benefiting from a college education and shows promise of successfully completing that education. The University encourages all qualified persons to apply. Equal educational opportunities are offered to students regardless of race, sex, religion, color, or national origin.

General Admissions Requirements

An application for admission must be submitted and approved and an official notification of acceptance issued by the Office of Undergraduate Admissions before any person may enroll in an undergraduate course. Before action can be taken on an application for admission, all credentials required by University policy must be received by the admissions office, which has responsibility for evaluation of credentials for the purpose of admission.

First-time applications must be accompanied by a nonrefundable application fee specified on the application form. Application forms may be obtained from the Office of Admissions.

Applications submitted more than one year in advance of the anticipated date of enrollment will be acknowledged, but no action will be taken until admission standards for the year in question have been established. The number of students admitted and enrolled in any year will be determined by the capacity of the institution to provide for the educational and other needs of the students and by budgetary or other appropriate considerations. Undergraduate admissions policies and procedures are subject to continuous review by the admissions staff and the Faculty Admissions Committee and may be changed without notice.

Selected applicants who present evidence of special talents for University programs requiring such special talents may be evaluated on the basis of these talents as well as high-school grades and entrance examination scores. The University reserves the right to place conditions on the admission of any student. In the event such action is taken, the conditions will be clearly explained in the letter of acceptance.

Additionally, the campus follows state Commission on Higher Education (CHE) guidelines for dual enrollment students (Section II).

In its recruitment efforts, the University of South Carolina Salkehatchie ensures that all materials accurately represent the campus and its programs. These materials are reviewed on a regular basis by the Office of Enrollment Services and changes are made as soon as program, personnel, and other changes go into effect. Changes to any academic programs trigger locally-made revisions to the UofSC Salkehatchie website. Changes to the UofSC Salkehatchie Academic Bulletin are processed by the University’s Registrar’s Office upon request. The bulletin is reviewed periodically by the UofSC Salkehatchie Executive Council.

Categories of Admission

The categories of admission are outlined below. Applicants for admission must meet the requirements of one of these categories.

Freshman Admission

A freshman applicant is a person who has not attended a regionally accredited college or university after high-school graduation.

Requirements

Freshman applicants must have either a high-school diploma or its equivalent (GED) prior to enrolling. Accepted applicants must have senior grades and a verification of graduation sent as soon as they are available. Applicants who did not graduate from high school must send transcripts of all available work and a copy of a GED certificate or satisfactory GED test scores.

Freshman applicants must submit:

1. completed application
2. specified nonrefundable application fee
3. official high-school record complete up to the time of application
4. official entrance examination scores (either SAT or ACT).

Prospective students must have adequate preparation for the curriculum in which they plan to enroll. At a minimum, applicants for admission are required to complete a college preparatory program with units distributed among the following academic subjects:

College Preparatory Course Prerequisite Requirements

Four Units of English: At least two units must have strong grammar and composition components, at least one must be in English literature, and at least one must be in American literature. Completion of College Preparatory English I, II, III, and IV will meet this criterion.

Four Units of Mathematics: These include Algebra I (for which Applied Mathematics I and II may count together as a substitute, if a student successfully completes Algebra II), Algebra II, and Geometry. A fourth higher-level mathematics course should be selected from among Algebra III/trigonometry, precalculus, calculus, statistics, discrete mathematics, or a capstone mathematics course and should be taken during the senior year.

Three Units of Laboratory Science: Two units must be taken in two different fields of the physical or life sciences and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the first two units (biology, chemistry, or physics) or from any laboratory science for which biology and/or chemistry is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement. It is strongly recommended that students take physical science (taught as a laboratory science) as a prerequisite to the three required units of laboratory science outlined in this section. It is also strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all three fields.

Two Units of the Same Foreign Language

Three Units of Social Science: One unit of U.S. History is required; a half unit of Economics and a half unit in Government are strongly recommended.

One Unit of Fine Arts: One unit in Appreciation of, History of, or Performance in one of the fine arts.

Elective: One unit must be taken as an elective. A college preparatory course in Computer Science (i.e., one involving significant programming content, not simply keyboarding) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English; fine arts; foreign languages; social science; humanities; laboratory science (excluding earth science, general physical science, general environmental science, or other introductory science courses for which biology and/or chemistry is not a prerequisite); or mathematics above the level of Algebra II.

One Unit of Physical Education or ROTC

Total Units: 19

In addition to completion of the above units, students must meet requirements based on entrance examination scores and weighted core GPA.

Applicants must complete additional units to meet or exceed state and local high-school graduation requirements. In choosing these electives, students should consider the recommendations given in the preceding listing for specific prospective majors.

Freshman applicants are encouraged to apply in the fall prior to the fall for which they seek admission. Applications will be considered after January 1 only if places are available in the incoming class.

Applicants must apply for and take the required entrance examinations well in advance of the term for which they seek admission, and they are responsible for having the results of these examinations sent to the University. Applicants over the age of 25 may not be required to submit entrance examination results; however, they must submit other credentials which give evidence of reasonable academic potential. Entrance examination scores may be required in the absence of satisfactory credentials or evidence of potential. Some programs require entrance test scores for all students, regardless of age.

Proof of immunization, residency, and citizenship are required before enrolling at UofSC Salkehatchie. Instructions will be provided after admission takes place.

Proof of Citizenship

UofSC students must present proof of citizenship or lawful presence in the U.S. before enrolling. This policy has been adopted by the University in order to comply with section 59-101-430 of the South Carolina Code of Laws, as amended, which requires that lawful presence in the United States is verified before enrollment at any public institution of higher education. Verification of immigration status for non-citizens will be conducted by International student officials. For other students, a proof of citizenship verification process has been adopted to deter and prevent false claims of citizenship by unlawful aliens attempting to evade the eligibility requirements of section 59-101-430. Students who are not verified as citizens during the Federal financial aid application (FAFSA) process must present proof of citizenship in the form of one of the following acceptable documents:

- Copy of the South Carolina driver's license if the student first became a licensed driver in the state after January 1, 2002;
- A Certified Birth Certificate indicating that you were born in the United States or a territory of the United States.
- Current U.S. Passport or U.S. Passport that has not been expired more than 10 years;
- Certificate of Naturalization USCIS Form (N-550 or N-570);
- U.S. government issued Consular Report of Birth Abroad;
- Certificate of Citizenship (N-560 or N-561);
- Unexpired U.S. Active Duty/Retiree/Reservist Military ID Card (DOD DD-2).

The University can accept photocopies of birth certificates and other citizenship documents so long as we reserve the right to demand production of the certified original in the event we have any questions about whether the copy is true and accurate, or in the event any of the information on the copy is unreadable.

For more information: <http://registrar.sc.edu/html/citizenshipverification.stm>.

Assessment of Academic Records

Freshman applicants who satisfy the course requirements listed above will be evaluated on the basis of high-school grades, class rank, and entrance examination scores. These factors will be used to determine the applicant's probability of completing the requirements for the desired degree. Applicants who have earned a cumulative average of C+ on the defined preparatory courses listed above and who score 1200 on the SAT or 27 on the ACT normally will be admitted to USC. Higher grades may offset lower entrance examination scores and higher examination scores may offset lower grades. Exception to admission requirements will be considered for applicants who present extenuating circumstances.

Other Admissions Opportunities

High School Certificate and Non-High-School Graduates

Admission in this category is based upon satisfactory CEEB-SAT (or ACT) scores.

Candidates who are 25 years or older may be considered for admission without SAT scores. They must, however, submit all other credentials and show reasonable potential for academic success.

Non-high-school graduates must have a South Carolina or other state high-school equivalency certificate. Students who have attended any portion of high school should have a transcript submitted from that school.

Admission as a Nondegree Candidate

Applicants who wish to attend the University for one semester or on some limited basis may be approved to do so upon submitting a nondegree seeking application. The admissions office reserves the right to determine the proper category of admission and to determine what credentials may be required.

Special Students

This category is for part-time applicants who are not interested in earning a degree at UofSC. A maximum of 30 semester hours may be earned in this category. Applicants who have been officially denied admission as degree-seeking students are not eligible for admission as special students. Courses completed as special students carry full University credit; however, none of the hours is applicable to a degree until the student applies and qualifies for admission to a degree program. Usually no credentials are required if the applicant has no plan to seek a degree.

Senior Citizens

A senior citizen (age 60 or above) may enroll in courses at UofSC Salkehatchie tuition-free on a space available basis. They must pay the application fee and technology fee and purchase textbooks. A special form documenting their eligibility must be obtained from the Registrar's Office.

Concurrent

High-school juniors and seniors who have excelled in their studies may enroll in appropriate courses at the University upon recommendation of their counselors or principal and with approval of the UofSC department in which courses are to be taken. Interested students must submit high-school records that show exceptional performance.

Auditor

An auditor may apply as a special student (see above).

Military Special

Certification of active duty military status is required.

Persons attending the University in any of these categories will be nondegree candidates. Credit earned while attending as a nondegree candidate may be used toward a degree only after the student has applied for and been accepted into a degree program. An applicant denied admission to any degree category is not eligible for admission as a special student. The period of enrollment in these categories is limited by either time or number of allowable credits. The official acceptance letter explains all enrollment restrictions for the category in question. Nondegree students are not eligible for financial aid, veterans benefits,

or on-campus housing during the fall or spring terms. Rooms on the campus may be available to students in the summer whether or not they are working for degrees

Readmission of Former Students

An application for readmission must be submitted by any former student who wishes to return to the University after missing a major (fall or spring) semester. Summer sessions do not count as a major semester in this instance. Students applying for readmission with a GPA below 2.0 must file an appeal with the Faculty Petitions Committee to be considered for acceptance. Applications for readmission are obtained from the Office of Undergraduate Admissions and when completed should be returned to the admissions office at the campus where the student expects to enroll. Readmission to the University and to the program in which the student was previously enrolled is not automatic. An interview may be requested and some basis for a favorable decision may be required.

Students who attend the University as special students (including probationary or nondegree candidates) are not considered for "readmission" because these students were not fully admitted to the University originally. If special students wish to return to the University as degree-seeking candidates, they must apply for regular admission as freshmen or transfer students, furnishing all official transcripts and any entrance test scores which may be required.

Students who leave the University in good standing, miss one or more major semesters, and attend another institution while away must submit the application for readmission and official transcripts of all college-level work attempted during their absence from the University. Such applicants must meet the same requirements as transfer students.

A student who leaves the University on suspension must apply for readmission upon completion of the period of suspension and qualify for readmission to the major program requested. To attempt to return to the University prior to the completion of the suspension period requires:

1. an application for readmission and a petition for reinstatement if a major semester has been missed; or
2. a petition for reinstatement if the attempt is being made after notification of suspension but prior to missing a major semester. A petition for reinstatement is made to the University college from which the student was suspended.

If students attend another college-level institution while suspended from the University, they must maintain a satisfactory average at that institution in order to retain the privilege of being considered for readmission at the conclusion of their suspension. The University does not transfer credit earned during a period of suspension, but the quality of grades could affect the decision on readmission.

Applications should be submitted before these deadlines:

- fall term: August 1
- spring term: December 1
- summer terms: two weeks prior to registration for the term.

Transfer Admission

An applicant who, having graduated from high school, has attended another regionally accredited postsecondary institution and attempted one or more courses is a transfer student, regardless of credit earned. If fewer than 30 semester hours (45 quarter hours) of college-level

work have been attempted, the applicant must meet both transfer and freshman entrance requirements.

Transfer applicants for admission must submit:

1. completed application forms
2. specified nonrefundable application fee
3. complete official transcripts from postsecondary institutions through the time of application; these must be supplemented by final transcripts that reflect complete academic work prior to beginning classes in the University
4. complete high-school records including entrance exam results if less than 30 semester hours (45 quarter hours) of college-level work have been attempted in a regionally accredited college or university.

Applications should be submitted before these deadlines:

- Fall term: August 1
- Spring term: December 1
- Summer terms: two weeks prior to registration for the term.

All applicants for transfer admission must be eligible to return to the last institution attended as a degree-seeking student.

The applicant must submit official transcripts of all previous college courses attempted whether or not credit was earned and regardless of whether the applicant wishes to transfer any credit. An official transcript must be sent directly to the admissions office from each institution attended. Failure to report all attempted college courses may constitute sufficient cause for later dismissal from the University.

Transfer applicants from regionally accredited colleges and universities are required to have a minimum grade point average of 2.25 (on a 4.00 scale) on all college-level courses attempted.

Branch Transfer Students

This is a special admissions program open to students at the regional campuses of UofSC. Students who do not meet the regular transfer admissions requirements for prebaccalaureate admission as described above may still be eligible for admission in the Branch Program. For complete details about eligibility and requirements, students should contact the Office of Admissions at Salkehatchie. Students in this program must normally complete 30 semester hours at the Salkehatchie campus with a 2.00 GPA as well as meet the GPA requirements of the particular college in order to move to the Columbia campus.

In addition to the general requirements for admission outlined in this section, some departments and colleges within the University set additional requirements that may be higher than the University's minimum standards. For more specific information concerning entrance requirements for individual colleges and departments, refer to the program section of this bulletin.

For the purpose of admission, a transfer grade point average is calculated using all credits attempted and all grades earned on college-level courses at other institutions. These credits and grades also will be included in calculating honors for graduation from the University. Colleges within the University have the right to consider all attempted college-level work in determining admission to particular programs and/or advancement into upper-division or professional-level courses. Transfer students should consult the section of this bulletin for the college in which the student plans to study for further information about the use of credits and grades

from previous college work. For regulations on graduation with honors, see "Academic Regulations."

Regardless of the point in an academic career at which students enter the University, all must complete the final year (the last 30 semester hours before graduation) enrolled in classes approved by the appropriate dean of the college, school, or campus from which the degree will be granted. Some UofSC colleges require half of all degree credits to be earned while enrolled at this University.

Evaluation of Transfer Credits

Transfer credits to UofSC must be from regionally accredited institutions for academic courses completed with grades of C- or better. Applicability of credits toward a particular degree is determined by the college or major in which the student enrolls. The number of credits acceptable to the University and the number which may apply toward a particular degree may differ.

Students transferring from nonaccredited colleges may be allowed to validate credit after admission to the University. Details of the validation procedure vary and may be obtained from the dean's office of the college in which the student is enrolled.

Original records are required for courses exempted at a previous college. Exemption credit or acceptance of transfer credit by another college has no bearing on the evaluation of transfer credit at the University of South Carolina.

Generally, credits earned in courses that fall into one or more of the following categories are not acceptable in transfer to the University:

1. courses that are occupational or technical in nature
2. courses that are essentially remedial in nature
3. courses from a two-year institution which are considered upper division or upper level at the University
4. courses from a two-year institution that are not listed as part of that institution's college parallel program.

Exceptions to this rule may be made only by the designated academic official(s) on the campus where the student is majoring and only in specific cases where such courses are judged to be uniquely relevant to the student's degree program.

A maximum of 76 semester hours may be transferred for degree credit from a junior college or two-year institution which is accredited by a regional association such as the Southern Association of Colleges and Schools.

A maximum of 30 semester hours of credit by correspondence and credit awarded for educational experiences in the military may be applied toward meeting the requirements for a baccalaureate degree. The 30 semester hours of credit which may be awarded for educational experiences in the military should be in accordance with recommendations published by the American Council on Education and be consistent with University policy on the transfer of credit but will only be applied to a degree program upon the approval of the dean of the college from which the degree is to be awarded.

Veteran students may receive credit toward graduation for training received under many of the armed forces college training programs. University credit also may be given for specialized and technical training done under the auspices of the armed forces and for courses taken through the United States Armed Forces Institute/DANTES. This training may be accepted by the University for credit only if it is at the college

level, if it is approved by the University, and if it is appropriate to the particular University course of study in which the student enrolls. Armed forces training will not be evaluated until the applicant has been accepted for admission; however, credentials should be submitted with the admission application. No credit is given for high-school or college-level GED tests.

(Information regarding educational benefits to veterans and the children of deceased or disabled veterans may be found in the section on financial aid. Additional information for veterans is available from the Office of Veteran Student Services, University of South Carolina Columbia.)

A maximum of 30 semester hours of credit earned while classified as a nondegree special student in the University may be applied toward meeting the requirements for a baccalaureate degree.

A student planning to pursue work at other institutions or through correspondence must complete this work before attaining senior classification (90 semester hours). Courses completed at any institution while the student is suspended by the University will not be accepted toward a degree at UofSC.

Transfer: State Policy and Procedures Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulated that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee.

Act 137 directed the commission to adopt the following procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions shall be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPAs, Validations

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:
 - a. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
 - b. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic course work taken elsewhere, for course work repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution, and so forth.
 - c. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
 - d. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
 - e. Lists of all courses accepted from each technical college (including the 72 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found on the home institution for the courses accepted.
 - f. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
 - g. Lists of the institution's Transfer Officer(s) personnel together with telephone and fax numbers and office address.
 - h. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
 - i. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work with a "C" grade (2.00 on a 4.00 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
 - a. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.00 on a 4.00 scale

shall apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

- b. Any multi-campus institution or system shall certify by letter to the commission that all course work at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreements, Completion of the A.A./A.S. Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
 - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
 - Business Administration: Established curriculum block of 46-51 semester hours
 - Engineering: Established curriculum block of 33 semester hours
 - Arts and Sciences, curriculum II: Established curriculum block of 48-51 semester hours
 - Teacher Education: Established curriculum block of 38-39 semester hours for early childhood, elementary, and special education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of course work
 - Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.
6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total course work found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block shall automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As

agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the commission's report to the General Assembly on the School-to-Work Act (approved by the commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of course work among two- and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred.

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's course work for transfer purposes shall be evaluated and appropriate measures shall be taken to reassure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education shall print and distribute copies of these Procedures upon their acceptance by the commission. The staff shall also place this document and the Appendices on the commission's Home Page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions shall on their own Home Page on the Internet under the title "Transfer Policies":
 - a. Print a copy of this entire document (without appendices).
 - b. Print a copy of their entire transfer guide.
 - c. Provide to the staff of the commission in satisfactory format a copy of their entire transfer guide for placing on the commission's Home Page on the Internet.
13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its Home Page on the Internet under the title "Transfer Policies":
 - a. Print a copy of this document (without appendices).
 - b. Provide to the commission staff in format suitable for placing on the commission's Home Page of the Internet a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled "**Transfer: State Policies and Procedures.**" Such section at a minimum shall.
 - a. Publish these procedures in their entirety (except Appendices)
 - b. Designate a chief Transfer Officer at the institution who shall
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as a clearinghouse for information on issues of transfer in the State of South Carolina

- provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - work closely with feeder institutions to assure ease in transfer for their students.
- c. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety
 - d. Refer interested parties to the institutional Transfer Guide of the state's four-year institutions
 - e. Refer interested parties to the institution's and the Commission on Higher Education's Home Pages on the Internet for further information regarding transfer.

Summer School Admission

New undergraduate students entering the University for the first time in a summer term who expect to continue studying toward a degree submit only one application. They must meet all requirements for admission as degree-seeking students before the beginning of the summer term. These students should not submit a separate application for the summer term.

Summer Attendance Only

Students who wish to attend the University for the summer only should apply as special students under the "Admission as a Nondegree Candidate (p. 11)" paragraph included in this section. Students enrolled in degree programs in another college who wish to take summer courses at USC as transients should seek written approval to take specific UofSC courses from a dean or department chair in their home college

Admission of International Students

The University of South Carolina welcomes the applications of qualified international students.¹ At least 90 days before the beginning of the semester they wish to enter, students must send a complete application, including standardized test scores, school records, and financial statements, to the Office of Undergraduate Admissions.

International applicants must be proficient in the English language. International students will be carefully advised for their initial semester at UofSC Salkehatchie. At the end of their first semester, a grade point average of 2.0 or higher will be considered demonstration of proficiency in English and the students will then be allowed and encouraged to register for any classes at UofSC Salkehatchie they choose.

In addition, freshman applicants must have completed a level of education equivalent to that of students entering from accredited secondary schools in the United States and have superior grades on their school work. Applicants who seek to enter from another college or university in the United States must meet transfer admission requirements.

International applicants will not be allowed to enroll in classes until they establish their ability to pay education expenses (approximately \$22,750 for each year of study). The policies of certain countries have created financial difficulties for their citizens studying at the University. Applicants from these countries will be so notified and required to make an advance deposit of expenses. Applicants from other nations must submit certification of financial support to satisfy this requirement. International students should not expect to obtain any financial assistance from the University.

¹ Applicants who are not citizens or permanent residents of the United States.

Special Opportunities

Veterans

Veteran students may apply to receive credit toward graduation for training received under any of the armed forces college training programs. University credit may also be given for specialized and technical training done under the auspices of the armed forces and for courses taken through the United States Armed Forces Institute. This training may be accepted by the University for credit only if it is at the collegiate level, if it is approved by the University, and if it is appropriate to the particular University course of study in which the student enrolls.

Armed forces training will not be evaluated until the applicant has been accepted for admission as a degree candidate. No credit is given for high-school or college-level GED tests.

Veterans Benefits

The following policies and procedures are of primary concern to veterans, servicepersons, members of guard and selected reserves, and other eligible persons who receive VA educational benefits while enrolled at the University.

Please note: Academic standards of progress and attendance are covered under school standards of progress as specified by the South Carolina Commission on Higher Education, License Division, and are required by the U.S. Department of Veterans Affairs (VA).

Enrollment Certification

Certification by the University VA certifying official in the Office of Veterans Services is required for eligible students who wish to receive VA educational benefit checks. Students must initiate their own requests for enrollment certification. The certifying official will transmit certifications and other forms to the VA only for those students who have made such requests and have completed the necessary paperwork.

Normally, the VA requires that eligible students must have completed full University admissions requirements and matriculation into degree-seeking status before they may receive VA educational benefits. However, those students admitted as "Provisional," "Military Special," or "Transient" or students enrolling for prerequisite courses required for admission into a professional degree program or school may request VA certification if they provide appropriate documentation. Any VA students in these categories should contact the University Office of Veterans Services for details. In these and all other admissions categories, only the federal VA has the final authority to award or to deny military educational benefits.

Students can best ensure receipt of benefits by informing the school VA office of their intent to register for classes and by supplying the number of credit hours for which they will enroll each semester. Eligible VA students may request certification on an annual basis and should recertify for each new academic year at least 45 days prior to the first day of class of their next semester. However, pursuant to federal law, servicepersons, and VA students who are enrolled for less than one-half time must request certification on a semester-by-semester basis.

Normally, VA payments are authorized only for those courses which are required by the academic department for the student's current degree program. All students receiving educational benefit checks from the VA are responsible for notifying the Office of Veterans Services of any changes in their degree programs and/or course loads during a semester, to include drop/add, withdrawal, changing from credit to audit status,

invoking the Pass-Fail option in a course, or enrolling in any distance education course, independent study, internship, or practicum.

Undergraduate veterans or servicepersons should contact the associate dean for student services for information about forms, benefits, consideration of receiving college credit for military schools, or any other VA-related topics.

Advanced Placement by Examination

Baccalaureate degree candidates may qualify for degree credit and/or advanced placement through successful completion of the following exams:

1. The College Entrance Examination Board Advanced Placement Examinations are offered in American government and politics, American history, art history, art studio (drawing and general), biology, chemistry, comparative government and politics, computer science (A and AB), economics (macro and micro), English language and composition, English composition and literature, environmental science, European history, foreign languages (French, German, Latin, and Spanish), human geography, mathematics-calculus (AB and BC), music (theory and listening and literature), physics (B, C part 1, C part 2), psychology, and statistics.
2. The College Level Examination Program (CLEP) subject examinations are offered in accounting (introductory), American government, American history, American literature, general biology, business law (introductory), calculus with elementary functions, chemistry (general), college algebra, college algebra-trigonometry, educational psychology, English literature, freshman college composition, information systems and computer applications, literature (analysis and interpretation), management (principles), marketing (principles), psychology (general), trigonometry, and Western civilization. CLEP examinations cannot be repeated. No credit is given for CLEP general or foreign language examinations.
3. Departmental examinations for chemistry and music, among others, are offered to new students prior to fall and spring registration. Contact the appropriate department for test schedule and information.

ACADEMIC REGULATIONS

As the chief governing body of the University, the Board of Trustees delegates the powers of the president and the faculty in accord with its policies. Subject to the review of the president and the Board of Trustees, the faculty retains legislative powers in all matters pertaining to the standards of admission, registration, instruction, research, extracurricular activities, requirements for and granting of degrees, the curricula, the discipline of students, the educational policies and standards of the University, and all other matters affecting the conduct of academic affairs.

The University reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations whenever, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the University.

Registration at the University of South Carolina assumes the students' acceptance of all published regulations, including both those which appear in this document and all others as applicable in any official announcement such as the Medical School Bulletin, Law School Bulletin, Graduate Studies Bulletin, the University Master Schedule of Classes, or the Carolina Community. Official policies of the University listed below are published in the Carolina Community, which is available online as well as through the Student Government Office or the Office of the Vice President for Student Affairs.

1. Student Rights and Freedoms within the Academic Community
2. Rule of Academic Responsibility and Academic Disciplinary Procedures
3. Grievance Policy and Procedures for Non-Academic Areas
4. University Policy on Use of Alcohol
5. University Policy on Campus Solicitation
6. University Policy on Student Patent and Copyright Matters
7. Student Right to Know

Unforeseen circumstances may interfere with the scheduling of a course or degree offering. Students must accept such developments even if doing so will mean a delay in some of their academic goals or a modification of those goals. The departments concerned will work closely with students facing such problems in an effort to resolve them with a minimum of difficulty.

The University reserves the right to withdraw any course because of inadequate enrollment. Additional courses may be offered upon application of a sufficient number of students; a minimum of 10 applicants is the usual requirement. Registration in any course may be closed when the maximum enrollment for efficient work has been reached.

Bulletin Rights and Exclusions

Bulletin Rights

An undergraduate student may choose to obtain a degree in accordance with the curricular requirements in force for the particular degree at the time the student first enrolls as a degree-seeking student at any University campus, or under subsequent requirements published while the student is enrolled.

Bulletin Exclusions

The student's choice is restricted to a specific bulletin and the curricular requirements described therein. Undergraduate students have a period of eight years, inclusive and continuous, in which to claim the rights of a specific bulletin.

Within the eight-year limit, an undergraduate student who is absent from the University for no longer than three years, and who returns to complete the program of study, shall have the right to continue under the bulletin in effect at the time of the student's original enrollment as a degree-seeking student. Alternatively, the student may elect the degree requirements under the bulletin in effect at the time of return. If the period of absence is longer than three years, the student will be subject to the curricular requirements in force at the time of return. Under no circumstances will students be allowed to appeal to short-lived rules and regulations which were adopted and abandoned during the period of their absence.

If drastic revisions of curricula or program requirements have occurred during a student's absence (even if for less than three years), or during the period between the student's original enrollment as a degree-seeking student and the eventual movement to a different degree program or campus within the University, a reasonable effort will be made by the academic dean to permit the student to undertake a transitional program that is equivalent to the educational experience intended under the bulletin in force at the time of the student's original enrollment as a degree-seeking student.

Academic Calendar Policies

Academic Calendar

The University follows an early Semester Calendar, with Fall semester beginning the Thursday of the third full week in August and ending in December before the winter break. Spring classes begin the second Monday of January, provided neither Monday is a holiday (New Years or MLK). For Fall and Spring semesters, there are 70 class days with a minimum of 2100 minutes of instruction for a standard 3 hour class-28 Tuesday and Thursday classes of 75 minutes per class meeting and 42 Monday, Wednesday, Friday classes of 50 minutes per class meeting. All nonstandard one or two day per week classes must meet the minutes of instruction requirements as part of the calendar.

Summer Term

The summer term consists of multiple course sessions between the spring and fall terms.

Students regularly enrolled in the University may take work applicable to their degree during the summer term. Regulations governing the regular academic year also pertain to the summer term.

A complete listing of all courses offered in the summer term will be available by April 1 on the registrar's Web site under "Master Schedule." Course sessions and times may vary.

Please refer to the registration calendars on the registrar's Web site for more detailed information.

Advisement Policies

Academic Advising

When students are accepted into the University, they are assigned an academic advisor. Students are expected to arrange to meet with their advisor at least once a semester to plan their course of study for the following semester. Students who do not know their assigned advisor

should obtain this information from the appropriate departmental or academic dean's office.

Information, advice, and interpretations of University policies offered by advisors do not supersede the official statement of policies and academic regulations described in the University Undergraduate Studies Bulletin. Exceptions to University regulations cannot be made by academic advisors. Any exceptions to the policies and regulations set forth in the University Undergraduate Studies Bulletin must be made by the appropriate College Scholastic Standards and Petitions Committee or by the dean of the college.

Records of academic progress may be kept by advisors and deans, but the only official student records are maintained by the Office of the University Registrar.

Classification of Students

Classification is based on the total number of semester credit hours earned: A student must have earned 30 hours to be classified as a sophomore, 60 for classification as a junior, and 90 for senior classification. Students are classified at the beginning of each semester and maintain that classification until the next semester begins.

Undeclared Freshmen

For various reasons it may be impossible or inappropriate for a student to declare a major. Nevertheless, all students will receive advisement in the college most closely related to their interests and abilities. Transient students are subject to the rules of their home institution and may take course work at the University of South Carolina without a declared major. University courses are open to those seeking career advancement or life enrichment and who meet stated course prerequisites. Freshmen who have been accepted by the University, but who are unsure of academic or career goals, may need a period in which to establish their major interest. To accommodate students in these categories, courses which are usually open to students with 30 or fewer hours (freshmen) are open to all students who meet prerequisites published in the University's Undergraduate Studies Bulletin. Students who have earned 30 semester hours and wish to continue their studies at the University of South Carolina must declare a major in a program in which they meet entrance or progression requirements.

Course of Studies

Students are expected to follow the programs outlined by their school or college as closely as possible, particularly in the first two years when satisfying basic degree requirements and prerequisites for advanced work. Students must pursue required courses in the prescribed sequence. Failure to do so may lead to future schedule difficulties, and students may find that the subjects for which they wish to enroll are either not available or are closed to students with advanced standing. Students who fail to complete successfully all freshman requirements may not enroll in courses in their major field beyond the sophomore level. Students ineligible to continue courses in their major field may take electives until the deficiency is removed. Students who enroll in classes for which prerequisites or other defined requirements have not been met may be removed from these classes. Learning-disabled students who wish to take advantage of University-approved program accommodations must have an academic advisory plan on file with the Office of Student Disability Services and the dean of the college. This plan will be formulated by the student's academic advisor with the assistance of the Office of Student Disability Services and will contain recommended accommodations which specifically relate to and are consistent with the student's diagnosed disability. A copy of the student's academic

advisory plan must be provided to the course instructor for the student to be eligible for a particular accommodation. Any substitutions for degree requirements recommended in the student's academic advisory plan must be referred to the Scholastic Standards and Petitions Committee of the student's college for action.

Changes in Curriculum

Undergraduate students interested in changing majors should contact the college or school offering the new curriculum the student intends to follow. Once all necessary permissions are obtained, the college or school that offers the new curriculum will notify the Office of the University Registrar to update the student's record. Curriculum changes can affect loan deferment, scholarship eligibility, athletic participation eligibility, tuition and fee assessment, and international student VISA regulations. For this reason, all curriculum changes must be completed before the end of the free drop/add period in Fall and Spring Terms (in Part of Term 30), and prior to June 1 during the Summer Term. Curriculum change requests that arrive at the Office of the University Registrar after these deadlines will be processed for the following term. Exceptions to this rule may be made in the event that a change request is being made in the semester that student is graduating from the University.

Course Substitutions

Only under unavoidable and exceptional circumstances will the faculty permit substitution for or exemption from the prescribed curricula. When it becomes necessary to request a deviation from the prescribed course of study, students should consult the dean of their college or the head of the department in which they are majoring before preparing a petition listing the substitutions or exemptions sought and the reasons for the request. Petitions are submitted on forms obtainable from the Scholastic Standards and Petitions Committee of the particular college, and must be returned to the dean of the college in which the student is enrolled. Deviations from degree requirements published in the bulletin must be approved by the student's dean and the head of the student's major department. The Scholastic Standards and Petitions Committee of each college functions as an appeal board in cases where agreement between the dean, department head, and the student cannot be reached.

Course and Academic Credit Policies

Course Numbering

Courses numbered from 101 to 699 are available at different levels for undergraduate credit. Courses numbered from 700 to 899 may be taken for graduate credit only and are described in the *Graduate Studies Bulletin*. All courses numbered from 101 to 499 are for four-year baccalaureate degree candidates. Courses numbered from 500 to 699 may be taken by advanced undergraduate and graduate students for undergraduate or graduate credit, respectively. A 500- to 600-level course taken for undergraduate credit cannot later be awarded graduate credit.

Course Credit

The credit value of each course is usually determined by the amount of formal instructional time per week for one semester. At least 700 minutes of instruction (and at least twice that for laboratory time) can be expected per credit hour. The semester hour credit for each course is included in each course description.

No student suspended from the University of South Carolina for any reason may earn academic credit during the period of suspension, whether by residence elsewhere or by correspondence courses of any origin.

Remedial courses (courses numbered 100 or below) may not be used to meet degree requirements.

Credit by Examination

Currently enrolled students may obtain credit by examination in a course in which they have had no class attendance or semester standing; permission must, however, be obtained from the dean of the college or department chair in which the course is offered. A grade of not less than B on the examination is necessary in order to receive credit for the course. Examinations are not permitted in courses in which a student previously has been enrolled regularly or as an auditor. The applicant must pay to the Office of Financial Services in advance of the examination a fee of \$25 per semester hour; this fee is not refundable. The Office of Financial Services will issue a receipt which must be shown to the head of the department conducting the examination, who shall immediately report the results of the examination to the Office of the University Registrar. Credits earned under this regulation are recorded with hours earned only.

Transfer Credit

Students transferring to the University from another college or university must, before enrolling in class at the University, have their transcripts evaluated by the University. It is only in the light of such evaluation that students will know definitively the transferability and equivalency of each transfer course. Degree applicability will be determined by the college or school in which the student is enrolled.

Transferability refers to the conditions under which the University accepts credit for inclusion in the student's record. Transfer courses must have been taken at a regionally accredited post-secondary institution, or, if taken at a foreign post-secondary institution, have been recommended by a NACES-member external evaluation service. Coursework classified as remedial by the University will appear on the student's record, but will not be used to determine admission eligibility or a transfer GPA. Exceptions to this rule may be made by the Office of the Registrar when state scholarship eligibility rules require inclusion.

Equivalency entails equating transfer credit, both in hours and content, to University of South Carolina coursework. The Registrar's Office works with UofSC colleges and schools to coordinate the process of transfer evaluation to equate transfer courses directly to courses in the UofSC course catalog; to subject codes which represent subjects not offered at UofSC; or to subject codes that identify courses as remedial/technical/non-accredited coursework. A list of transfer equivalencies for the Columbia catalog of courses can be found at: http://www.sc.edu/about/offices_and_divisions/registrar/transfer_credits/course_equivalency.php

Applicability of credit toward a degree refers to the prerogative of academic divisions to count specific credit toward the fulfillment of a student's degree requirements. The student's college or school of enrollment is responsible for determining applicability.

However, a transfer course is not applicable towards any University of South Carolina academic program or degree if:

1. The transfer course was essentially remedial in nature (example: Developmental English).
2. The transfer course was occupational or technical in nature (examples: welding, paralegal, or radiography courses).
3. A grade lower than 2.0 on a 4 point scale, or equivalent, was earned in the transfer course.

4. The transfer course was taken by a degree-seeking University of South Carolina student without prior approval as described in the Earning Credit in Transient Status section of this bulletin.
5. The transfer course was taken while a student was on an academic suspension from the university.
6. The student received any grade other than W in an equivalent course at this university, unless the student was enrolled full time at least one year at the transfer institution.

Exceptions to the rules of applicability may be made only by petition to the dean for undergraduate studies of the College or School in which the student is majoring.

Effective Summer 2017 for all newly admitted and readmitted students, transfer grade points and GPAs will no longer appear on the UofSC record. Transfer course equivalencies, grades, attempted hours, and earned hours will appear on students' advising transcript in Self Service Carolina, while only transfer earned hours will appear on the official transcript.

Earning Credit in Transient Status

Since the University is accountable for the integrity of its degrees, it is essential that degree programs be closely monitored by University faculty. Therefore, students entering the University to seek a degree should expect to complete the majority of their academic work at the University of South Carolina. Normally students who wish to earn more than a semester of credit at another institution should meet all requirements and transfer to that institution. In some programs, and with the permission of the academic dean, students may take up to 18 semester hours of courses in transient status provided they have a 2.00 UofSC grade point average; the courses are approved in advance by the academic advisor and dean; and the other institution is fully accredited and the course work meets University specifications for transfer credits.

Study abroad or in special academic programs within the United States may be of particular benefit to students, and the University cooperates in a variety of national and international exchange programs in which students may pursue up to a year of academic work at another institution. Special permission is granted to students in these programs with the advance approval of the academic advisor and dean.

Course Load

Maximum credit limits, published in the Master Schedule of Classes, also vary according to college policy. Students will not be permitted to register for a semester load in excess of that prescribed for their program of study unless they earned an average of B or better on all courses for which they were enrolled (minimum 12 semester hours) for the preceding semester. New students are eligible for an extra course if they submit to the academic dean satisfactory evidence of equivalent academic achievement. Students eligible for an additional course on this basis must obtain prior approval for each course addition from the dean of their college. No course may be added after the last date to change course schedule or drop without a grade of W being recorded, as published in the academic and refund calendars on the registrar's Web site. (Note: This regulation does not apply to aerospace studies, Army or naval science courses, which may be added to a course program during the regular registration period without special approval.)

Undergraduate students who are enrolled in 12 semester hours or more for the fall, spring, or summer semester are considered full-time for academic purposes. Students who have been verified as learning disabled by the Office of Student Disability Services must be enrolled

in 9 semester hours or more for the fall, spring or summer semesters to be considered full-time students with regard to access to University residence halls and eligibility for financial aid, provided this is consistent with their academic advisory plan.

Graduate students who are enrolled in 9 semester hours or more for the fall, spring, or summer semester are considered full time for academic purposes.

Full-time fees for undergraduate students are calculated on 12 to 16 semester hours. Full-time status for graduate students with assistantships is determined by the dean of Graduate Studies.

Full-time benefits for veterans are determined by the Office of Veterans Services.

Auditing

A student must be admitted to the University and go through the regular registration process to be eligible for auditing any course. All auditors must be admitted to the University and go through the regular registration process. Those who are not full-time students will be charged the same fees as for courses taken for academic credit.

Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations. An auditor is not responsible for any assignments or examinations. No record of audit shall appear on a transcript unless a student attends 75 percent of the classes.

No credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date except by those students who have been verified as learning disabled by the Office of Student Disability Services and whose academic advisory plan recommends auditing a specific course before it is taken for credit.

The applicant must complete the prescribed procedure for enrollment through the Office of the University Registrar before class attendance will be permitted.

Students who have registered for a course on an audit basis and who wish to change their registration to take the course for credit (or who wish to change from credit to audit) must do so no later than the last day to change course schedule or drop without a grade of W being recorded, as published in the academic and refund calendars on the registrar's Web site.

Independent Study

The purpose of the independent study option is to allow the student to pursue an area of academic interest not adequately covered by the regular course structure. The experience shall involve an academic product that is consistent with the student's program of study.

Prior to enrolling in an undergraduate independent study course, a student must complete an Independent Study Contract (AS-6). The approval of the instructor, advisor, department chair, and student's dean is required. Students then present their approved copy to the Office of the University Registrar before registering for the course. Only students who take independent study as part of their major or minor or cognate program may receive grade-point credit for independent study. All other students will receive Pass-Fail credit. Students who take independent study on a Pass-Fail basis cannot later receive grade points, even if the student transfers to another major, minor, or cognate otherwise

qualifying the course work as appropriate for grade points. This ruling is not reversible by petition.

A grade point average of 2.50 or greater is required to enroll in independent study courses. The amount of credit for independent study per semester is limited to 6 hours. Independent study credits applied toward any undergraduate degree may account for no more than 10 percent of the total required credit hours for that degree.

Repetition of Course Work

When a course is repeated, both grades will be entered on the student's permanent academic record and included in the grade point average, unless the grade forgiveness policy is applied. Course credit toward graduation will be given only once, unless otherwise stipulated in the course description. Many academic programs restrict the number of times a course may be repeated. Consult the college and department section of the bulletin for such restrictions.

International Courses (INTL) / Study Abroad

- 501 — Study Abroad—UofSC Exchange. (1-16) This course keeps a UofSC student active while on a pre-approved UofSC exchange program.
- 502 — Study Abroad—Non-UofSC Program. (1-16) This course keeps a UofSC student active while on a pre-approved non-UofSC study abroad program.
- 503 — Study Abroad—Through Another U.S. Institution. (1-16) This course keeps a UofSC student active while on a pre-approved non-UofSC study abroad program through another U.S. institution of higher education.

Senior Privilege - Enrollment in Graduate Courses

A special provision to earn graduate credit is available for UofSC undergraduate seniors in their final semester who need less than a normal course load to complete baccalaureate requirements. Overload enrollment that includes one or more courses under senior privilege is not allowed. Courses for graduate credit under senior privilege cannot be used toward undergraduate degree requirements. For senior privilege consideration, undergraduate seniors with a 3.00 GPA should submit to The Graduate School, for the graduate dean's approval, form GS19 endorsed by the student's advisor, the chair of the department offering the course, and the academic dean for that department. This action should be taken before registration.

Accelerated Degree Programs

Certain academic units offer accelerated programs whereby an undergraduate student with a GPA of 3.40 and 90 or more hours toward the baccalaureate degree may apply graduate credits to a baccalaureate program. Admission can be requested by students in consultation with their academic advisor, their undergraduate dean, and the graduate director of the proposed master's program. An application form and associated guidelines may be obtained from The Graduate School.

Several of the University's colleges and schools are involved with a variety of accelerated degree programs. For more information, contact:

Office of Undergraduate Admissions
University of South Carolina
Columbia, SC 29208
phone 803-777-7700

Registration Policies

Registration

To be officially enrolled in the University students must be academically eligible, complete the registration process with the Office of the University Registrar, and possess a receipt issued by the Office of Financial Services for payment of current academic fees.

Students are expected to complete registration (including the payment of all required fees) by the dates prescribed in the registration calendars on the registrar's Web site to avoid cancellation of classes and payment of a late registration fee of \$5 per day (\$350 maximum).

Changes in Enrollment

Adding a course, changing from credit to audit or audit to credit, changing from one section to another, and changing the number of credits in any variable credit course must be completed by the last day to change course schedule or drop without a grade of W being recorded, as published in the academic and refund calendars on the registrar's Web site. Electing or revoking the Pass-Fail option must be completed no later than the last day for dropping a course with a grade of W, as published in the academic and refund calendars on the registrar's Web site.

Dropping Courses and Withdrawal

Free Drop/Add Period

During the Free Drop/Add period, undergraduate students have the ability to add and remove courses from their schedule through Self Service Carolina. For each course, the Free Drop/Add period begins during the official first day of the course and extends to a minimum of 6% of the Part of Term¹ in which the course is scheduled. Courses removed during the Free Drop/Add period will not be recorded on a student's transcript. Details regarding Free Drop/Add dates (<https://my.sc.edu/codes/>) can be found on the Self Service Carolina log-in page under the "Academics" sections.

Students are prevented from dropping or adding courses during the Free Drop/Add Period if they have an active registration hold on their record.

¹ Part of Term: Each course is associated with a specific part of the term for the semester or a specific date range in which the course is held. For example, Part of Term can refer to Full Term courses that run the full major semester (fall or spring) or Half Term courses that run only half of a major semester. Each Part of Term has specific drop/add, withdrawal, and withdrawal fail dates. Details regarding Part of Term dates can be found on the Self Service Carolina log-in page under the "Academics" sections.

Course Withdrawal Period

During the Withdrawal Period, undergraduate students have the ability to withdraw from a course with no grade penalty through Self Service Carolina. For each course, the Withdrawal Period begins after the Free Drop/Add Period and extends to a minimum of 72% of the Part of Term¹ in which the course is scheduled. Courses from which a student withdraws during this period are recorded on a student's transcript as a **W**; however, the semester hours will not be calculated in the computation of grade point average, count towards earned hours, or count towards graded hours. Courses that have a recorded grade of **W** will count towards attempted hours. Details regarding course Withdrawal dates (<https://my.sc.edu/codes/>) can be found on the Self Service Carolina log-in page under the "Academics" sections.

Students are prevented from withdrawing from courses during the Withdrawal Period if they have an active registration hold on their record.

¹ Part of Term: Each course is associated with a specific part of the term for the semester or a specific date range in which the course is held. For example, Part of Term can refer to Full Term courses that run the full major semester (fall or spring) or Half Term courses that run only half of a major semester. Each Part of Term has specific drop/add, withdrawal, and withdrawal fail dates. Details regarding Part of Term dates can be found on the Self Service Carolina log-in page under the "Academics" sections.

Course Withdrawal Fail Period

During the Withdrawal Fail Period, undergraduate students have the ability to withdraw from a course with a penalty grade through Self Service Carolina. For each course, the Withdrawal Fail Period begins after the Withdrawal Period and extends up to 100% of the Part of Term¹ in which the course is scheduled. Courses from which a student withdraws with a grade of **WF** during this period are treated as an F in the evaluation of academic standing, computation of grade point average, and graded hours. Details regarding course Withdrawal Fail dates (<https://my.sc.edu/codes/>) can be found on the Self Service Carolina log-in page under the "Academics" sections.

Students are prevented from withdrawing from courses during the Withdrawal Fail Period if they have an active registration hold on their record.

¹ Part of Term: Each course is associated with a specific part of the term for the semester or a specific date range in which the course is held. For example, Part of Term can refer to Full Term courses that run the full major semester (fall or spring) or Half Term courses that run only half of a major semester. Each Part of Term has specific drop/add, withdrawal, and withdrawal fail dates. Details regarding Part of Term dates can be found on the Self Service Carolina log-in page under the "Academics" sections.

Hardship Withdrawal

During and after the Withdrawal Fail Period, it may be necessary for a student to withdraw from all courses for the semester due to a significant personal hardship (e.g., medical or family emergency, prolonged illness, other medical or traumatic event). In these situations, students are able to petition for a Hardship Withdrawal from courses through the Office of the Dean of Students or the Hardship Withdrawal Committee. Each Palmetto College Campus has an equivalent hardship withdrawal process for managing petitions from students enrolled on their campus.

Hardship Withdrawal petitions, including verified documentation of hardship, submitted during the Withdrawal Fail Period until the last day of courses for the semester will be reviewed by the Office of the Dean of Students. Approved petitions will be submitted to the Office of the Registrar for grade assignments of **W** for all courses that semester on the student's transcript.

The Office of the Dean of Students will notify the student's instructors and their home college of the withdrawal.

Hardship Withdrawal petitions, including verified documentation of hardship, submitted after the last day of courses for the semester will be reviewed by the Hardship Withdrawal Committee that must include faculty and college/school representation. Approved petitions will be submitted to the Office of the Registrar for grade assignments of **W** for all courses that semester on the student's transcript.

Prior to a Hardship Withdrawal decision being made, all documentation is subject to verification by the Office of the Dean of Students and/or the Hardship Withdrawal Committee, including but not limited to class attendance, class participation, or supporting documentation. If false documentation or misrepresented information is submitted, students will be referred for alleged violation of the USC Honor Code and the Hardship Withdrawal request will be denied.

A Hardship Withdrawal to selectively withdraw from some courses, while remaining enrolled in other courses, will be permitted only under exceptional circumstances and must be approved by the Office of the Dean of Students in consultation with appropriate colleges/schools. The Office of the Dean of Students will submit a report of selective withdrawal decisions for verification to the Hardship Withdrawal Committee at the end of each semester.

Information regarding the University's Withdrawal Refund Appeals procedures can be found in the Fees and Refunds section of the bulletin.

Title IX Obligations

Information contained in Hardship Withdrawal petitions is private and not shared with instructors, departments, or colleges/schools outside of the Hardship Withdrawal Committee. However, in accordance with the provisions of Title IX of the Education Amendments Act of 1972 and University policy, if sexual misconduct information is included in a student's petition, the Office of the Dean of Students and/or the Hardship Withdrawal Committee is obligated to report the matter to USC's Title IX coordinator.

Withdrawing via Self-Service Carolina

Students can withdraw for the semester by withdrawing from all courses on Self Service Carolina. Students are encouraged to consider the Hardship Withdrawal Process if they are withdrawing during the Withdrawal Fail Period.

Active Duty Military Withdrawal

Students in the National Guard or armed forces reserves who are placed on active duty by order of the president of the United States or the governor of their state should pursue withdrawal from courses according to the provisions of the University's policy titled "Withdrawal of Students Called to Active Military Service" (ACAF 3.05 (<http://www.sc.edu/policies/ppm/acaf305.pdf>)). Active duty military personnel who are reassigned during an academic term may also invoke the provisions of this policy.

Course Drop and Withdrawal Chart

Name	Minimum Percentage of Class Time ¹	Grade	Considerations
Free Drop/Add Period	0-6% of classes	No Grade	<ul style="list-style-type: none"> Financial Aid Enrollment status Housing
Withdrawal Period	7-72% of classes	W grade will be recorded on transcript. W grade is not calculated in GPA.	<ul style="list-style-type: none"> Financial Aid Progression towards degree Satisfactory Academic Progress

Withdrawal Fail Period	73-100% of classes	WF grade will be recorded on transcript. WF grade is calculated as an F in GPA.	<ul style="list-style-type: none"> Financial Aid Progression towards degree Academic Standing
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Hardship Withdrawal Period	73-100% of classes	W grades will be recorded for all courses for approved petitions. Petitions are subject to review by the Office of the Dean of Students	<ul style="list-style-type: none"> Financial Aid Refund Appeals Process
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Hardship Withdrawal Period	After 100% of classes	W grades will be recorded for all courses for approved petitions. Petitions are subject to review by the Hardship Withdrawal Committee	<ul style="list-style-type: none"> Financial Aid Refund Appeals Process
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¹ Specific dates for each Part of Term may be found on the Office of the Registrar website

Indebtedness

It is expected that students will discharge any indebtedness to the University as quickly as possible. No diploma, certificate, enrollment verification, or transcript will be issued to or for students who have not made satisfactory settlement with the Office of Financial Services for all of their indebtedness to the University.

Attendance Policy

Class Attendance

Students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussion may occur.

Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences. It is of particular importance that a student who anticipates absences in excess of 10 percent of the scheduled class sessions receives prior approval from the instructor before the last day to change schedule as published in the academic and refund calendars on the registrar's website (<http://registrar.sc.edu/>).

It must be emphasized that the "10 percent rule" stated above applies to both excused and unexcused absences. Faculty members should notify classes, specifically in the course syllabi, of the attendance policy which they intend to follow in each class, but it cannot be more restrictive than the "10 percent rule". It is also recommended that the faculty include a policy statement in their syllabi requesting students to meet with the

instructor early in the semester to discuss the consequences of potential excessive absences due to participation in University-sponsored events.

Faculty should consider the following events or circumstances as potentially excusable absences:

- participation in an authorized University activity (such as musical performances, academic competitions, or varsity athletic events in which the student plays a formal role in a University sanctioned event)
- required participation in military duties
- mandatory admission interviews for professional or graduate school which cannot be rescheduled
- participation in legal proceedings or administrative duties that require a student's presence
- death or major illness in a student's immediate family
- illness of a dependent family member
- religious holy day if listed on the Interfaith Calendar (<https://www.interfaith-calendar.org/>)
- illness that is too severe or contagious for the student to attend class
- weather-related emergencies

The Student Ombudsperson in the Division of Student Affairs is available to assist faculty members with obtaining or verifying documentation when necessary. The faculty member has complete discretion regarding the specific nature of any accommodation offered in the event of an excused absence. Students should notify faculty members at least two weeks prior to the absence when possible. In all cases, students must contact the faculty member to request an accommodation upon return to class.

Examination Policies

Final Examinations

Final examinations for spring and fall semesters are held during a seven-day period at the close of each semester. Summer examinations are held during a two-day period at the close of each session. Semester examination schedules are published on the registrar's Web site under the "Calendar" link. The results of these examinations, combined with the grades for class performance, determine the reports given at the end of the semester. No final examination may be held outside of the stated time without the special permission of the dean of the college concerned. Reading Day is specified in the University calendar and no exams, quizzes or required class attendance may be scheduled for that day.

In any course or laboratory which meets two or three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period. In any course or laboratory which meets once a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period. In any course or laboratory which meets more than three times per week, no quiz, test, or examination may be given during the last three class meetings prior to the regular examination period. Self-paced courses are exempt from this regulation.

If an instructor teaches more than one section of the same course, students may transfer from one examination section to another with the instructor's permission.

Students who are absent from any final examination will be given the grade of F on the course if they have not offered an excuse acceptable to the instructor. If excused, they will be assigned a grade of I (see "I"

entry under "Grading System"), and may complete the course under the conditions specified by the instructor in the "Assignment of Incomplete Grade" form.

Re-examinations for the purpose of removing an F or raising a grade are not permitted.

Graduating Seniors

No early examinations are given for graduating seniors. Students who have submitted a degree application may attend the graduation ceremony. Diplomas are mailed after final examinations and after a student's dean has verified that all degree requirements have been met.

Deferred Examinations

A student with excused absences from final examinations in one semester has the privilege of deferred or special examinations and may take the deferred examination at the next regular examination period, with credit for semester standing, provided the examination is taken at the convenience of the professor. The examination must be taken within one calendar year from the time that the absence was incurred. Deferred examinations will be granted only in case of absence certified as unavoidable because of sickness or other cause, rendering attendance at final examinations impossible.

Grading Policies

Grading System

Enrollment in a course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance and for participation in whatever class discussion may occur. It is the student's responsibility to keep informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve the student from this responsibility.

Students' grades in their courses are determined by class standing and examination grade, combined in such proportion as the professor may decide.

Class standing is determined by the quality of a student's work and the regularity of attendance in lectures and laboratory sessions or other exercises of the course. Grading systems in graduate and professional schools are described in the appropriate bulletins.

A, B, C, D represent passing grades in order from highest to lowest. **B+**, **C+**, **D+** may also be recorded. **F** represents failing performance.

S and **U** indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. The S/U designation is used also for some research courses, workshops, and seminars in which the regular academic grades are not used. The use of the Pass-Fail grading option in such courses is indicated in their bulletin descriptions. No course carried under the Pass-Fail option will affect a student's grade point average or the evaluation of suspension conditions.

FN (Failure-Non Attendance) and **UN** (Unsatisfactory-Non Attendance) grades are assigned to students who never attended or have stopped attending class but have not officially dropped or withdrawn. Faculty are required to provide a last date of attendance when assigning this grade. The grade and the last date of attendance are used in determining the recalculation of awarded funds for financial aid recipients. Reporting the last date of attendance is critical to avoid potential financial liability for the institution.

FN and UN grades are displayed and calculated as F and U grades on the official transcript.

WF is assigned for student withdrawal from a course after the penalty deadline prescribed in the academic and refund calendars on the registrar's Web site. (See section on "Dropping A Course.") The grade of WF is treated as an F in the evaluation of suspension conditions and grade point average computation.

W is assigned for student withdrawal from a course after the late registration period but before the penalty date. Courses dropped during the late registration period (as published in the academic and refund calendars on the registrar's Web site) will not be recorded on a student's permanent record. In exceptional cases, the grade W will be used after the first seven weeks of a semester, primarily in cases of withdrawal from the University or from a course for medical reasons. (See section on "Dropping A Course.") A grade of W will not enter into the evaluation of suspension conditions or in grade point average computation but will be recorded on a student's permanent record.

I, Incomplete, is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. The grade of I is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. By arrangement with the instructor, the student will have up to 12 months in which to complete the work before a permanent grade is recorded. Re-enrolling in the course will not make up an Incomplete. An Assignment of Incomplete Grade form (AS-5) must be completed by the instructor and submitted to the Office of the University Registrar explaining the reason for the I and conditions for make-up. A grade of I is not computed in calculating a student's grade point average. After 12 months an I that has not been made up is changed to a grade of F or to the back-up grade indicated by the faculty member on the Assignment of Incomplete Grade form.

T, a Graduate School symbol, is assigned to indicate enrollment in Thesis Preparation (799) and Dissertation Preparation (899). Courses with this symbol will be counted as hours attempted and hours earned only. Grade points will not be awarded. For unsatisfactory work the grade of U should be assigned. The grade of I cannot be assigned in courses numbered 799 and 899.

AUD indicates a course was carried on an audit basis. (See section on "Auditing" for more information.)

NR, No Record, is assigned in the event that the grade is not available at the time final grades are submitted. It is a temporary mark on the transcript and must be replaced by a grade. If replacement does not occur before the last week of the spring or fall semester following the term for which the grade was recorded, a grade of F will be assigned. The NR is ignored in computing the GPA.

Academic Honor Code Violation

A transcript notation on the graded course in which the violation occurred denotes "Honor Code Violation."

Pass-Fail Grading

The Pass-Fail program is designed to encourage students to investigate fields outside of their major curriculum in which they have a specific personal interest without affecting their grade point average. The only

grades assigned on courses taken under the Pass-Fail option are S and U; a grade of S indicates satisfactory performance, a grade of U indicates unsatisfactory progress. A student will be given credit for courses in which the grade of S is earned, but these courses will not affect the computation of the grade point average.

Specific provisions of the Pass-Fail program are as follows:

1. The Pass-Fail grading system is in effect for an indefinite period of time, subject to periodic review.
2. The Pass-Fail option is not available to undergraduate students whose semester or cumulative GPA is less than 2.00.
3. Students are permitted to exercise the Pass-Fail option only on free elective courses.
4. Students are permitted to take no more than eight courses on a Pass-Fail basis during their undergraduate career.
5. A student wishing to exercise the option must have the permission of the dean of the college and the student's academic advisor. The Pass-Fail Option form (AS-20) is used for this purpose.
6. The option may be elected or revoked by the student no later than the last date for withdrawing from the course without a penalty.
7. Normal prerequisites may be waived for students taking a course on a Pass-Fail basis.
8. Courses taken under this option will be excluded from the calculation of the grade point average.
9. A grade of S will be entered by the Office of the University Registrar for a regularly assigned passing grade; a failing grade will be registered as U.
10. No course carried on a Pass-Fail basis will be counted toward the hours required for either the President's or the Dean's Honor List.
11. A verified learning-disabled student may take on a Pass-Fail basis an elective or required course which is not in the major if the academic advisory plan so recommends the Pass-Fail option for that course. A student who desires use of this option must apply to the dean of the college at the beginning of the semester. With the approval of the academic dean, learning-disabled students may meet specific degree requirements with a satisfactory grade.

Spring 2020 Undergraduate Pass-Fail Grading

Approved by the UofSC Faculty Senate on April 1, 2020

To address complications presented by the COVID19 pandemic, the Faculty Senate Steering Committee approved the following grading accommodations for undergraduate students enrolled in Spring 2020.

- All courses will be graded as originally planned according to grading criteria in course syllabi. After grades are submitted at the end of the semester, undergraduates can choose, on a course-by-course basis, to request a pass/fail grade for the Spring 2020 semester with the exception of Graduate or professional school courses, which can be taken as pass/fail only when deemed appropriate by the program or school Dean.
- The following pass/fail scale will be used: Earned grades of A, B+, B, C+, and C will be replaced with S+, earned grades of D+ and D will be replaced with S, and an earned grade of F will be replaced with U.
- If students select the S+/S/U grading scale for a course, points will not be factored into the GPA. Courses with S+ and S will count towards earned semester hours.
- Courses graded with the S+/S/U scale, under this exception for Spring 2020, will count towards applicable curricular, major,

continuation, and graduation requirements. For example, if a course requires a C or better in a prerequisite, students selecting this alternative grading scale would need an S+ in the prerequisite course.

- Faculty members will not be aware of students who select the pass/fail grading option when entering final grades. Grades will be entered in the format for which the course was approved.
- Students who previously decided to take a course on a pass/fail basis will continue on a pass/fail basis using the University's established S/U system (e.g., S is earned if the grade is D or above and U is earned for grades below D).
- For the Spring 2020 semester, undergraduate students who choose to replace a course letter grade with the S+/S/U option must do so no later than July 1, 2020.
- This process will occur through the Office of the University Registrar. A form will be available on the University Registrar website for the student to request that a letter grade be replaced with the S+/S/U scale.
- UofSC will include a transcript note on all academic records, regardless of grading basis, indicating the extraordinary circumstances of the global public health emergency during Spring 2020.
- Because some graduate and professional programs require letter grades to be reflected on transcripts, when necessary, students will be able to request an official letter attesting to the letter grade earned in any classes that were converted to S+/S/U. This letter would attest only to grades, not to GPA. We will ensure that those who need evidence of your academic achievements this spring will be able to get it. A form will be available on the University's website for students to request these letters.
- Students will be allowed to retake undergraduate courses in which they earned an S+, S, or U during Spring 2020. Any undergraduate courses retaken under this provision will not count towards the number of courses currently allowed by the current course grade forgiveness policy. In addition, students who were retaking a class for grade forgiveness in Spring 2020 can retake the class another semester, without penalty.

Grade Point Average

The grade point average is computed on the basis of all semester hours attempted for credit, except for credit hours carried under the Pass-Fail or audit options. Courses in which a grade of S, U, AUD, T, or W was earned are not considered in computing the GPA.

The grade points earned in any course carried with a passing grade (A, B+, B, C+, C, D+, D) are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade. For courses in which the grade of A was earned, the factor is 4; for B+, 3.5; for B, 3; for C+, 2.5; for C, 2; for D+, 1.5; for D, 1. The grade point average is determined by dividing the total number of semester grade points earned by the total number of semester hours attempted for credit (excepting hours carried on a Pass-Fail or audit basis). No grade points are assigned to the symbols F, S, U, WF, W, I, AUD, T, or NR.

Course Grade Forgiveness

It is the policy of the University of South Carolina that every currently enrolled, fully admitted, degree-seeking undergraduate earning a D+, D, F, or WF in a University course may take up to two undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the University permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. An explanatory notice

will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked.

An eligible student wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during his/her undergraduate enrollment, but no applications will be honored after the degree is awarded. Grade forgiveness can only be applied once per course for a maximum of two courses (not to exceed 8 credits) on a student's undergraduate academic record, without regard to the number of degrees sought. Under the grade forgiveness policy, the forgiven and repeated class must be taken at the University of South Carolina-Columbia campus or a Regional campus. Courses transferred from other institutions are excluded from this policy.

This policy does not preclude students from repeating classes multiple times, in accordance with program requirements, but only the second attempt at the class may forgive the original grade of D+, D, F, or WF. Only a regular letter grade can replace a forgiven grade. Grades of W, I, S, U, or AUDIT may not replace previous grades. Grades carrying an honor code violation sanction of X are not eligible for grade forgiveness.

Established requirements for repeating classes, admission to, or progression in, specific academic programs of the University take precedence over the grade forgiveness policy. Program or progression grade point averages are not affected by this policy. Refer to the guidelines for each program for specific requirements. Courses intended to be repeated for additional credit, such as research or applied music, are not eligible for grade forgiveness. Semester honors (dean's or president's honor list), or academic standing (scholastic deficiency, probation, suspension), or previous grade point totals will not change retroactively as a result of applying this policy.

Students who have been granted academic forgiveness to reset the grade point average after readmission are not eligible for course grade forgiveness. Please refer to the bulletin entry titled Academic Forgiveness for Former UofSC Students with Less Than a 2.00 Cumulative GPA.

An eligible student wishing to apply the grade forgiveness policy (http://www.sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/grade_forgiveness/) may begin the process by reading the criteria which must be met and completing the necessary documentation in order to apply grade forgiveness.

Note that Academic Forgiveness is not the same as Grade Forgiveness. Please refer to the bulletin entry titled Academic Forgiveness for Former USC Students with Less Than a 2.00 Cumulative GPA.

Grade Reports

Students' grades are reported on Self Service Carolina. Students can also access grade reports in person at the Office of the University Registrar.

Grade Change Policy

Grade changes based on transcription or computation errors shall be reported directly to the Office of the University Registrar on the appropriate grade change form signed by the instructor and the head of the student's academic unit. Any request for a grade change must be submitted by the instructor no later than one calendar year from the date on which the grade was reported. Beyond this period, grade changes will be considered only in exceptional circumstances and must be handled through the petition procedure of the student's college. Any other grade change request resulting from enrollment discrepancies, medical withdrawals, or perceived administrative errors (changes to W, WF, audit, credit, S/U, or to I) must be submitted on the appropriate

forms with signatures and documentation to the dean of the student's college for review through the petition procedure. This does not apply to the routine makeup and extension of an I (incomplete) and posting of a permanent grade to replace the recorded NR mark. An I turns into a grade of F after one year; an NR turns into a grade of F after one semester. Special makeup work or examinations to change grades already recorded are not permitted.

Academic Standards Policies

Academic Standards

The following standards for continuing at the Columbia and regional campuses of the University of South Carolina apply to all undergraduate students who first enroll at the Columbia and regional campuses of the University in the fall 2008 semester or thereafter, are admitted to the Columbia and regional campuses of the University in an undergraduate degree program in the fall 2008 or thereafter, or are enrolled in the fall 2010 semester or thereafter, regardless of when first enrolled at the University. Administration of these regulations is the responsibility of the academic deans, who are not empowered to waive any of the provisions.

Academic Review

The record of every undergraduate student will be reviewed at the end of each fall and spring semester. Many of the individual colleges of the University have higher academic requirements for students to continue in their degree programs. However, no student will be suspended academically from the University unless he/she fails to meet the standards specified here.

Academic Standing

A student's academic standing is based on his/her "Total Institutional GPA" and "Total Institutional GPA Hours" which can be viewed in Self Service Carolina at the end of a student's "Unofficial Academic Transcript" under the heading, "Transcript Totals (Undergraduate)."

Academic Probation

When a student's Total Institutional GPA at the end of any semester is less than a 2.00, he or she is placed on academic probation.

First-year Freshmen Academic Recovery Program

First-year freshmen who have less than a 2.00 Total Institutional GPA at the end of their first semester of collegiate enrollment are considered at risk. During the first six weeks of their second semester, these students must participate in an academic coaching session before being eligible to register for courses for the third semester. These sessions will provide students with assistance in academic planning, general advisement, major exploration, degree audit, self-assessments, and success strategies. This requirement is in addition to any made by the student's college, school, or academic program.

Removal from Academic Probation

When a student's Total Institutional GPA at the end of any semester is a 2.00 or above, he or she is not on academic probation.

Continuing on Academic Probation

Any student who is on probation at the beginning of a fall or spring semester must achieve a certain Total Institutional GPA at the end of that semester in order to avoid suspension. A student may also continue on probation and avoid suspension if the semester grade point average is 2.50 or greater. Standards for continuing on probation are based on the cumulative grade hours the student has attempted at UofSC. The

chart below shows the grade point averages required in order to avoid suspension.

Probation Chart

Total Institutional GPA Hours	Placed on Probation	Continue on Probation (avoid suspension)	Removed from Probation
12-35	below 2.00 Total Institutional GPA	1.500 or higher Total Institutional GPA	2.00 or higher Total Institutional GPA
36-71	below 2.00 Total Institutional GPA	1.800 or higher Total Institutional GPA	2.00 or higher Total Institutional GPA
72+	below 2.00 Total Institutional GPA	only with semester reprieve (see below) or by college petition	2.00 or higher Total Institutional GPA

Semester Reprieve: Regardless of the Total Institutional GPA, a student may continue on probation and avoid suspension if the Current Term grade point average is 2.50 or greater.

First Suspension

Students unable to meet the standards shown above are suspended from the University of South Carolina for one fall or spring semester and the contiguous summer (approximately eight months). Students have the right to appeal their suspension to the petitions committee of the college or school in which they were enrolled when suspended.

Returning After First Suspension

After the suspension has been served, a student will be considered for readmission by the college or school to which the student is seeking admission. A student readmitted following suspension continues on probation and is reviewed for suspension at the end of each fall and spring semester. A Current Term grade point average of 2.50 or higher must be achieved each semester until the Total Institutional GPA reaches the level above which suspension would occur (see chart).

During the first six weeks after returning from a first suspension, students must participate in an academic coaching session before being eligible to register for courses for the following semester. These sessions will provide students with the resources they need to meet their academic goals.

Returning after Subsequent Suspension

The duration of the second suspension is indefinite, and the student can be considered for readmission only after being approved for reinstatement by action of the petitions committee of the college or school to which the student is seeking admission. A favorable decision by the committee is unlikely within two years of the suspension.

Earning Academic Credit While on Suspension

A student on suspension is given an opportunity to reorder priorities and reassess his or her situation before returning. While serving suspension, a student may not be admitted to, or continue in, any academic program of the University. Credit earned at any other institution while a student is on suspension from the University may not be applied toward a degree from UofSC, unless approved by the Standards and Petitions Committee of the college to which the student is readmitted. Prior approvals for transient study will be revoked for suspended students.

Retention in Degree Programs

Students are reminded that the above regulations are for all undergraduate students in the University. Many colleges and schools offer degree programs that have more stringent requirements for retention in those programs. Failure to meet the academic requirements of those degree programs may result in the student being asked to leave that program. Students should consult the colleges and schools section of the Academic Bulletin to review the specific degree retention requirements

Academic Progression and Program Dismissal

Students dismissed from a program for failing to meet academic progression requirements will be reassigned to Undergraduate Studies and will be advised by the University Advising Center. Students assigned to Undergraduate Studies will have a maximum of two semesters before declaring a new program of study. At the conclusion of two semesters enrolled at full-time status, students who have not declared a major/program within a degree-granting college will have a registration hold placed and will be unable to enroll in coursework.

Petition Procedures

In addition to previously specified provisions by which a student may petition to waive the application of this suspension policy, a student suspended by this policy has the right to petition to the appropriate college scholastic standards and petitions committee to waive the application of the suspension rule at any time. Students placed on first suspension who wish to petition for a waiver of the suspension rule may petition only the committee of the college in which they were enrolled at the time of suspension.

Academic Forgiveness Policy

Academic Forgiveness for Former UofSC Students with Less than a 2.00 Cumulative GPA

Under certain conditions undergraduate students may apply for academic forgiveness. Academic forgiveness allows for a recalculation of the GPA to permit a student to graduate or pursue a specific academic program. In order to apply for academic forgiveness all of the following conditions must be met:

1. The student has not been enrolled at any campus of the University of South Carolina for at least 48 months.
2. The student must have been readmitted to a degree program at the University of South Carolina and must have completed at least 24 hours of approved graded course work prior to applying for academic forgiveness.
3. After readmission the student must have earned a cumulative GPA of at least 2.00 and met the progression requirements of the degree program.
4. The student must never before have been granted academic forgiveness.

A student who has met these conditions and desires academic forgiveness must submit a written request for academic forgiveness to the dean of the college in which the student is enrolled. After verification of the student's eligibility, the dean shall inform the registrar that academic forgiveness has been granted to the student.

Once academic forgiveness has been granted, the following apply to the student's academic record:

1. All curriculum requirements will be in accordance with those in force at the time of or subsequent to the student's readmission.
2. The student may not receive Academic Honors upon graduation.
3. The student's grade point average is recalculated beginning with the semester in which the student was readmitted to the University. All academic hours attempted at USC will be calculated toward the GPA. The student's GPA will be recalculated using the GPA after readmission and a 2.00 on all grade hours taken prior to readmission.
4. Courses in which the student received a passing grade prior to readmission may, at the discretion of the dean, be applied toward the degree.
5. The following statement shall appear on the academic record and transcript of any student granted academic forgiveness: "This student was granted academic forgiveness under the University of South Carolina Academic Forgiveness Program. The GPA has been recalculated under the criteria of this program to allow for eligibility for graduation."
6. The permanent academic record will remain an unmodified record of all work attempted at the University of South Carolina.

Academic Honors Policies

Honor Lists

Each semester academic achievement is recognized by entering on the President's Honor List or the Dean's Honor List the names of students who, at the end of the previous semester, attained the following standards:

President's Honor List: a grade point average of 4.00 earned on a minimum of 12 credited semester hours.

Dean's Honor List: a grade point average of 3.50 or higher earned on a minimum of 12 credited semester hours.

No course carried on a Pass-Fail basis, by examination, correspondence, or exemption will be counted toward the 12 hours required for either the President's or Dean's Honor List

Graduation with Honors

Graduation with honors will be based on a student's Total Institutional GPA. Honors designators are determined at the time of graduation and may not be applied retroactively.

To graduate with such honors, a student must have earned at least 60 credit hours applicable toward the degree in residence at the University, 30 credit hours for an associate degree.

The following designations indicate a consistently high level of academic achievement at UofSC .

Baccalaureate Degree Designations

- Summa Cum Laude: a cumulative GPA of 3.95-4.00
- Magna Cum Laude: a cumulative GPA of 3.75-3.949
- Cum Laude: a cumulative GPA of 3.50-3.749

Associate Degree Designations

- Highest Honors: a cumulative GPA of 3.95-4.00
- High Honors: a cumulative GPA of 3.75-3.949
- Honors: a cumulative GPA of 3.50-3.749

With Honors from South Carolina Honors College: Any student who completes the requirements of the Honors College, regardless of the

major or undergraduate degree, is awarded that degree "With Honors from South Carolina Honors College."

With Distinction: Any student who earns an undergraduate degree and completes the appropriate requirements will be awarded graduation "With Distinction in [that major]." For details, refer to the degree requirements of specific majors

With Leadership Distinction: Any undergraduate student who completes Leadership Distinction requirements in community service, diversity and social advocacy, global learning, professional and civic engagement, and/or research as specified by the Provost's Office, regardless of the major or undergraduate degree, is awarded that degree "With Leadership Distinction in [that track]." For further details, contact the Office of UofSC Connect.

Degree Conferral and Graduation Policies

In-residence Requirement

The last 25% of a student's degree must be completed in residence at the University, and at least half of the hours in the student's major courses and in the student's minor courses (if applicable) must be taken at the University.

The chart below shows the minimum number of hours required to be completed in residence based on to the total number of hours required for a degree.

In-residence Chart

Total Number of Hours Required for Degree	Minimum Number of In-residence Hours
60 Hours (Associates Degree)	15 Hours
70 Hours (Associates Degree)	18 Hours
120 Hours	30 Hours
121-124 Hours	31 Hours
125-128 Hours	32 Hours
129-132 Hours	33 Hours
133-136 Hours	34 Hours
137-140 Hours	35 Hours
141-144 Hours	36 Hours

Some programs impose greater student residence and/or major requirements.

Regardless of when students enter the University, they must complete the last 25% of the degree before graduation enrolled in classes approved by the appropriate dean of the college, school, or campus from which the degree will be granted. In addition, all degree applicants are urged to confer with the deans of their respective colleges about their programs and degree requirements prior to the beginning of their last semester of residence at the University.

"In residence" means that the student was regularly enrolled at UofSC ; completed courses offered by Columbia or one of the other campuses of the University; was a member of a class which was supervised by a regular faculty member of UofSC ; attended classes on a regular, pre-established schedule; and in other ways conformed to the requirements which are normally connoted by the term "in residence." In-residence requirements may not be met by courses for which credit is earned by exemption or exam, courses taken by correspondence, or courses for which transfer credit was awarded. Courses taken under the Pass-Fail option meet in-residence requirements. If the student has not established

credit for the prescribed number of hours in residence, then the student is not eligible either for graduation with honors or for graduation on the basis of having completed 25% of the degree during the final semesters at the University.

Application Process

All candidates for degrees and certificates must file formal applications during the last academic term before graduation with the deans of their respective colleges on forms obtained at the Office of the University Registrar or the appropriate dean's office. Applications must be filed by the third week of the fall or spring semester in which the degree is to be awarded or within the first 10 days of the first summer session. If the student is not enrolled during the first summer session, the application must be filed within the first week of the second summer session for the student to graduate at the summer commencement.

Graduation Requirements

In order to be eligible for graduation, students must meet all course requirements, be in good academic standing, meet any departmental or program requirements, and have a cumulative GPA of at least 2.00 on all work attempted at UofSC .

Second Baccalaureate Degree

At times the University confers a second baccalaureate degree upon candidates who have completed requirements for the second degree.

The following specifications for a second baccalaureate degree apply:

1. The student must meet admission and progression requirements for the second degree, and must have received formal approval to pursue the second degree from both deans.
2. All requirements for the second degree must be fulfilled.
3. The additional requirements for the second degree must include a minimum of 24 semester hours beyond those required for the first degree.
4. No course that satisfies a general education, major, minor, cognate, or requirement other than a free elective for the first degree may be applied to the major field of the second degree.
5. The student must file a separate degree application for the second degree with the appropriate college or school.

Under this policy a student may apply for two degrees at one time or separately. In either case, the student receives two diplomas. It should be noted that a second major does not by itself lead to the conferral of a second degree.

Students who submit two degree applications for the same degree in the same college for a double major will receive one diploma.

Second Major

In some degree programs, a student may elect a second major. Normally, second majors are possible only in degree programs with similar general education requirements. The second major option is not available in all colleges.

1. The student must meet admission and progression requirements for the second major.
2. The student must have received approval from both deans for a second major.
3. All requirements for the second major must be fulfilled.

4. All general education and special departmental requirements normally associated with the second major must be fulfilled.
5. In cases where the first major and the second major lead to different degrees, the student must designate one as the official degree of record. A second major eliminates the cognate requirement; however, special departmental requirements normally completed as part of the cognate are not waived.

Fulfillment of the requirements for a second major are indicated on the student's official transcript upon graduation. No notation for a second major is placed on the official transcript for course work completed after graduation.

Students who submit two degree applications for the same degree in the same college for a double major will receive one diploma.

Indebtedness

It is expected that students will discharge any indebtedness to the University as quickly as possible. No diploma, certificate, enrollment verification, or transcript will be issued to or for students who have not made satisfactory settlement with the Office of Financial Services for all of their indebtedness to the University.

Records, Transcript, and Enrollment Certification Policies

Change of Name or Address

It is the obligation of every student to notify the Office of the University Registrar of any change in name or address (including electronic address). Failure to do so can cause serious delay in the handling of student records and in notification of emergencies. Change of name may only be accomplished by presenting proper legal documentation.

Transcripts

A transcript of a student's record carries the following information: current status; a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, grade point average, and system of grading; a permanent record of all failures, Incomplete grades, and penalties (such as suspension); cumulative USC grade totals; and references to other college or universities attended, dates attended, and the total transfer credits accepted by the University of South Carolina.

Any student who needs a transcript or a certified copy of the end-of-semester grade report may complete a Transcript Request form or send a signed and dated letter containing all pertinent identifying information to the Office of the University Registrar. Official transcripts may also be requested online through Self Service Carolina (<http://my.sc.edu>). With the exception of copies made for internal use, no copy of a student's permanent record (transcript) will be released to anyone without the student's written consent. In addition to the written consent, each transcript request should include full name or names used, student number, current mailing address, dates of attendance, location of attendance, and date of birth to assure proper identification of the record requested.

No transcript will be issued to a student who is indebted to the University.

No partial transcript will be issued.

The nonrefundable transcript processing fee is \$12.

Enrollment Certification

Certification of enrollment is based upon the total number of credit hours for which a student is registered at the time of the certification request. Beginning and ending dates reported in enrollment certification conform to the official USC academic calendar dates for the term requested.

Indebtedness

It is expected that students will discharge any indebtedness to the University as quickly as possible. No diploma, certificate, enrollment verification, or transcript will be issued to or for students who have not made satisfactory settlement with the Office of Financial Services for all of their indebtedness to the University.

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University may disclose Directory Information without prior written consent, unless the student has submitted a written request to the Office of the University Registrar not to release Directory Information pertaining to him or her. Students are notified annually, both in the academic bulletins and via email, of their rights under FERPA and are provided with instructions on how to request a "Confidentiality Indicator" on their academic record which prevents the disclosure of Directory Information. A Confidentiality Indicator will be placed on the release of Directory Information filed with the University Registrar, which will remain in effect until the student files a written request to remove it. A request not to disclose Directory Information applies to the entire category of such information and cannot be selective with regard to specific items defined as Directory Information. Similarly, a request not to disclose Directory Information

applies to all individuals and cannot be selective with regard to specific individuals or organizations.

- The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, service provider or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
- To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;
- To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (Solomon Amendment), U.S. Attorney General, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations; to the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS.
- In connection with a student's application for, and receipt of, financial aid;
- To comply with a judicial order or lawfully issued subpoena;
- To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- To appropriate parties in a health or safety emergency; or
- To the alleged victim of any crime of violence or the results of any disciplinary proceedings conducted by the University.
- The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.
- To students currently registered in a particular class, the names and email addresses of others on the roster may be disclosed in order to participate in class discussion.

Release of Directory Information

In accordance with section 99.7 of the Family Educational Rights and Privacy Act (FERPA), the University of South Carolina provides students annual notification of their FERPA rights. The University of South Carolina has designated certain items as Directory Information. At the University of South Carolina, these items are as follows:

- Name
- Dates of Attendance
- Campus
- College or School
- Classification
- Primary Program of Study
- Full-time or Part-time Status

- Degree(s) Awarded Including Dates
- Honors and Award Including Dean's and President's List
- University Email Address
- City, State, and Zip Code Associated with a Student's Permanent Address

The University may disclose Directory Information without prior written consent, unless the student has submitted a written request to the Office of the University Registrar not to release Directory Information pertaining to him or her. Students are notified annually, both in the academic bulletins and via email, of their rights under FERPA and are provided with instructions on how to request a "Confidentiality Indicator" on their academic record which prevents the disclosure of Directory Information. A Confidentiality Indicator will be placed on the release of Directory Information filed with the University Registrar, which will remain in effect until the student files a written request to remove it. A request not to disclose Directory Information applies to the entire category of such information and cannot be selective with regard to specific items defined as Directory Information. Similarly, a request not to disclose Directory Information applies to all individuals and cannot be selective with regard to specific individuals or organizations.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Academic Assessment Policy

Assessment, in a university or college setting, can be interpreted to mean several things. Assessment can be the process of evaluating the success of a university in meeting its mission and goals (institutional assessment), or it can be the processes associated with evaluating student outcomes in relation to stated program goals (program assessment), or it can be course-embedded assessment techniques used to deliver information and/or evaluate student learning by observing students' skills and abilities.

The University of South Carolina is committed to offering programs and activities that encourage students to develop both academically and socially. In order to evaluate the effectiveness of our efforts, faculty, administrators, and staff conduct ongoing assessments. The Office of Institutional Planning and Assessment assists the faculty, administration, and other staff in gathering and analyzing assessment data. Assessment, therefore, is the ongoing process of self-improvement through analyzing and evaluating all of our functions and activities.

Students, faculty, and staff play critical roles in the assessment process. Consequently, participation in assessment activities is a University priority and responsibility. The information gleaned from assessment activities is used for planning and program improvement. Many of the University's assessment activities are mandated by external agencies. Therefore, all students wishing to receive a degree from the University of South Carolina must complete procedures required for the assessment of general education and those required by their major and/or area of concentration. If a student fails to participate in a required assessment activity, a hold may be placed on the student's records.

Primary responsibility for the assessment of academic programs within the major or area of concentration is with the faculty of each academic unit. Information pertinent to assessment of the major or area of concentration is provided to students by the department from which the degree will be granted.

Primary responsibility for coordinating the assessment of general education is with the Office of Institutional Assessment and Compliance (<http://www.ipr.sc.edu/>). The faculty is actively involved in planning assessment and using the results of assessment to evaluate the effectiveness of general education. The assessment of general education is administered through the use of exams, interviews, surveys, questionnaires, or other instruments as developed by the faculty and Office of Institutional Assessment and Compliance.

The results of any activities used for program or general education assessment may not be used for promotion and/or tenure files or for annual performance evaluations or for the evaluation of any student's progress in a course or progress toward a degree. Assessment activities, however, are integral to the processes of teaching and learning.

For more information contact the Office of Institutional Assessment and Compliance (<http://www.ipr.sc.edu/>).

STUDENT LIFE

Student Activities and Organizations

There are many avenues of involvement in which students can participate at UofSC Salkehatchie. All full-time students are eligible to run for Student Government, which is the group that not only represents student interests on campus but also plans social activities and events for the campus. From costume parties to foosball tournaments to dances to cookouts, there is an activity for everyone!

In addition, there are six intercollegiate athletic teams on campus: men's baseball, women's softball, men's and women's soccer, men's basketball, and women's volleyball. With their varying seasons throughout the school year, there is always an athletic event to attend.

Student Government Association

Students are encouraged to become involved in the Student Government Association. There are two houses of Student Government: an Allendale house and a Walterboro house. A president is elected each spring for the following year to preside over both houses jointly. Each spring, each house elects a vice president, secretary, treasurer, and parliamentarian to serve for the following year. At the beginning of each fall, senators are elected for that year for both houses. Students are encouraged to run for one of the offices or senate seats.

The Student Government Association represents the interests of the students to the administration of the University. In addition, they serve as student ambassadors for the UofSC Salkehatchie campus at local and statewide events. Another responsibility is the planning and execution of student activities for both Allendale and Walterboro. Student government decides the type of student activities and schedules and conducts them. As another responsibility, the Student Government Association participates in community service activities in the Salkehatchie area such as the March of Dimes, Relay for Life, and other community events.

Education Majors Club

The Education Majors Club was founded in fall 2003, and membership is open to any student seeking a degree in education. The purpose of the club is to provide education majors with opportunities for growth and enhancement in the field of education and community service as well as to keep members informed of changes that may occur in program requirements and testing deadlines. The advisor is Buddy Phillips.

Nursing Club

A nursing club was organized in the 2008 academic year, and membership is open to any student seeking a degree in nursing. The purpose of the club will be to provide nursing majors with information and community service in the field of nursing as well as to keep members informed of changes that may occur in program requirements and deadlines. The advisor is Cindy McClure.

History Club

The History Club is a student run organization. Activities have included discussion, presentations, movies, and trivia as determined and planned by the students. History Club meets about once a month. The advisor is Dr. Sarah Miller.

Student Centers

The student centers provide recreational services as well as lounge and study areas where students may eat lunch, study or chat. The West

Campus student center is in the Student Center building on Highway 301. The East Campus student center is in the Student Center building adjacent to the Walterboro Main Building.

Fitness Centers

Both the West and East Campuses have fitness centers open to faculty, staff and students. The West Campus fitness center is located in the Fitness center building between the baseball and softball fields. The East Campus fitness center is located in the Student Center Building adjacent to the Walterboro Main Building.

International Student Organization

An international student organization was founded to provide support and social activities for international students on the USC Salkehatchie Campus. Besides international students, anyone with an international background or who is interested in international culture is welcome to join. The advisor is Dr. Wei-Kai Lai.

Fellowship of Christian Athletes

Fellowship of Christian Athletes has been challenging coaches and athletes on college campuses to use the powerful medium of athletics to impact the world for Jesus Christ. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. The Campus Ministry is a certified ministry that is comprised by student-athletes, sponsored by coaches, supported by staff, established on our college campuses and meets on a regular basis. The advisor is Jake Williams.

Intercollegiate Athletics

The UofSC Salkehatchie campus is a member of the National Junior College Athletic Association and competes in Region X, which includes the states of North Carolina, Virginia, South Carolina, and West Virginia. The Indians field teams in men's baseball, women's softball, men's and women's soccer, men's basketball, and women's volleyball.

Coaches:

- Coach Bubba Dorman: Men's Baseball
- Coach Kenneth Bellamy: Women's Softball
- Coach Bill Glass: Men's and Women's Soccer
- Coach Jake Williams: Men's Basketball
- Coach Savannah Connor: Women's Volleyball

Athletic facilities include baseball, soccer, and softball fields and two tournament-quality tennis courts on the West Campus and the gymnasium on the East Campus.

Student Housing

UofSC Salkehatchie does not own any student housing. However, The Reserve at Salkehatchie is a privately owned student housing complex located adjacent to the West Campus in Allendale. Living at The Reserve provides a great opportunity to strengthen your bonds with the Salkehatchie community. It's also incredibly convenient for accessing campus resources and events.

For more information about The Reserve visit their website at reserveatSalk.com (<http://reserveatSalk.com>).

Student Academic Responsibility

Infractions of academic discipline in the undergraduate schools and colleges will be dealt with in accordance with this code of student academic responsibility.

Definitions-Infractions of academic discipline include, but are not limited to:

1. Cheating-This refers to conduct during quizzes and examinations which shall include utilizing written information not specifically permitted by the instructor. It shall also include receiving written or oral information from any person other than the instructor. It shall further include stealing, buying, selling, or using any copy of an examination before it has been administered.
2. Plagiarism-This refers to submitting, as a student's own work, material obtained from another source without indicating the source from which it was obtained. It further includes letting another person compose or rewrite a student's written assignment.
3. Illegal Use of Old Laboratory Reports-This comprises the copying of an old report belonging to another person and submitting the work as one's own.

A student who assists in a form of dishonesty mentioned above shall be considered equally as guilty as the student who accepted such assistance.

A student who possesses evidence that one of the offenses listed above has been committed and who does not report the offense to the appropriate authority shall be considered guilty of an infraction of academic discipline.

Enforcement of Student Academic Responsibility-Students who have committed infractions of the student academic responsibility principle will be heard before the Academic Affairs Committee.

Reporting Procedures-Infractions of academic discipline may be reported in writing to the chair or any member of the committee by the student committing the infraction, any student observing the infraction, or the faculty member observing the infraction.

It shall be the duty of any member to whom report of an infraction has been made to submit the same in writing to the chair of the committee as soon as possible.

Hearing Procedures:

1. Committee-
 - a. The Academic Affairs Committee shall conduct hearings when circumstances warrant such action and determine appropriate penalties.
 - b. The chair shall be responsible for conducting the hearing, insuring that proper records are kept, informing the accused of the decision, and reporting the decision to the dean and to the associate dean whose responsibility it shall be to insure that proper record notations are made.
 - c. The student charged with infractions will be sent written notice, by the chair, of the charges against at least seven days before the time scheduled for the hearing. This notice will include the specific charges; the time and place of the hearing; notice of rights to bring witnesses, question witnesses, and have representation, if desired; notice of the right to appeal to the dean,

the president of the University and then the Board of Trustees in that order.

2. Hearing-
 - a. The accused will be present for all testimony, be permitted to bring witnesses, to question the witnesses against, and to make any statement desired bearing on the matter being discussed.
 - b. The decision as to guilt (unless admitted) and the penalty will be made in closed session and then the accused will be informed by the committee in open session of its decision.
 - c. All hearing proceedings will be kept confidential.
3. Post-Hearing-
 - a. The chair will inform the dean and the associate dean of the penalty imposed whenever a student has been found guilty.
 - b. The associate dean will be responsible for notifying the student in writing of the decision of the committee, informing the appropriate administrative officials, and for making the proper record entries and taking the appropriate action on the penalty.

Penalties-The following action may be taken against a student who is found guilty of an infraction of academic discipline for the first time:

1. Warning-not entered on permanent academic record
2. Probation-entered on permanent academic record
3. Recommendation to professor that F be awarded in course.

In serious cases even a first offender may be suspended. A student guilty of an infraction of academic responsibility for a second time, shall, except in extraordinary cases, be suspended from the University.

Note: A student who has violated or who has been charged with the violation of any regulation of the University may not be permitted to withdraw from the University without the permission of the chair of the committee. A notation of the circumstances under which the accused student was permitted to withdraw shall be entered in the minutes of the committee. The withdrawal of a student with or without such approval shall not deprive the committee of the power to hear charges, and in the event the student be found guilty, the committee may restrict readmission on such terms or under such circumstances as it may prescribe.

Student Responsibility-

1. Each student is responsible for abiding by the Code of Student Academic Responsibility at all times. In the classroom, it applies in all academic activities, whether a faculty member is involved or not.
2. Any student who observes or learns of another student's violation of the Code of Student Academic Responsibility may request the student to report to the instructor of the course, and if this is not done, shall report the matter to the instructor of the course or the chair of the Academic Affairs Committee.

Faculty Responsibility-Each faculty member also has responsibilities with respect to this code. These responsibilities include, but are not limited to:

1. The promotion of conduct conducive to the effective functioning of the code. Primarily, the faculty member should conduct classes and examinations in such manner as to minimize opportunities and temptations for cheating.
2. A clear exposition to students of the values as well as the obligation of the code.
3. A demonstration of interest in the proper functioning of the code.

4. The use of uniform procedures in handling violations of the code, including the submission of all violations to the Committee on Student Responsibility.

Additional Rules-The committee shall make such additional rules as are necessary, so long as they do not contravene any of the provisions of this code, to carry out its function, with the approval of the University-wide committee.

Student Rights and Freedoms

The statement of student rights and responsibilities has been approved by the Board of Trustees of the University.

General Understanding

1. The statement in no way intends to abrogate the legal powers invested in the Board of Trustees under American corporate law and the laws of the State of South Carolina.
2. The statement is recognized as a statement of principles only and that the interpretation of these statements, principles, and procedures is a continuing joint process.
3. The statement is clearly understood as not giving complete autonomy to any sector of the academic community but promotes a community approach to those problems which are of proper concern to the University as a whole.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The University has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed within the framework of general standards with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

Section I: Freedom of Access to Higher Education

The admission policies of the University are a matter of institutional choice provided that the University makes clear the characteristics and expectations of the students which it considers relevant to success in the institutional program. Under no circumstances should a student be barred from admission on the basis of race, creed, or national origin. Thus, within the limits of its facilities, the University should be open to all students who are qualified according to its admission standards.

Section II: In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performances should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. Protection of freedom of expression-Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Protection against improper disclosure-Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Section III: Student Records

The University should have a carefully considered policy as to the information which should be part of a student's permanent record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Final transcripts or academic records should contain only information about academic status. Information from disciplinary files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or for security clearance. No permanent records should be kept which reflect the political activities or beliefs of students. Administrative staff and faculty members should respect as confidential such information which they acquire in the course of their work. Counseling files should not be available to any person without the consent of the student except under legal compulsion. Authorized counselors should not, without the consent of the student, disclose any information obtained while counseling any student unless failure to disclose the information may result in physical or emotional harm to the student or others.

Section IV: Student Affairs

In student affairs certain standards must be maintained if the academic freedom of students is to be preserved.

1. Student organizations-Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.
 - a. Affiliation with an extramural organization should not of itself disqualify recognition of a student organization.
 - b. Each organization should be free to choose its own campus advisor. Members of the faculty serve the college community when they accept the responsibility to advise and consult with student organizations; they should not have the authority to control the policy of such organizations.
 - c. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition other than an initial list of members on formation of an organization.

- d. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin.
 - e. The membership, policies and actions of a student organization usually will be determined by vote of only those persons who hold bonafide status in the University community.
2. Freedom of inquiry and expression
- a. Students and student organizations should be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should be free to support causes by lawful and orderly means which do not disrupt the regular and essential operation of the institution and which do not interfere with the rights of others. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students or organizations speak only for themselves.
 - b. Students should be allowed to invite and to hear any person of their own choosing subject to those routine procedures provided for off-campus speakers. These procedures should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted in a manner appropriate to an academic community, and that the safety of individuals, the University, and the community are not endangered. While the University is properly concerned with the prevention of unlawful conduct, the institutional control of campus facilities should not be used as a device of censorship of ideas. It should be made clear to the academic and large community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
3. Student participation in institutional government-As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures. The University should provide sufficient governing freedom and sufficient financial autonomy for the student government to maintain its integrity of purpose as elected representatives of the student body.
4. Student publications-Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinions on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students the University must provide sufficient editorial freedom and sufficient financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and

the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for appointment of editors and managers should be the agency responsible for their removal.
3. All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University or the student body.

Section V: Off-Campus Freedom of Students

1. University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.
2. Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only when the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of off-campus activity, such as those relating to class attendance, should be subject to no great penalty than would normally be imposed. Institutional action should be independent of community pressure.

Section VI: Procedural Standards in Disciplinary Proceedings

Educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance and admonition. In the exceptional circumstances when these preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of serious penalties. The following are set forth as proper safeguards in such proceedings:

1. Standards of conduct expected of students-The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These

general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to their education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

- a. Except under circumstances where delay may create a risk of harm to property or students, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible official should be designated to whom application should be made before a search other than a routine inspection is to be conducted. During routine inspections only items in plain sight can be seized and used as evidence. Any application to search should specify the reasons for the search and the object or information sought. The official should keep an accurate record including the time, date and reason for the search. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.
 - b. Students detected or arrested for allegedly committing serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. While interrogation may be conducted, no form of harassment should be used by institutional representatives to coerce admission of guilt or information about conduct of other suspected persons.
 - c. Pending action on the charges, the status of a student should not be altered, or the right to be present on the campus and to attend classes suspended except where the administration determines such action is necessary for the student's physical or emotional safety and well-being, or for the safety of students, faculty, or University property.
2. The formality of the procedure to which a student is entitled in disciplinary cases should be proportionate to the gravity of the offense and the sanctions which may be imposed. Matters involving minor infractions of the University regulations where suspension is not contemplated may be handled by the administration in an informal manner. Where misconduct may result in suspension, the student should have the right to a hearing before the Student Discipline Committee.
 3. The Student Discipline Committee-
 - a. The committee should include faculty members and student members. No member of the committee who is otherwise interested in the case should sit in judgment during the proceedings.
 - b. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity and in sufficient time, to ensure opportunity to prepare for the hearing.
 - c. The student appearing before the committee should have the right to be assisted in defense by an advisor of choice.
 - d. The burden of proof should rest upon the officials bringing the charge.
 - e. The student should be given the opportunity to testify and to present evidence and witnesses. The student should have an

opportunity to hear and question adverse witnesses. In no case should the committee consider statements against the student unless the student has been advised of their content and of the names of those who made them, and unless the student has been given an opportunity to refute unfavorable inferences which might otherwise be drawn.

- f. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.
- g. There should be, where possible, a verbatim record, such as a tape recording, of the hearing.
- h. In the event that the student is disciplined other than by the regularly constituted Student Discipline Committee, the student shall have the right to a complete hearing before the committee. The decision of the committee shall be final, subject to the student's right of appeal to the president of the University and to the Board of Trustees of the University.

Code of Student Conduct

Introduction

This chapter extends and applies the general principles of the Statement of Student Rights and Freedoms to specific actions and responsibilities of students at the University of South Carolina Salkehatchie. It accepts the proposition that "academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society," and that "free inquiry and free expression are indispensable to the attainment of these goals." This chapter establishes rules, regulations, policies and disciplinary guidelines under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities.

Students have a right to expect enforcement of these rules and regulations. The University also has a right to expect students to abide by them as befits the responsibilities lodged in students as members of the University community. Knowledge of these rules and regulations can prove most beneficial to students in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no grounds for excusing infractions.

Application of Laws

1. Students should be aware that educational institutions are not sanctuaries from the reach of the civil and criminal laws of the communities and states wherein such institutions exist. While the rules and regulations of the University of South Carolina Salkehatchie are not meant to duplicate general laws, there are some respects in which the lawful interests of the institution as an academic community coincide with the broader public interests treated in general laws. Students who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities as well as liable for disciplinary action under University rules when their conduct violates institutional standards.
2. Students, no less than other citizens, are entitled to be secure in their persons, lodging, papers and effects against unreasonable searches and seizures. This does not prohibit normal inspections of University housing or other facilities for maintenance, health, or safety purposes. Nor does it preclude searches and seizures properly authorized by administrators in emergency situations where the welfare and safety of persons or property is involved. Approval

for such procedures will be granted in strict accord with required legal standards. Searches and seizures by outside law enforcement personnel incident to investigations or arrests are conducted only under proper warrant and are not the responsibility of the University.

3. Students enjoy the same freedoms of speech and peaceable assembly that accrue to other citizens, but students are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the University community. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. Expression in the form of action which materially interferes with the normal activities of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in pursuit of this goal.
4. Students who are apprehended and charged by law enforcement agencies with criminal conduct on or off campus may not continue as students without approval by the Academic Affairs Committee or in certain cases, approval by the dean. Students under such charges are required to keep the University informed of their trial status.

General Conduct Regulations

1. Introduction

Responsibility for good conduct rests with students as individuals. All members of the academic community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. When breaches of good conduct occur, they are considered jointly by students, faculty, and administrators on the Student Discipline Committee. Responsibility for maintaining discipline is vested in the dean; under him, administration of the system for handling misconduct is the duty of the associate dean for student services.

2. Conduct Rules

The following statements constitute the official record of all general conduct rules and regulations at the University of South Carolina Salkehatchie. Students are expected to abide by these rules and administrators are required to enforce them. (**Note:** Additional rules and regulations may be promulgated during the year; when this happens, announcements will be made upon adoption of the changes or additions.)

a. Damage to Property

Acts of vandalism such as damage to or destruction of property owned or controlled by the University or its members is prohibited.

b. Firearms and Other Deadly Weapons

The unauthorized possession or use, in any way, of firearms or weapons of any kind, such as dirks, slingshots, metal knuckles, razors, or any other deadly weapons, is prohibited.

c. Flammable Materials and Fireworks

The possession, ignition or detonation of any object or article which could cause damage by fire or other means to person or property, or possession of any substance which could be considered fireworks, is prohibited on any property owned or operated by the University.

d. Arson

No person shall start a fire or be in any way responsible for starting a fire on University property without authorization.

e. False Fire Alarms and Misuse of Fire Equipment

No person shall make, or cause to be made, a false fire alarm. No person shall tamper with fire safety equipment.

f. Theft or Misappropriation

Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen, is forbidden. Sale or possession of any property, including USC Salkehatchie property, without owner's permission is also prohibited.

g. Disorderly Conduct

Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes (but is not necessarily limited to) physical assault or threat of assault, hazing, and boisterous conduct which is unreasonable for the area in which it occurs.

h. Sale of Textbooks

The sale by any student of a textbook that does not belong to them is prohibited unless they have prior written authorization from the owner of the book. (Books which are found should be turned in to the Lost and Found department in the Dean's Office.)

i. Forgery

Forgery and the alteration or misuse of University documents or records are forbidden.

j. Keys

No one may use or have in their possession any University key without proper authorization. No student is allowed under any conditions to have a University key duplicated.

k. Misuse of Telephone

No student shall abuse telephone privileges.

l. Disruption of Normal Activity

No one may interfere with or disrupt the normal activity and operations of students, faculty, administrations or staff of this institution or its buildings or facilities. Any form of expression which materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

Note: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Bystanders as well as more active participants may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruption or potential disruption. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

Note: In any case where students or employees of the University of South Carolina Salkehatchie are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a special hearing board, committee, or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures.

m. Drugs

Possession, except on a physician's or dentist's prescription, of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having potential for abuse violates University rules and is prohibited. The selling, bartering, exchanging, and giving away of such drugs to any person not intended to possess them is also prohibited.

Note: The University always stands ready to do everything within its power to help any students who want help in breaking an involvement with drugs. See also the University policy below.

n. Alcohol Policy

- i. It is the policy of this campus of the University of South Carolina that alcohol (beer, wine, distilled spirits) will not be included in any student activity, i.e., club events, student government activities, or athletics and field events, whether on or off the immediate campus.
- ii. Beer or wine or distilled spirits may not be carried in a state vehicle.
- iii. Special events that relate to the greater community such as luncheons, support gatherings, theater events, shall be exempt from the above listed policies upon the approval of the dean of the campus. However, monitoring of those attending who drink must be assured to make sure all South Carolina state laws are followed. No one under the age of 21 shall be served alcohol at any event.
- iv. For special events, those beverages included may not be sold; however, a "contribution" may be taken at the point of delivery.

Carolinian Creed

The community of scholars at the University of South Carolina is dedicated to personal and academic excellence.

Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian...

I will practice personal and academic integrity;
 I will respect the dignity of all persons;
 I will respect the rights and property of others;
 I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;
 I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Alliance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

University Smoking Policy

The University of South Carolina is deeply committed to the well-being of our students, faculty, staff and visitors. To provide a safe, healthy environment in which our community can flourish, and in accordance with the university's commitment to public health and sustainability, the University of South Carolina Salkehatchie will be a completely tobacco-free campus. This policy expands the tobacco-free policy to cover all university property. The intent of this policy is to create an environment that is conducive to quitting tobacco, promoting the prevention of tobacco use and preventing the risks associated with exposure to secondhand smoke. This will be a cultural change within the university campus and will be supported by ongoing communications and cessation programs for those who desire to quit or abstain from tobacco. Enforcement for the policy is the responsibility of each member of the Salkehatchie community. Faculty, staff and students are expected to enforce the policy for their facilities and/or sponsored activities.

1. Covered Individuals

The provisions of this policy apply 24 hours a day, seven days a week to all students, faculty, staff, visitors, volunteers, contractors and vendors.

2. Definitions

- a. "Tobacco and smoking products" include all tobacco-derived or containing products, including but not limited to cigarettes (i.e. clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spit less, chew, pouches, snuff) or any other device intended to simulate smoked tobacco. This does not apply to nicotine replacement therapy, which is designed to assist tobacco users to quit tobacco.
- b. "University property" includes all buildings, facilities, grounds and spaces leased, owned or controlled by the University of South Carolina Salkehatchie Campus, whether or not signs are posted. This includes, but is not limited to, buildings on university-owned land, offices, classrooms, laboratories, elevators, stairwells, walkways, decks, restrooms, sidewalks, parking areas/lots, meeting rooms, hallways, outdoor passageways and entrances, lobbies, common areas and athletic venues.

3. Use of Tobacco Products

- a. The use of tobacco products is prohibited on university property. No ashtrays, receptacles or smoking shelters will be permitted.
- b. The use of tobacco products is prohibited in university-owned, operated or leased vehicles.
- c. The university discourages the use of tobacco products by all covered individuals on properties adjacent to the campus.

4. Support of Tobacco Products

- a. All Tobacco industry promotions and marketing activities are prohibited on university property.
- b. The sale of tobacco products and tobacco-related merchandise (including logo items) is prohibited on all university property and at university-sponsored events, regardless of the operating vendor.
- c. The distribution or sampling of tobacco and associated products is prohibited on all university property and at university-sponsored events, regardless of the venue.
- d. Tobacco industry and related company sponsorship of athletic events is prohibited.

5. Communication of Policy

This policy will be communicated to the campus community as follows:

- a. News and information will be posted on the Tobacco-Free UofSC website (<http://uscsalkehatchie.sc.edu/>).
- b. References to this policy will be added to student handbooks, orientation communications and other publications as appropriate.
- c. Communication tips for community members to use in helping to enforce the policy will be available at the Tobacco-Free UofSC website (<http://uscsalkehatchie.sc.edu/>).
- d. "Tobacco-Free" signs will be posted throughout the university. Each building will display a "Tobacco-Free" decal and additional signs as appropriate.

6. Tobacco Cessation Resources

The university will offer resources and support to assist those tobacco users who desire to quit or abstain from using tobacco. Tobacco cessation resources and programs will be promoted or offered for university students, faculty and staff. Many of these programs are offered at little or no cost. Referrals may be made to the Quit4Life program through the state health plan at 1-866-QUIT.4.LIFE (866-784-8454) and Deer Oaks Employee Assistance Program at 1-866-327-2400 for faculty/staff. Students may be directed to the state quit line - 1-800-QUIT-NOW (784-8669). Additional

resources are outlined on the Tobacco-Free UofSC website (<http://uscsalkehatchie.sc.edu/>).

7. Enforcement and Compliance

- a. The university will provide Tobacco-Free Campus Policy information cards to facilitate education about and enforcement of the policy.
- b. Enforcement for the policy is the responsibility of each member of the Salkehatchie community. Faculty, staff, students and volunteers are expected to enforce the policy for their facilities and/or sponsored activities. Each individual should in a consistent and civil way bring any infractions of this policy to the attention of the person or persons observed violating the policy. Faculty, staff and students are also expected to assume leadership roles by adhering to the policy provisions and by reminding others who aren't in compliance of the policy provisions.
- c. In the event a community member does not respond to a reminder, UofSC faculty, staff, students and volunteers will assist in the enforcement of this policy by reporting repeated violations to the appropriate body, as described in the provisions below.
 - i. Students- Complaints regarding students will be directed to and handled by the Dean of Students.
 - ii. Faculty - Complaints regarding faculty will be directed to the appropriate department head.
 - iii. Staff - Complaints regarding staff will be directed to and handled by the immediate supervisor in accordance with Human Resources practices HR 1.39
 - iv. Volunteers, Visitors and Affiliates - Complaints about volunteers and visitors may be addressed by any university official. Repeated violations may be handled by Campus Security. Complaints about affiliates will be directed to and addressed by their sponsoring departments in accordance with appropriate policies and practices.
 - v. Contractors and Vendors - Complaints regarding contractors and vendors will be addressed by Campus Security. Failure by contractors/vendors or their employees to comply with the provisions of this policy could result in the termination of the contract.

feel that they can obtain help without fear of legal reprisal and in order to accomplish this, the University will consider situations where a student initiates the contact as completely confidential. In accordance with state law, students may now receive counseling and advice, legally sanctioned as confidential, from the Counseling Office.

The University must maintain its primary function as a center of learning. At the same time, it must be clear that local, state, and federal laws apply equally on campus as well as off campus.

Grievance Policy

Preface

The University of South Carolina is committed to a policy of treating all members of the University community fairly in regard to their personal and professional concerns. In order to ensure that students know what to do when they need to resolve a problem, this procedure is provided.

Purpose

The primary objective of the student grievance procedure is to ensure that concerns are promptly dealt with and resolutions reached in a fair and just manner. It is essential that each student be given an adequate opportunity to bring complaints and problems to the attention of the University administration with the assurance that each will be given fair treatment.

Definition

A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to the following: mistreatment by any University employee; wrongful assessment of processing of fees, records, and registration errors; racial discrimination in student employment.

Procedure

Initiating a Grievance-

1. The initial phase of the student grievance generally requires an oral discussion between the student and the person(s) alleged to have caused the grievance.
2. If the student considers the response to that discussion to be unsatisfactory and feels the grievance still exists, written notification of the grievance shall be delivered to the chair of the Academic Affairs Committee. The Academic Affairs Committee facilitates better student-faculty communications on the Salkehatchie campus by listening to student and faculty grievances. Hearing may be requested by students and faculty. A written report is submitted to the dean recommending what action, if any, should be taken.

University Drug Policy

The relationship of a university to its students is one which has as one of its basic purposes the creation of an environment conducive to the pursuit and dissemination of knowledge. A portion of this relationship involves the interaction between the student's personal welfare and academic achievement. Since there are numerous means by which the use and abuse of drugs may adversely affect this relationship, it is incumbent upon the University to issue to all members of its community a clear statement of its policy concerning drugs.

The University's primary obligation in dealing with the drug problem is to educate the academic community. A full and comprehensive educational program should be offered including formal and informal courses, lectures and discussions which cover drugs and drug problems. It is considered most important that students also receive up-to-date and accurate information about drug laws and medical findings. The University should also conduct research and offer its expertise as a public service in drug matters.

Another responsibility is to promote an atmosphere where students who have a problem with drug abuse can feel free to seek help. Students must

EXPENSES

Overview

The University reserves the right to alter any of the following charges without notice. All charges are due and payable on the date that they are incurred or the due date indicated on the ticket, invoice, or statement. Checks or credit cards for the exact amount of the total charges should be made payable to the University of South Carolina.

Any student who has failed to pay all required registration fees on or before the last date to change course schedules (as indicated in the University calendar) may be dropped from class rolls. Any student who fails to relieve any other indebtedness to the University or to any of its auxiliary agencies on the date such obligations become due may not be permitted to remain in University residence halls or be issued a transcript, diploma, or degree.

Legal Residency

The University of South Carolina is required by state law to determine the residence classification of applicants. The initial determination of one's resident status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent semester until information becomes available that would impact the existing residency status and the determination is successfully challenged. The burden of proof rests with the students to show evidence as deemed necessary to establish and maintain their residency status.

Legal Residency Requirements for Fee and Tuition Purposes

Code of Laws Governing Residence

Rules regarding the establishment of legal residence for tuition and fee purposes for institutions of higher education are governed by Title 59, Chapter 112, of the 1976 South Carolina Code of Laws, as amended.

Definitions

"Academic Session" is defined as a term or semester of enrollment.

"Continue to be Enrolled" is defined as continuous enrollment without an interruption that would require the student to pursue a formal process of readmission to that institution. Formal petitions or applications for change of degree level shall be considered readmissions.

"Dependent Person" is defined as one whose predominant source of income or support is from payments from a parent, spouse, or guardian, who claims the dependent person on his/her federal income tax return. In the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, a dependent person can be defined as one who qualifies as a dependent or exemption on the federal income tax return of the parent, spouse, or guardian. A dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person's college education. A dependent person's residency is based upon the residency of the person upon whom they are dependent.

"Domicile" is defined as the true, fixed, principal residence and place of habitation. It shall indicate the place where a person intends to remain, or to where one expects to return upon leaving without establishing a new domicile in another state. For purposes of this section, one may have only one legal domicile. One is presumed to abandon automatically an old domicile upon establishing a new one. Housing provided on an academic

session basis for student at institutions shall be presumed not to be a place of principal residence, as residency in such housing is by its nature temporary.

"Family's Domicile in this State is Terminated" is defined as an employer directed transfer of the person upon whom the student is dependent and is not construed to mean a voluntary change in domicile. Also included is a relocation of the person upon whom the student is dependent who is laid off through no fault of their own, e.g., plant closure, downsizing, etc., who accepts employment in another state prior to relocating.

"Full time employment" is defined as employment that consists of at least thirty seven and one half hours a week on a single job in a full time status, with gross earnings of at least minimum wage. However, a person who works less than thirty seven and one half hours a week but receives or is entitled to receive full time employee benefits shall be considered to be employed full time if such status is verified by the employer. A person who meets the eligibility requirements of the Americans with Disabilities Act must present acceptable evidence that they satisfy their prescribed employment specifications in order to qualify as having full time employment.

"Guardian" is defined as one legally responsible for the care and management of the person or property of a minor child based upon the five tests for dependency prescribed by the Internal Revenue Service; provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or dependent person, it shall not be given such effect.

"Immediately Prior" is defined as the period of time between the offer of admission and the first day of class of the term for which the offer was made, not to exceed one calendar year.

"Independent Person" is defined as one in his/her majority (eighteen years of age or older) or an emancipated minor, whose predominant source of income is his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order. An independent person must provide more than half of his or her support during the twelve months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot claim the domicile of another individual as their own for the purposes of establishing intent to become a South Carolina resident. An independent person must have established his/her own domicile for twelve months prior to receiving instate tuition and fees. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian for the year in which resident status is requested.

"Minor" is defined as a person who has not attained the age of eighteen years. An "emancipated minor" shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such minor and are no longer under any legal obligation to support or maintain such minor.

"Non-resident Alien" is defined as a person who is not a citizen or permanent resident of the United States. By virtue of their non-resident status "non-resident aliens" generally do not have the capacity to establish domicile in South Carolina.

"Parent" is defined as the father, mother, stepfather, stepmother, foster parent or parent of a legally adopted child.

“Reside” is defined as continuous and permanent physical presence within the State, provided that absences for short periods of time shall not affect the establishment of residence. Excluded are absences associated with requirements to complete a degree, absences for military training service, and like absences, provided South Carolina domicile is maintained.

“Resident” for tuition and fee purposes is defined as an independent person who has abandoned all prior domiciles and has been domiciled in South Carolina continuously for at least twelve months immediately preceding the first day of class of the term for which resident classification is sought and for whom there is an absence of domiciliary evidence in other states or countries, notwithstanding other provisions of the Statute.

“Spouse” is defined as the husband or wife of a married person in accordance with Title 20, Chapter 1 of the 1976 South Carolina Code of Laws, as amended.

“Temporary Absence” is defined as a break in enrollment during a fall or spring semester (or its equivalent) during which a student is not registered for class. (62-606.A)

“Terminal Leave” is defined as a transition period following active employment and immediately preceding retirement (with a pension or annuity), during which the individual may use accumulated leave.

“United States Armed Forces” is defined as the United States Air Force, Army, Marine Corps, Navy, and Coast Guard.

“Trust” is defined as a legal entity created by a grantor for the benefit of designated beneficiaries under the laws of the state and the valid trust instrument. However, that where circumstances indicate that such trust was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or independent person, it shall not be given such effect.

Citizens and Permanent Residents

Independent persons who have physically resided and been domiciled in South Carolina for twelve continuous months immediately preceding the date the classes begin for the semester for which resident status is claimed may qualify to pay in state tuition and fees. The twelve month residency period starts when the independent person establishes the intent to become a South Carolina resident per Section 62-605 entitled “Establishing the Requisite Intent to Become a South Carolina Domiciliary.” The twelve month residency period cannot start until the absence of indicia in other states is proven. Absences from the State during the twelve month period may affect the establishment of permanent residence for tuition and fee purposes.

The resident status of a dependent person is based on the resident status of the person who provides more than half of the dependent person’s support and claims or, only in the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, qualifies to claim the dependent person as a dependent for federal income tax purposes. Thus, the residence and domicile of a dependent person shall be presumed to be that of their parent, spouse, or guardian.

In the case of divorced or separated parents, the resident status of the dependent person may be based on the resident status of the parent who claims the dependent person as a dependent for tax purposes; or based on the resident status of the parent who has legal custody or legal joint custody of the dependent person; or based on the resident status of the

person who makes payments under a court order for child support and at least the cost of his/her college tuition and fees.

Non-Resident Aliens, Non-Citizens, and Non-Permanent Residents

Except as otherwise specified in this section or as provided in Section 62-609 (1) & (2), independent non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out of state rate. Independent non-resident aliens, including refugees, asylees, and parolees may be entitled to resident, in state classification once they have been awarded permanent resident status by the U.S. Department of Justice and meet all the statutory residency requirements provided that all other domiciliary requirements are met. Time spent living in South Carolina immediately prior to the awarding of permanent resident status does not count toward the twelve month residency period. Certain non resident aliens present in the United States in specified visa classifications are eligible to receive in state residency status for tuition and fee purposes as prescribed by the Commission on Higher Education. They are not, however, eligible to receive state sponsored tuition assistance/scholarships.

Title 8 of the Code of Federal Regulations (CFR) serves as the primary resource for defining visa categories.

Establishing the Requisite Intent to Become a South Carolina Domiciliary

Resident status may not be acquired by an applicant or student while residing in South Carolina for the sole primary purpose of enrollment in an institution or for access to state supported programs designed to serve South Carolina residents. An applicant or student from another state who comes to South Carolina usually does so for the purpose of attending school. Therefore, an applicant or student who enrolls as a non-resident in an institution is presumed to remain a non-resident throughout his or her attendance and does not qualify under any of the residency provisions.

If a person asserts that his/her domicile has been established in this State, the individual has the burden of proof. Such persons should provide to the designated residency official of the institution to which they are applying any and all evidence the person believes satisfies the burden of proof. The residency official will consider any and all evidence provided concerning such claim of domicile, but will not necessarily regard any single item of evidence as conclusive evidence that domicile has been established.

For independent persons or the parent, spouse, or guardian of dependent persons, examples of intent to become a South Carolina resident may include, although any single indicator may not be conclusive, the following indicia:

1. Statement of full time employment;
2. Designating South Carolina as state of legal residence on military record;
3. Possession of a valid South Carolina driver’s license, or if a non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until a South Carolina driver’s license is obtained;
4. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until the applicant obtains a South Carolina vehicle registrations card;

5. Maintenance of domicile in South Carolina;
6. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
7. Ownership of principal residence in South Carolina; and
8. Licensing for professional practice (if applicable) in South Carolina.

The absence of indicia in other states or countries is required before the student is eligible to pay in state rates.

Maintaining Residence

A person's temporary absence from the State does not necessarily constitute loss of South Carolina residence unless the person has acted inconsistently with the claim of continued South Carolina residence during the person's absence from the State. The burden is on the person to show retention of South Carolina residence during the person's absence from the State. Steps a person should take to retain South Carolina resident status for tuition and fee purposes include:

1. Continuing to use a South Carolina permanent address on all records;
2. Maintaining South Carolina driver's license;
3. Maintaining South Carolina vehicle registration;
4. Satisfying South Carolina resident income tax obligation. Individuals claiming permanent residence in South Carolina are liable for payment of income taxes on their total income from the date that they established South Carolina residence. This includes income earned in another state or country.

Effect of Change of Residency

Notwithstanding other provisions of this section, any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated immediately prior to his/her enrollment may enroll at the in state rate. Any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated after his/her enrollment may continue to receive in state rates, however, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters. Transfers within or between South Carolina colleges and universities of a student seeking a certificate, diploma, associate, baccalaureate, or graduate level degree does not constitute a break in enrollment.

If a dependent or independent person voluntarily leaves the state, and information becomes available that would impact the existing residency status, eligibility for in state rates shall end on the last day of the academic session during which domicile is lost. Application of this provision shall be at the discretion of the institution involved. However, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters.

Effect of Marriage

In ascertaining domicile of a married person, irrespective of gender, such a review shall be determined just as for an unmarried person by reference to all relevant evidence of domiciliary intent.

If a nonresident marries a South Carolina resident, the nonresident does not automatically acquire South Carolina resident status. The nonresident may acquire South Carolina resident status if the South

Carolina resident is an independent person and the nonresident is a dependent of the South Carolina resident.

Marriage to a person domiciled outside South Carolina shall not be solely the reason for precluding a person from establishing or maintaining domicile in South Carolina and subsequently becoming eligible or continuing to be eligible for residency.

No person shall be deemed solely by reason of marriage to a person domiciled in South Carolina to have established or maintained domicile in South Carolina and consequently to be eligible for or to retain eligibility for South Carolina residency.

Exceptions

Persons in the following categories qualify to pay in state tuition and fees without having to establish a permanent home in the state for twelve months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of class of the term for which payment of in state tuition and fees is requested. The following categories apply only to in state tuition and do not apply to State supported scholarships and grants. Individuals who qualify for in state tuition and fees under the following exceptions do not automatically qualify for LIFE, SC HOPE or Palmetto Fellows Scholarships.

1. "Military Personnel and their Dependents": Members of the United States Armed Forces who are permanently assigned in South Carolina on active duty and their dependents are eligible to pay in state tuition and fees. When such personnel are transferred from the State, their dependents may continue to pay in state tuition and fees as long as they are continuously enrolled. Such persons (and their dependents) may also be eligible to pay in state tuition and fees as long as they are continuously enrolled after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the twelve month "physical presence" requirement for them or their dependents to qualify to pay in state tuition and fees.
2. "Faculty and Administrative Employees with Full Time Employment and their Dependents": Full time faculty and administrative employees of South Carolina state supported colleges and universities and their dependents are eligible to pay in state tuition and fees.
3. "Residents with Full Time Employment and their Dependents": Persons who reside, are domiciled, and are full time employed in the State and who continue to work full time until they meet the twelve month requirement and their dependents are eligible to pay in state tuition and fees, provided that they have taken steps to establish a permanent home in the State. Steps an independent person must take to establish residency in South Carolina are listed in Section 62-605 entitled ("Establishing the Requisite Intent to Become a South Carolina Domiciliary").
4. "Retired Persons and their Dependents": Retired persons who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in state rates if they maintain residence and domicile in this State. Persons on terminal leave who have established residency in South Carolina may be eligible for in state rates even if domiciled in the State for less than one year if they present documentary evidence from their employer showing they are

on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he/she retires.

South Carolina residents who wish to participate in the Contract for Services program sponsored by the Southern Regional Education Board must have continuously resided in the State for other than educational purposes for at least two years immediately preceding application for consideration and must meet all other residency requirements during this two year period.

Application for Change of Resident Status

Persons applying for a change of resident classification must complete a residency application/petition and provide supporting documentation prior to a reclassification deadline as established by the institution.

The burden of proof rests with those persons applying for a change of resident classification who must show required evidence to document the change in resident status.

Incorrect Classification

Persons incorrectly classified as residents are subject to reclassification and to payment of all non-resident tuition and fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out of state rate. The violator may also be subject to administrative, civil, and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution.

Residents whose resident status changes are responsible for notifying the Residency Official of the institution attended of such changes.

Inquiries and Appeals

Inquiries regarding residency requirements and determinations should be directed to:

Legal Residency Office
University Of South Carolina
Columbia, SC 29208
803-777-4060

Any person, following a decision on his or her resident classification, may appeal the decision to the University Committee on Legal Residence. The committee, however, is bound by the same laws and regulations as the residency officials, so its purpose is only to review the facts and details of any case brought before it to evaluate the correctness of the decision may by residency officials. Neither the committee nor residency officials may waive the provisions of the law or regulations.

Persons who appeal residency decisions must provide a letter to the Legal Residency Office informing the office that they want to appeal the decision made by the residency official. The letter must also include a summary of the person's situation and a statement which specifies the residency provision under which the person feels he or she qualifies to pay in-state fees. The director of legal residency will then schedule a hearing as soon as possible for the committee to hear the appeal.

The residency requirements are subject to change without notification.

Academic Fees

Application Fees

Every new student will normally be charged a nonrefundable application fee of \$40; exceptions to, or relief from, this charge may be made for certain special categories of admission. All applications must be

accompanied by the application fee. This fee is for admission application only. A separate application fee is charged for space in University residence halls.

Matriculation Fee

A nonrefundable matriculation fee of \$50 is assessed to all current degree-seeking students on a one-time basis. This fee is also assessed to entering (or re-entering) degree-seeking students. International students pay a \$500 matriculation fee.

Technology Fee

All students enrolled on campus are charged a technology fee per semester of \$196 for full-time students and \$15 per credit hour for part-time students.

Laboratory Fee

A lab fee for all courses with laboratories is charged in the amount of \$40 per lab for science laboratories and \$60 per lab for MATH 141 Calculus I and MATH 142 Calculus II.

Examination Fees

\$30 Achievement Test. (ACT) May be taken once only.

\$15 Challenge Examination. This test is used to establish undergraduate college credit without class attendance or to validate credits from a nonregionally accredited college. Per semester hour.

Fall and Spring Semester Academic Fees

Current Academic Fees may be found at uscsalkehatchie.sc.edu (<http://uscsalkehatchie.sc.edu>).

Cross-Campus Enrolled Students

Courses originating from other UofSC campuses are made available to students enrolled at UofSC Salkehatchie. Students who enroll in courses originating from more than one campus pay fees based upon the originating campus's fee schedule. Refer to the originating campus's Master Schedule of Classes to determine fees.

Free Tuition

Certain exemptions from tuition fees have been established under South Carolina Law. Relevant sections of the code are reproduced below. Please note that these laws include free tuition only. Other academic fees and mandatory fees are still the responsibility of the student.

1. **S.C. Code Ann. § 59-111-20 (Law Co-op. Supp. 1993)**
 - a. A child of a wartime veteran, upon application to and approval by the South Carolina Department of Veterans Affairs, may be admitted to any state-supported college, university, or post high school technical education institution free of tuition so long as his work and conduct are satisfactory to the governing body of the institution, if the veteran was a resident of this state at the time of entry into service and during service or has been a resident of this state for at least one year and still resides in this state or, if the veteran is deceased, resided in this state for one year before his death, and provided the veteran served honorably in a branch of the military service of the United States during a war period, as those periods are defined by Section 101 of Title 38 of the United States Code and:
 - i. was killed in action
 - ii. died from other causes while in the service
 - iii. died of disease or disability resulting from service

- iv. was a prisoner of war as defined by Congress or Presidential proclamation during such war period
 - v. is permanently and totally disabled, as determined by the Veterans Administration from any cause
 - vi. has been awarded the Congressional Medal of Honor
 - vii. is missing in action, or
 - viii. the applicant is the child of a deceased veteran who qualified under item (4) and (5).
- b. The provisions of this section apply to a child of a veteran who meets the residency requirements of Chapter 112 of this title, is 26 years of age or younger, and is pursuing any type of undergraduate degree.
2. **S.C. Code Ann. § 59-111-110 (Law Co-op. 1976)** No tuition shall be charged for a period of four school years by any state-supported college or university or any state-supported vocational or technical school for children of firemen, both regularly employed and members of volunteer organized units, organized rescue squad members, members of the Civil Air Patrol, law enforcement officers or correction officers, including reserve and auxiliary units of counties or municipalities, who become totally disabled or are killed in line of duty on or after July 1, 1964.
3. **S.C. Code Ann. § 59-111-10 (Law Co-op. 1976)** The first-place winner of the essay contest sponsored by the Governor's Committee on the Employment of the Physically Handicapped, provided that he is qualified and in financial need, may receive a four-year scholarship. This scholarship may be cancelled if the recipient fails to maintain general scholastic and conduct standards established by the University.
4. **S.C. Code Ann. § 59-111-320 (Law Co-op Supp. 1984)** Legal residents of South Carolina who have attained the age of sixty (60) and meet admission and other standards deemed appropriate by the University may attend classes for credit or noncredit purposes on a space available basis without the required payment of tuition if these persons do not receive compensation as full-time employees.

Refund Policy

1. Policy

The University will refund a part of academic fees in certain cases:

- a. Changes in a student's status, which may require a refund.
 - i. Change in a full-time student's schedule, which results in reclassification to part-time status
 - ii. Change in a part-time student's schedule, which results in fewer credit hours.
- b. Situations, which may require a refund.
 - i. Course or courses dropped
 - ii. Drop/Withdrawal from the University
 - iii. Cancellation of a class by the University

2. Procedure

a. Refund Requests

All requests for refunds must be received during the academic year for which the fees were paid. The academic year begins with the fall term and ends with the summer term. Refunds may be requested at any time during the academic year in which the applicable term occurs.

b. Determining the Refundable Portion Procedure

Student refunds for tuition are calculated based on the student's liable hours after the drop/withdrawal. Liable hours are calculated as the total hours a student is still registered plus the liable portion of the dropped/withdrawn course(s). The liable portion

is computed by taking the number of dropped hours times the liability rate (which is 100 percent minus refund percentage). The refund amount is determined to be the difference of the original assessment and the assessment based on the new liable hours. For students whose liable hours are 12 or above, no refunds are processed. Other academic fees are non-refundable after the 100 percent refund percentage. For students activated for full-time military service during an academic term, the University follows state law in Section 59-101-395. Any refund calculated will be applied to the student account.

c. Drop/Withdrawal Refund Polices

Standard Refund Policy For Dropping/Withdrawal From The University:

All refunds will be based solely on the percentage of time (in days) between the first day of a part-of-term and the last day of a part-of-term. The percentage (in days) will include all Saturdays, Sundays, and holidays between the start and end dates of each part-of-term. Exceptions to this rule may only be made by the Bursar's Office. In these instances, any change in the refund percentage would be moved out to the next closest business day. Courses fewer than six days long, first day = 100% refund, remaining days = no refund

- i. 100 percent if the student's official drop/withdrawal calculation is within 6% of the enrollment period for which the student is liable.
- ii. 70 percent if the student's official withdrawal calculation is between the period specified in (1) or before the end of the 10 percent period of enrollment for which the student is liable.
- iii. 50 percent if the student's official withdrawal calculation is between the period specified in (2) or before the end of the 16 percent period of enrollment for which the student is liable.
- iv. 20 percent if the student's official withdrawal calculation is between the period specified in (3) or before the end of the 25 percent period of enrollment for which the student is liable.

d. Refund Schedules

Refund schedules are relocated under the important deadlines on the Registrar's website (<http://registrar.sc.edu/>).

e. Return of Title IV Funds

Refunds Policy For Students Who Have Received Title IV Funds And Withdraw From The University

- i. Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students "earn" a percentage of the funds that are disbursed with each day of class attendance. When a student who has received federal aid funds (Title IV Funds) leaves school before the end of the semester or period of enrollment, federal regulations require the University of South Carolina to calculate the percentage and amount of "unearned" financial aid funds that must be returned. Once a student has completed more than 60 percent of the enrollment period, they are considered to have earned all funding received. This calculation may have the effect of requiring the student who withdraws before this time frame to repay funds that have already been disbursed to the student or credited towards their current account for tuition, fees, housing and/or meals. Students are encouraged to meet with a counselor in the Office of Student Affairs, or the appropriate office on their campus, prior to making the decision to withdraw from.
 - ii. Title IV Refund Distribution

1. For fully withdrawn students receiving federal and/or state funds, the refund will be governed by the current Federal Title IV refund policy. The Office of Student Financial Aid and Scholarships determines the amount of the refund that is distributed back to Title IV, HEA Programs or other Financial Aid sources. For students and their parents who have received student loans or other forms of financial aid, funds will be returned in the order prescribed by federal regulations. The institution must return the funds to the financial aid program other than College Work Study, up to the amount of assistance that the student received from those programs. Funds are to be distributed to the financial aid programs in the following order:
 - Unsubsidized Federal Stafford
 - Subsidized Federal Stafford
 - Federal Perkins
 - Federal PLUS Loan
 - Federal Pell Grant
 - Federal Supplemental Education Opportunity Grant
 - Federal TEACH Grant
 - Federal Iraq/Afghanistan Service Grant
2. Any remaining balance will first be used to repay any outstanding university charges and any subsequent balances will be refunded to the student/parent.
3. Exit interviews (http://www.sc.edu/financialaid/loan_counseling/default.html) are required before leaving the University of South Carolina for all students who withdraw and have received Stafford, Perkins or Federal Nursing/Health Professions Loans. Questions regarding exit counseling should be referred to the appropriate campus Financial Aid and Scholarships Office.

f. Appeals Process

A process for appeals exists for students or parents who believe circumstances warrant exceptions from published policy. The student must be fully withdrawn from the University in order to apply for an appeal. The Withdrawal Refund Appeals Committee reviews and act on all appeals. Address appeals to:

Withdrawal Refund Appeals Committee
(Columbia Campus Only)
Office of the Registrar
University of South Carolina
Columbia, SC 29208
803-777-5555

Withdrawal Refunds

All full- or part-time students wishing to withdraw from the University or to discontinue enrollment from all courses for the semester should follow the instructions online at my.sc.edu (<https://my.sc.edu/>) when they request to drop their last course. Staff members in the Office of Admissions and Records are available to assist students in completing the withdrawal process. In addition, staff from the Office of Financial Aid can provide financial counseling concerning withdrawing from classes. Students requesting withdrawal for extenuating circumstances after the penalty date (last date for W grade) should consult with staff in the Admissions and Records Office.

In establishing a diminishing-scale refund process for withdrawals, the University operates on the philosophy that many of the basic costs of instruction are incurred at the end of the first week of classes or within an equivalent period for nonstandard semesters. The assignment of a classroom seat to an individual student precludes any other student from occupying that seat. In addition, an instructor is assigned and the costs of instruction are encumbered on the first day of classes.

A student who withdraws from the University after the first week of classes has already occupied a classroom seat that cannot be reassigned. As a result, the University cannot both maintain its financial integrity and also provide a full refund. Accordingly, the University has established a series of refund deadlines commensurate with student progress into the semester.

It is the responsibility of the Business Office to administer the withdrawals process on a daily basis and to apply the published refund schedule to routine withdrawals. On those rare occasions when it can be documented that unanticipated and extenuating circumstances directly related to a student's withdrawal warrant exceptional consideration, and the amount of the refund due is contested, the Business Office will inform the student of the appeal process and advise the student of the necessary procedures.

University Withdrawal Refund Appeal Procedures

The University Withdrawals Refund Appeal Committee is authorized to consider appeals and approve extraordinary exceptions to the University's published withdrawal refund schedule due to humanitarian and due-process considerations.

Guidelines for committee consideration of withdrawal appeals are:

1. The appeal must be submitted in writing to the Business Office and will be considered only in written form. A standardized appeal form must be submitted.
2. All requests for appeal must be submitted directly by the student through the Business Office and must meet one or more of the following criteria to be considered and approved by the appeals committee:
 - a. Documentation of an accident, illness, injury, or incident which could not be influenced, predicted, planned for, or prevented by the student or the institution. This provision specifically excludes conditions or chronic illnesses known to the student at the time of enrollment.
 - b. Demonstration that the application of the published refund policy would result in a specific and substantial personal hardship to the student. This provision specifically excludes circumstances or effects which would simply inconvenience the student or the student's family.
 - c. Documentation of substantiated circumstances where a student has in good faith relied upon the veracity of a University official's advice, or the official's interpretation of the text of a University document or publication, and was consequently misled or mistaken about the terms of the published refund policy.
3. The appeal must be initiated during the semester for which the refund is requested.
4. The appeal must involve a total withdrawal from the University. No partial withdrawals will be considered.
5. Appeals will only address whether or not a refund will be granted. No consideration will be given to grade assignment or other academic issues. Students must address such issues directly with the faculty members and the college. If applicable, requests for Extenuating

Circumstances Withdrawals for grade change purposes must be resolved prior to deliberations by this committee.

6. Grounds for consideration of an appeal will be restricted to only those circumstances personally experienced by the enrolled individual with whom the University has a direct relationship. Loss or illness of a family member, close associate, or employee, and/or difficulty in family-operated businesses are excluded from consideration.
7. Decisions will be made by a simple majority vote of the committee membership and documented in writing by the chairperson. The student will be informed of the outcome of the appeal by letter from the Business Office.

FINANCIAL AID AND SCHOLARSHIPS

The financial aid programs of the University of South Carolina Salkehatchie make it possible for many students to attend the University who could not do so if left entirely to their own resources. Scholarships, grants, loans, and part-time employment are available to qualified undergraduate students.

Eligibility for most types of aid except academic scholarships depends on the applicant's financial circumstances. The University uses the Free Application for Federal Student Aid (FAFSA) to determine the amount of assistance each applicant is eligible to receive. We recommend that you complete the FAFSA via the Web at www.fafsa.ed.gov (<http://www.fafsa.ed.gov>); however, paper applications may still be obtained from most high-school guidance offices or any financial aid office.

General Guidelines for Financial Aid

1. The student should have applied and been accepted for admission to UofSC Salkehatchie as a regular student working toward a degree.
2. The student must have a high-school diploma or a General Education Development (GED) certificate.
3. Each applicant should complete the Free Application for Federal Student Aid (FAFSA) indicating the University of South Carolina Salkehatchie as the school of attendance (Title IV code: 003426).
4. A Student Aid Report (SAR) will be sent from the U.S. Department of Education to the student.
5. If corrections are necessary, the corrections should be made on the Web at www.fafsa.ed.gov (<http://www.fafsa.ed.gov>).
6. Information concerning federal financial aid programs, such as Federal Work-Study (FWS), Federal Perkins Loans, Federal Direct Loans (DL), and Federal Direct Plus Loans, may be obtained from the financial aid office.
7. The student must be making satisfactory academic progress toward completing a degree or certificate program.
8. The student must sign an educational purpose/certification statement on refunds and defaults as part of the FAFSA.
9. Awards of financial assistance are made in the spring prior to the beginning of the fall semester. An award notification will be sent by email to the student once the file is complete.
10. In order to be considered for most types of federal financial assistance, a student must be enrolled at least half time (6 semester hours); the Federal Pell Grant program is an exception to this requirement.
11. Awards will be based only on a student's enrollment status during the official registration period.
12. The financial aid office staff is available for counseling with students and parents concerning any financial aid program.

Satisfactory Academic Progress

All students receiving federal financial aid must adhere to the University's policy on satisfactory progress. The intent of this policy is to ensure that students who are receiving federal and/or state financial aid for their education are making measurable progress toward completion of a degree in a reasonable period of time.

Undergraduate students are considered to be making satisfactory progress if they:

1. are admitted and enrolled as degree-seeking students;
2. meet the University standards for continued enrollment;
3. complete requirements for a degree within a reasonable length of time as specified below:
 - a. The total number of semesters of full-time enrollment (12 or more semester hours attempted) at any post-secondary institution does not exceed 180 hours for a four-year degree or 90 hours for a two-year degree.
 - b. The total number of semesters of part-time enrollment (less than 12 semester hours attempted) does not exceed the equivalent of 180 hours for a four-year degree or 90 hours for a two-year degree.
4. earn no fewer than 67% of all coursework if enrolled as a full time student. The academic year for Satisfactory Academic Progress is comprised of the fall, spring, and summer terms.
5. maintain a cumulative grade point average (GPA) of 2.00 on all coursework.

Explanation

Under these standards, students will be ineligible to receive federal financial aid funds if any of the following occurs:

1. The total number of semesters of enrollment as a full-time student (12 or more semester hours attempted) exceeds 180 hours for a four-year degree or 90 hours for a two-year degree. These limits include all work done at any post-secondary institution, whether or not financial aid was received.
2. The total number of earned hours falls below the prescribed number based upon enrollment in undergraduate or graduate study.
3. Complete requirements for a degree or certificate within a reasonable length of time as specified below:
 - a. The total number of semesters of full-time enrollment (12 or more semester hours attempted) at any postsecondary institution does not exceed 180 hours for a four-year degree or 90 hours for a two-year degree or certificate.
 - b. The total number of semesters of part-time enrollment (less than 12 semester hours attempted) does not exceed 180 hours for a four-year degree or 90 hours for a two-year degree or certificate.
4. The cumulative GPA falls below 2.00.

In other words, students who accumulate a yearly or cumulative GPD that subjects them to suspension, who have been enrolled for more than the equivalent of 10 full-time semesters for a four-year degree program, who do not maintain a cumulative GPA of 2.00 after attempting 48 credit hours, or who do not earn the minimum number of semester hours required will become ineligible to receive federal financial aid funds. This determination applies without regard to any financial aid award letter that may have been sent or received prior to the time the determination is made.

Financial Aid Programs Covered by These Standards

- Federal Pell Grant
- Federal Work-Study
- Federal Supplemental Educational Opportunity Grants
- Federal Perkins Loan
- William D. Ford Federal Direct Loan Program:

- Direct Subsidized Loan
- Direct Unsubsidized Loan
- Federal PLUS
- South Carolina LIFE Scholarship
- South Carolina Lottery Tuition Assistance Program
- South Carolina Need-Based Grant
- Other federal or state programs as required
- Some select private loans (as determined by the lender)

Appeals

Students who are ruled ineligible for financial aid may appeal this determination under specifically prescribed conditions. Deadlines for receipt of appeals are 20 days prior to the end of the semester for which aid is requested. Information concerning the appeal process is available in the financial aid office.

Reinstatement

Students shall be reinstated for financial aid eligibility at such time as they successfully complete sufficient hours and have a sufficient grade point average to meet the minimum requirements for eligibility as set forth in this policy.

Academic Forgiveness

The Satisfactory Academic Progress policy standards will not automatically apply to any hours forgiven under the University of South Carolina Academic Forgiveness Program. However, if you have been granted academic forgiveness under this policy you must contact the Financial Aid Office for further assessment.

Grants

Federal Pell Grant

The Federal Pell Grant is the largest federally funded student financial aid grant program. It serves as the foundation upon which all other undergraduate aid is awarded. Typically, it is available only to undergraduate students who have not earned a baccalaureate degree. Federal Pell Grant eligibility is determined according to federal law and is based on the financial information you and your family provided on your FAFSA.

You are notified of your possible eligibility to receive a Federal Pell Grant via the Student Aid Report (SAR). The financial aid office will receive this information directly from the federal processor and determine the amount of your Federal Pell Grant. You should carefully review the information on your SAR and, if it is correct, keep it for your records. If you discover mistakes, follow the instructions and submit corrections as soon as possible.

If you or your family experiences a major change in your financial situation after your Pell Grant eligibility has been determined, you should notify the financial aid office immediately. A counselor will be able to determine if you qualify for an adjustment of your Pell Grant award and/or other financial aid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant that does not need to be repaid. The financial aid office awards UofSC's limited allocation of FSEOG funds. Recipients must be undergraduates who have not already earned a baccalaureate degree and who demonstrate exceptional financial need. FSEOG recipients must

be eligible to receive a Pell Grant and have the lowest EFC's from among those students being considered for an award.

South Carolina Educational Resources State Need-Based Grant Program (SNBG)

The South Carolina Need-Based Grant is a state-funded grant for undergraduates attending public and independent colleges and universities within South Carolina. Recipients may not have already earned a baccalaureate degree. To be considered, you must be a South Carolina resident, be admitted or currently enrolled with a minimum GPA of 2.00, complete the FAFSA, demonstrate financial need, be of good moral character, and have no felony and/or alcohol or drug convictions for a period of one year. Additionally, to renew a state grant award, you must maintain an annual 2.00 GPA and complete 24 semester hours during the fall and spring semesters if enrolled full time or an equivalent number of hours based on enrollment if less than full time. Awards are made for the entire academic year (fall and spring semesters) only. The State Need-Based Grant does not need to be repaid.

South Carolina Legislative Incentives for Future Excellence Scholarship

The South Carolina Legislative Incentives for Future Excellence Scholarship (LIFE) was established by the General Assembly during the 1998 legislative session. To be eligible for a LIFE Scholarship, you must have graduated from a high school located in South Carolina on or after May 1995 and be a full-time, undergraduate, degree-seeking student. You must be a South Carolina resident for in-state tuition purposes at the time of enrollment and have no felony, alcohol, or drug convictions. If, however, you have been judged delinquent or have been convicted or pled guilty or nolo contendere to an alcohol or drug misdemeanor, you are ineligible for one calendar year from the date of the conviction. You must also be a U.S. citizen or a permanent resident under state laws. You may not be in default or owe a refund on any federal or state financial aid program.

If you are a first-time entering freshman, you must have graduated from high school with a minimum 3.00 cumulative grade point average (GPA) on a 4.00 scale.

For initial LIFE Scholarship eligibility, if a currently enrolled student, you must have earned a cumulative 3.00 USC GPA at the end of the academic year. You must also have earned a minimum of 30 credit hours, or the annual equivalent at all institutions attended, for the previous academic year if completing your first year; 60 credit hours must have been earned if completing your second year; and, 90 credit hours must have been earned if completing your third year. Students at UofSC Regional Campuses are only eligible to receive the LIFE Scholarship for four consecutive semesters.

You may receive the LIFE scholarship for not more than eight semesters for a four-year degree or 10 semesters for a five-year degree. Funds from this program may not be used for remedial courses or continuing education classes. If you are receiving South Carolina's Palmetto Fellows Scholarship, you are not eligible for a LIFE Scholarship.

To retain the LIFE Scholarship you must earn an average of 30 credit hours for each academic year and earn a 3.00 cumulative UofSC GPA by the end of the academic year. The financial aid office, using data from the admissions and records offices, is responsible for awarding LIFE Scholarships.

Please note that the LIFE Scholarship statutes and regulations are subject to change by the South Carolina Legislature.

South Carolina Lottery Tuition Assistance Program

During the 2002 legislative session, the South Carolina General Assembly established the Lottery Tuition Assistance Program. Its purpose is to provide resources that supplement, not supplant, existing resources for educational purposes to South Carolina's students. The program assists students who wish to attend two-year public or independent college in the state. In calculating the amount awarded, any and all federal grants and need-based grants must first be awarded before determining the amount a student is eligible to receive. A student may receive up to the cost of tuition minus Pell, SEOG, and SNBG. The college at which the student is enrolled will notify each student of the exact award amount.

In order to qualify for lottery tuition assistance, a student must meet the following requirements:

- file the Free Application for Federal Student Aid (FAFSA) and complete the process to determine eligibility for federal student aid each academic year
- be a legal resident of South Carolina as defined in applicable state statutes governing the determination of residency for tuition and fee purposes
- be enrolled at the time of the grant disbursement in a minimum of 6 credit hours for the term and be making satisfactory academic progress toward an associate's degree
- verify that the student does not owe a refund or repayment on a state grant, Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant (FSEOG) and is not in default on a loan under the Federal Perkins Loan or Federal Direct Loan programs
- must not be eligible for or a recipient of the LIFE scholarship.

To retain program funds, a student must have a 2.00 GPA by the end of the academic year.

In addition, students shall not be eligible to receive lottery tuition assistance for more than one certificate, diploma, or degree earned within any five-year period.

The financial aid office administers the South Carolina Lottery Tuition Assistance Program, and the exact award amount is dependent upon the number of eligible recipients and the amount of funding each academic year. Please note that program statutes and regulations are subject to change by the S.C. Legislature.

Loans

The Federal Direct Stafford Loan Program (subsidized and unsubsidized)

The Federal Direct Stafford Loan Program provides low-interest, long-term loans to eligible students through the U.S. Department of Education.

Subsidized Stafford Loans are awarded based on financial need. The federal government pays the interest on these loans while the student is enrolled in school at least half-time (6 semester hours), during the grace period and during deferment periods.

Unsubsidized Stafford Loans are not based on financial need. Interest begins accruing after the first disbursement. Students have the option of paying the interest monthly or quarterly while in school and during

the grace period, or can have the interest capitalized and added to the principal amount of the loan upon entering repayment.

Maximum Loan Amounts

Classification	Loan Amount
Freshmen	\$5500 for dependent students (maximum \$3500 subsidized)
	\$9500 for independent students (maximum \$3500 subsidized)
Sophomore	\$6500 for dependent students (maximum \$4500 subsidized)
	\$10,500 for independent students (maximum \$4500 subsidized)
Junior and Beyond	\$7500 for dependent students (maximum \$5500 subsidized)
	\$12,500 for independent students (maximum \$5500 subsidized)

Aggregate Loan Limits

Classification	Loan Amount
Undergraduate	\$31,000 for dependent students (maximum \$23,000 subsidized)
	\$57,500 for independent students (maximum \$23,000 subsidized)
Graduate	\$138,500 (maximum \$65,500 subsidized)

The graduate limit includes Stafford Loans received for undergraduate study.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

Federal Direct Parent Loan for Undergraduate Students (PLUS) provides long-term loans to parents for their dependents through the U.S. Department of Education. Loan amounts under this program are limited to the student's cost of education minus other financial aid awards. Parents may be denied a PLUS loan due to adverse credit history. If the PLUS Loan is denied, the student is eligible for an additional Unsubsidized Loan.

The repayment period for each Direct PLUS Loan begins on the date the final loan disbursement is made. There is no grace period for Direct PLUS Loans. Parents have the option of postponing payments until six months after the student ceases to be enrolled at least half time. Parents must contact the Direct Loan Servicing Center to request a postponement of payments. Interest will accrue during the postponement period. The loans have a fixed rate of 7.9%. PLUS Loan funds will be disbursed in two equal payments, one at the beginning of each semester (Fall — August, Spring — January). One semester loans are disbursed at the beginning of the semester for the full loan amount.

South Carolina Teacher Loan Program

This program is available only to residents of South Carolina who are attending college for the purpose of becoming certified teachers employed in the state's school system in areas of critical need as defined by the State Board of Education. For loan recipients who become certified and teach in an area of critical need, the loan shall be cancelled at the rate of 20 percent for each full year of teaching, up to 100 percent. Loan recipients who do not become certified and/or do not teach in an area of critical need shall be responsible for repaying the entire amount of loan

funds borrowed plus interest. Contact the Office of Student Financial Aid and Scholarships for application information and deadlines.

Federal Perkins Loan

The Perkins Loan Program is a low-interest (5 percent), long-term educational loan program available to both undergraduate and graduate students demonstrating exceptional financial need. This is a loan and must be repaid. Undergraduates may borrow up to \$4,000 for each year of study and up to \$20,000 to complete an undergraduate degree. Interest is not charged and repayment does not begin until nine months after your enrollment drops below half-time status. If you receive your first Perkins Loan on or after October 1, 1992, your minimum payment will be \$40 per month. In all cases, repayment may extend up to 10 years depending upon the total amount borrowed. If you have outstanding National Direct Student Loan (NDSL) balances and you are receiving a Federal Perkins Loan now, you must review your NDSL Promissory Note to determine the terms and conditions that apply to your loan. Under certain conditions of reenrollment, employment, or extenuating circumstances, payments may be deferred or cancelled. Further information concerning repayment is available in the Office of Financial Services, 516-518 South Main Street.

Work Opportunities

Federal Work-Study Program

The Federal Work-Study Program provides part-time employment for needy students to meet their educational expenses. To be eligible for employment under this federal program, a student must be enrolled in the University or fully accepted for admission and demonstrate financial need.

Students who are enrolled at least half-time work an average of 12 to 20 hours per week. During vacation periods it is sometimes possible to work up to 40 hours per week. Pay rates vary with the job assignment.

Refunds and Financial Aid

The official University policy and procedure concerning refunding of University tuition and fees which result from withdrawal or reduction in hours is contained in the "Fees and Refunds (p. 54)" section of this bulletin. Students who withdraw or reduce hours may be eligible to receive a refund as provided by the official University policy; however, recipients of financial aid generally do not receive the refund.

When students who are recipients of federal financial aid withdraw from all classes, they are only entitled to retain a percentage of the federal financial aid received that is proportional to the time they remained enrolled. If, for example, a student withdraws after completing 30 percent of the semester or summer term, they can only retain 30 percent of the federal financial aid they received. The balance, 70 percent, must be returned to the financial aid programs. The Office of the Bursar performs this calculation and students are notified by mail of the outcome.

When funds are applied back to the federal financial aid programs, loan funds are always returned first, thereby reducing the student's repayment obligation. If funds remain after repaying federal loans, they are then repaid to the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (FSEOG) programs. After all federal funds are repaid, state-sponsored grant programs then receive any remaining payments.

Veterans Benefits

The following policies and procedures are of primary concern to veterans, servicepersons, members of guard and selected reserves, and other

eligible persons who receive VA educational benefits while enrolled at the University.

Please note: Academic standards of progress and attendance are covered under school standards of progress as specified by the South Carolina Commission on Higher Education, License Division, and are required by the U.S. Department of Veterans Affairs (VA).

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Disapproval of courses

(a)(1) Except as provided by paragraph (2), any course approved for the purposes of this chapter which fails to meet any of the requirements of this chapter shall be immediately disapproved by the Secretary or the appropriate State approving agency. An educational institution which has its courses disapproved by the Secretary or a State approving agency will be notified of such disapproval by a certified or registered letter of notification and a return receipt secured.

(2) In the case of a course of education that would be subject to disapproval under paragraph (1) solely for the reason that the Secretary of Education withdraws the recognition of the accrediting agency that accredited the course, the Secretary of Veterans Affairs, in consultation with the Secretary of Education, and notwithstanding the withdrawal, may continue to treat the course as an approved course of education under this chapter for a period not to exceed 18 months from the date of the withdrawal of recognition of the accrediting agency, unless the Secretary of Veterans Affairs or the appropriate State approving agency determines that there is evidence to support the disapproval of the course under this chapter. The Secretary shall provide to any veteran enrolled in such a course of education notice of the status of the course of education.

(b) Each State approving agency shall notify the Secretary of each course which it has disapproved under this section. The Secretary shall notify the State approving agency of the Secretary's disapproval of any educational institution under chapter 31 of this title.

(c)(1) Notwithstanding any other provision of this chapter and subject to paragraphs (3) through (6), the Secretary shall disapprove a course of education provided by a public institution of higher learning if the institution charges tuition and fees for that course for covered individuals who are pursuing the course with educational assistance under chapter 30, 31, or 33 of this title while living in the State in which the institution is located at a rate that is higher than the rate the institution charges for tuition and fees for that course for residents of the State in which the institution is located, regardless of the covered individual's State of residence.

(2) For purposes of this subsection, a covered individual is any individual as follows:

(A) A veteran who was discharged or released from a period of not fewer than 90 days of service in the active military, naval, or air service less than three years before the date of enrollment in the course concerned.

(B) An individual who is entitled to assistance under

- (i) section 3311(b)(9) of this title; or
- (ii) section 3319 of this title by virtue of the individual's relationship to
- (l) a veteran described in subparagraph (A); or
- (ll) a member of the uniformed services described in section 3319(b) of this title who is serving on active duty.

(C) An individual who is entitled to rehabilitation under section 3102(a) of this title.

(3) If after enrollment in a course of education that is subject to disapproval under paragraph (1) by reason of paragraph (2)(A), (2)(8), or (2)(C) a covered individual pursues one or more courses of education at the same public institution of higher learning while remaining continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at that institution of higher learning, any course so pursued by the covered individual at that institution of higher learning while so continuously enrolled shall also be subject to disapproval under paragraph (1).

(4) It shall not be grounds to disapprove a course of education under paragraph (1) if a public institution of higher learning requires a covered individual pursuing a course of education at the institution to demonstrate an intent, by means other than satisfying a physical presence requirement, to establish residency in the State in which the institution is located, or to satisfy other requirements not relating to the establishment of residency, in order to be charged tuition and fees for that course at a rate that is equal to or less than the rate the institution charges for tuition and fees for that course for residents of the State.

(5) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate.

(6) Disapproval under paragraph (1) shall apply only with respect to educational assistance under chapters 30, 31, and 33 of this title.

(d) Notwithstanding any other provision of this chapter, the Secretary or the applicable State approving agency shall disapprove a course of education described in paragraph (14) or (15) of section 3676(c) of this title unless the educational institution providing the course of education-

(1) publicly discloses any conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation; and

(2) makes each disclosure required by paragraph (1) in a manner that the Secretary considers prominent (as specified by the Secretary in regulations prescribed for purposes of this subsection).

[e](1) Notwithstanding any other provision of this chapter, beginning on August 1, 2019, a State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following:

(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:

- (i) The date on which the Secretary provides payment for such course of education to such institution.
- (ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

(B) A policy that ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

(2) For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of this title.

(3) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate.

(4) It shall not be inconsistent with a policy described in paragraph (1) for an educational institution to require a covered individual to take the following additional actions:

(A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.

(B) Submit a written request to use such entitlement

(C) Provide additional information necessary to the proper certification of enrollment by the educational institution

Rule of Construction

Pub. L. 115-407, title I, §103(c), Dec. 31, 2018, 132 Stat. 5370, provided that: "In a case in which an individual is unable to meet a financial obligation to an educational institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of such title [title 38] and the amount of such disbursement is less than anticipated, nothing in section 3679(e) of such title, as added by

subsection (a), shall be construed to prohibit an educational institution from requiring additional payment or imposing a fee for the amount that is the difference between the amount of the financial obligation and the amount of the disbursement.”

Enrollment Certification

Certification by the University VA certifying official in the Office of Financial Aid, Scholarships, and Veterans Affairs is required for eligible students who wish to receive VA educational benefit checks. Students must initiate their own requests for enrollment certification. The certifying official will complete certifications and forward other forms to the VA only for those students who have made such requests and have completed the necessary paperwork.

Normally, the VA requires that eligible students must have completed full University admissions requirements and matriculation into degree-seeking status before they may receive VA educational benefits. However, those students admitted as “Provisional,” “Military Special,” or “Transient,” or students enrolling for prerequisite courses required for admission into a professional degree program or school may request VA certification if they provide appropriate documentation. Any VA students in these categories should contact the VA certifying official for details. In these and all other admissions categories, only the federal VA has the final authority to award or to deny military educational benefits.

Undergraduate veterans or servicepersons should contact the Office of Admissions for consideration of receiving college credit for military schools.

Students can best ensure receipt of benefits by informing the school VA office of their intent to register for classes and by supplying the number of credit hours for which they will enroll each session. Eligible VA students may request certification on a semester basis and should recertify for each new semester at least 45 days prior to the first day of class of their next semester.

Normally, VA payments are authorized only for those courses which are required by the academic department for the student’s current degree program. All students receiving educational benefit checks from the VA are responsible for notifying the VA certifying official of any changes in their degree programs and/or course loads during a semester, to include drop/add, withdrawal, changing from credit to audit status, invoking the Pass-Fail option in a course, or enrolling in any distance education course, independent study, internship, or practicum.

Appropriate forms and benefits-related information are available at the Office of Financial Aid, Scholarships, and Veterans Affairs. Each student request will be handled individually according to their VA benefit program and enrollment status at the University.

Academic Scholarships

The following scholarships are available to students at UofSC Salkehatchie:

Achroma STEM Scholarship. A scholarship awarded to a student majoring in a STEM field.

The Doctors Riddick Ackerman Scholarship. A scholarship awarded to a student who is a resident of Colleton County and is a nursing major.

Allendale Academy Scholarship. A scholarship awarded to a former Allendale Academy student or his or her heirs with a second priority

to a resident of Allendale County. Awarded on the basis of academic achievement.

David and Brenda Barnes Endowed Scholarship. Awarded to a student with financial need. Awarded to a student who is a resident of one of the five counties in Salkehatchie’s service area with preference to Allendale County or Hampton County.

Murray Bishop Memorial Scholarship. A scholarship awarded to a student who is a resident of Colleton County. Sponsored by the Walterboro Civitan Club.

Reid and Louise Boylston Endowed Scholarship. A scholarship awarded to a student from one of the five counties in the Salkehatchie service area.

Clarence and Virginia Brabham Memorial Endowed Scholarship. A scholarship awarded to a Bamberg County resident who has financial need and academic promise.

Representative James B. and Mrs. Barbara T. Brandt Scholarship. A scholarship awarded based on academic achievement and financial need.

David and Maggie Cannon Scholarship. A scholarship awarded for academic achievement to a student from Barnwell County.

Barbara B. and Carl A. Clayton Scholarship. A scholarship awarded to a student from the five-county Salkehatchie service area.

William and Mary Clayton Endowed Scholarship. A scholarship awarded to a student attending UofSC Salkehatchie.

Colleton County Rice Festival Scholarship. A scholarship awarded to a student who is a resident of Colleton County.

J. Paul Detrick Scholarship. A scholarship awarded for academic achievement and financial need to a resident of Hampton or Allendale counties.

Vivia Peebles Eden Scholarship. A scholarship awarded on the basis of academic achievement to a student from one of the five counties served by UofSC Salkehatchie.

Harry Lee Foy Sr. Memorial Scholarship. A scholarship awarded to a student at UofSC Salkehatchie with preference to a resident of Barnwell, Hampton or Bamberg counties followed by a resident of Allendale or Colleton counties.

James D. Gruber Nursing Scholarship. A scholarship awarded to an Upper Division Nursing student who is a resident of Colleton County.

Dr. William O. Lamprecht Jr. Memorial Scholarship. A scholarship awarded to a student who is a science major.

Arthur H. and Marie J. Mitchell Endowed Scholarship. A scholarship awarded to a student in the five county service area.

Dick and Rose Ann Mixson Endowed Scholarship. A scholarship awarded to a resident of the five county service area but with a preference for Brunson first and then Hampton County.

The Killion-Waller Scholarship. A scholarship awarded to a Colleton County resident who will attend the UofSC Salkehatchie regional campus at Walterboro based on academic achievement.

"Luke" Laffitte Endowed Scholarship. A scholarship awarded to a resident of Allendale or Hampton County and resident must attend the Allendale campus.

Leadership Colleton Class of 2008 Scholarship. A scholarship awarded to a student who is a resident of Colleton County.

The Margaret W. Lewis Endowed Scholarship. Awarded to a resident of Fairfax, Sycamore or Ulmer, SC who is majoring in education or is a student worker in the west campus library.

Miles and Ann Loadholt Endowed Scholarship. Two or more scholarships awarded based on academic achievement with preference given to a student of Allendale, Bamberg, Barnwell, Colleton, or Hampton counties.

Manuel's Grocery and Barber Shop Scholarship. A scholarship awarded on the basis of academic merit and financial need to a resident of Allendale County.

Bob and Ginger McCully Endowed Scholarship. A scholarship awarded to a student who has financial need and who has demonstrated academic promise, with preference given to a Bamberg County resident.

The Cynthia and Ross McMillan Endowed Scholarship. A scholarship awarded to a resident of Allendale County.

Zita Mellon Scholarship. A scholarship awarded on the basis of academic achievement to an Allendale County resident with preference to an art or history major.

Randolph "Buster" Murdaugh Scholarship. A scholarship awarded to a resident of the South Carolina 14th Judicial District who is a worthy full-time student in need of financial assistance and has demonstrated academic excellence. Recipient must be a freshman. Student may receive the scholarship for the second year provided he or she maintains a 2.50 GPA. Scholarship will rotate between the USC regional campuses at Beaufort and Salkehatchie.

John and Julia Myers Scholarship. A scholarship awarded to a resident of Allendale County majoring in education.

John and Gale Peek Scholarship. A scholarship with no geographic restrictions but preference is given to a criminal justice major or a student considering a law enforcement field.

Martha and Holbrook Platts Scholarship. A scholarship awarded to a resident of Hampton County.

Butch Phillips Memorial Scholarship. A scholarship awarded for academic achievement to a graduate of Allendale-Fairfax High School.

President's Commencement Scholarship. A \$5000 scholarship awarded annually in honor of the commencement speaker.

Audrey F. Thomas and Peggy A. Morris Endowed Scholarship. A scholarship awarded to a student majoring in Nursing.

Billy Wade Memorial Scholarship. A scholarship awarded to a resident of the five county service area with preference given to resident of Allendale and Barnwell Counties.

Witsell R. Robertson and Josephine L. Robertson Endowed Scholarship. A scholarship awarded to a resident of Colleton County.

Salkehatchie Faculty-Staff Scholarship. One or more scholarships awarded on the basis of academic achievement.

Neil Sanders Scholarship. A scholarship to be awarded on the basis of academic achievement.

Joe Siren Endowed Scholarship. A scholarship awarded to a student in the five county service area with a preference for students who attended Allendale Fairfax High School or Barnwell High School.

D.L. Scurry Foundation Scholarship. Two or more scholarships awarded at the request of the foundation based on academic achievement and financial need.

Tharin Endowment Fund Scholarship. A scholarship awarded to a Salkehatchie student with a preference given to non-traditional students.

UofSC Salkehatchie International Student Scholarship. Two scholarships awarded to an international student attending UofSC Salkehatchie.

Walterboro Civitan Club Scholarship. A scholarship awarded on the basis of academic achievement to a resident of Colleton County.

Walterboro Rotary Club Scholarship. A scholarship awarded to a resident of Colleton County.

Baker T. Warren Scholarship. A scholarship awarded to a resident of Allendale County. Sponsored by the Adult Sunday School Class of Allendale Presbyterian Church.

Western Carolina Higher Education Commission Scholarship. Awarded to a student with financial need.

Alvin P. Weissenstein Memorial Scholarship. A scholarship for a disabled student from Colleton County. Sponsored by the Walterboro Civitan Club.

Henry A. White Education Scholarship. A scholarship awarded to a student majoring in education and residing in one of the five counties served by UofSC Salkehatchie with first preference given to Allendale County.

John Winthrop Archaeological Research Endowment Fund. A scholarship awarded by the History Committee.

FEES AND REFUNDS

Checks, Money Orders, and Credit Cards

The University assesses a credit-card convenience fee for all students paying fees by credit card. If you decide to pay with a credit card, this nonrefundable fee will be added to your bill to cover the cost being charged to the University. Since the majority of students find Self-Service Carolina (<https://my.sc.edu/>) a convenient way to pay, it will present you with an option to accept this fee or decline the transaction. If you decline, you must select another method of payment. Alternative methods include payment by E-check, UofSC's preferred method of payment, when using Self-Service Carolina or payment by check or money order through the mail.

Legal Residency

The University of South Carolina is required by state law to determine the residence classification of applicants. The initial determination of one's resident status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent semester until information becomes available that would impact the existing residency status and the determination is successfully challenged. The burden of proof rests with the students to show evidence as deemed necessary to establish and maintain their residency status.

Legal Residency Requirements for Fee and Tuition Purposes

Code of Laws Governing Residence

Rules regarding the establishment of legal residence for tuition and fee purposes for institutions of higher education are governed by Title 59, Chapter 112, of the 1976 South Carolina Code of Laws, as amended.

Definitions

"Academic Session" is defined as a term or semester of enrollment.

"Continue to be Enrolled" is defined as continuous enrollment without an interruption that would require the student to pursue a formal process of readmission to that institution. Formal petitions or applications for change of degree level shall be considered readmissions.

"Dependent Person" is defined as one whose predominant source of income or support is from payments from a parent, spouse, or guardian, who claims the dependent person on his/her federal income tax return. In the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, a dependent person can be defined as one who qualifies as a dependent or exemption on the federal income tax return of the parent, spouse, or guardian. A dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person's college education. A dependent person's residency is based upon the residency of the person upon whom they are dependent.

"Domicile" is defined as the true, fixed, principal residence and place of habitation. It shall indicate the place where a person intends to remain, or to where one expects to return upon leaving without establishing a new domicile in another state. For purposes of this section, one may have only one legal domicile. One is presumed to abandon automatically an old domicile upon establishing a new one. Housing provided on an academic session basis for student at institutions shall be presumed not to be a

place of principal residence, as residency in such housing is by its nature temporary.

"Family's Domicile in this State is Terminated" is defined as an employer directed transfer of the person upon whom the student is dependent and is not construed to mean a voluntary change in domicile. Also included is a relocation of the person upon whom the student is dependent who is laid off through no fault of their own, e.g., plant closure, downsizing, etc., who accepts employment in another state prior to relocating.

"Full time employment" is defined as employment that consists of at least thirty seven and one half hours a week on a single job in a full time status, with gross earnings of at least minimum wage. However, a person who works less than thirty seven and one half hours a week but receives or is entitled to receive full time employee benefits shall be considered to be employed full time if such status is verified by the employer. A person who meets the eligibility requirements of the Americans with Disabilities Act must present acceptable evidence that they satisfy their prescribed employment specifications in order to qualify as having full time employment.

"Guardian" is defined as one legally responsible for the care and management of the person or property of a minor child based upon the five tests for dependency prescribed by the Internal Revenue Service; provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or dependent person, it shall not be given such effect.

"Immediately Prior" is defined as the period of time between the offer of admission and the first day of class of the term for which the offer was made, not to exceed one calendar year.

"Independent Person" is defined as one in his/her majority (eighteen years of age or older) or an emancipated minor, whose predominant source of income is his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order. An independent person must provide more than half of his or her support during the twelve months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot claim the domicile of another individual as their own for the purposes of establishing intent to become a South Carolina resident. An independent person must have established his/her own domicile for twelve months prior to receiving instate tuition and fees. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian for the year in which resident status is requested.

"Minor" is defined as a person who has not attained the age of eighteen years. An "emancipated minor" shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such minor and are no longer under any legal obligation to support or maintain such minor.

"Non-resident Alien" is defined as a person who is not a citizen or permanent resident of the United States. By virtue of their non-resident status "non-resident aliens" generally do not have the capacity to establish domicile in South Carolina.

"Parent" is defined as the father, mother, stepfather, stepmother, foster parent or parent of a legally adopted child.

“Reside” is defined as continuous and permanent physical presence within the State, provided that absences for short periods of time shall not affect the establishment of residence. Excluded are absences associated with requirements to complete a degree, absences for military training service, and like absences, provided South Carolina domicile is maintained.

“Resident” for tuition and fee purposes is defined as an independent person who has abandoned all prior domiciles and has been domiciled in South Carolina continuously for at least twelve months immediately preceding the first day of class of the term for which resident classification is sought and for whom there is an absence of domiciliary evidence in other states or countries, notwithstanding other provisions of the Statute.

“Spouse” is defined as the husband or wife of a married person in accordance with Title 20, Chapter 1 of the 1976 South Carolina Code of Laws, as amended.

“Temporary Absence” is defined as a break in enrollment during a fall or spring semester (or its equivalent) during which a student is not registered for class. (62-606.A)

“Terminal Leave” is defined as a transition period following active employment and immediately preceding retirement (with a pension or annuity), during which the individual may use accumulated leave.

“United States Armed Forces” is defined as the United States Air Force, Army, Marine Corps, Navy, and Coast Guard.

“Trust” is defined as a legal entity created by a grantor for the benefit of designated beneficiaries under the laws of the state and the valid trust instrument. However, that where circumstances indicate that such trust was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or independent person, it shall not be given such effect.

Citizens and Permanent Residents

Independent persons who have physically resided and been domiciled in South Carolina for twelve continuous months immediately preceding the date the classes begin for the semester for which resident status is claimed may qualify to pay in state tuition and fees. The twelve month residency period starts when the independent person establishes the intent to become a South Carolina resident per Section 62-605 entitled “Establishing the Requisite Intent to Become a South Carolina Domiciliary.” The twelve month residency period cannot start until the absence of indicia in other states is proven. Absences from the State during the twelve month period may affect the establishment of permanent residence for tuition and fee purposes.

The resident status of a dependent person is based on the resident status of the person who provides more than half of the dependent person’s support and claims or, only in the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, qualifies to claim the dependent person as a dependent for federal income tax purposes. Thus, the residence and domicile of a dependent person shall be presumed to be that of their parent, spouse, or guardian.

In the case of divorced or separated parents, the resident status of the dependent person may be based on the resident status of the parent who claims the dependent person as a dependent for tax purposes; or based on the resident status of the parent who has legal custody or legal joint custody of the dependent person; or based on the resident status of the

person who makes payments under a court order for child support and at least the cost of his/her college tuition and fees.

Non-Resident Aliens, Non-Citizens, and Non-Permanent Residents

Except as otherwise specified in this section or as provided in Section 62-609 (1) & (2), independent non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out of state rate. Independent non-resident aliens, including refugees, asylees, and parolees may be entitled to resident, in state classification once they have been awarded permanent resident status by the U.S. Department of Justice and meet all the statutory residency requirements provided that all other domiciliary requirements are met. Time spent living in South Carolina immediately prior to the awarding of permanent resident status does not count toward the twelve month residency period. Certain non resident aliens present in the United States in specified visa classifications are eligible to receive in state residency status for tuition and fee purposes as prescribed by the Commission on Higher Education. They are not, however, eligible to receive state sponsored tuition assistance/scholarships.

Title 8 of the Code of Federal Regulations (CFR) serves as the primary resource for defining visa categories.

Establishing the Requisite Intent to Become a South Carolina Domiciliary

Resident status may not be acquired by an applicant or student while residing in South Carolina for the sole primary purpose of enrollment in an institution or for access to state supported programs designed to serve South Carolina residents. An applicant or student from another state who comes to South Carolina usually does so for the purpose of attending school. Therefore, an applicant or student who enrolls as a non-resident in an institution is presumed to remain a non-resident throughout his or her attendance and does not qualify under any of the residency provisions.

If a person asserts that his/her domicile has been established in this State, the individual has the burden of proof. Such persons should provide to the designated residency official of the institution to which they are applying any and all evidence the person believes satisfies the burden of proof. The residency official will consider any and all evidence provided concerning such claim of domicile, but will not necessarily regard any single item of evidence as conclusive evidence that domicile has been established.

For independent persons or the parent, spouse, or guardian of dependent persons, examples of intent to become a South Carolina resident may include, although any single indicator may not be conclusive, the following indicia:

1. Statement of full time employment;
2. Designating South Carolina as state of legal residence on military record;
3. Possession of a valid South Carolina driver’s license, or if a non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until a South Carolina driver’s license is obtained;
4. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until the applicant obtains a South Carolina vehicle registrations card;

5. Maintenance of domicile in South Carolina;
6. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
7. Ownership of principal residence in South Carolina; and
8. Licensing for professional practice (if applicable) in South Carolina.

The absence of indicia in other states or countries is required before the student is eligible to pay in state rates.

Maintaining Residence

A person's temporary absence from the State does not necessarily constitute loss of South Carolina residence unless the person has acted inconsistently with the claim of continued South Carolina residence during the person's absence from the State. The burden is on the person to show retention of South Carolina residence during the person's absence from the State. Steps a person should take to retain South Carolina resident status for tuition and fee purposes include:

1. Continuing to use a South Carolina permanent address on all records;
2. Maintaining South Carolina driver's license;
3. Maintaining South Carolina vehicle registration;
4. Satisfying South Carolina resident income tax obligation. Individuals claiming permanent residence in South Carolina are liable for payment of income taxes on their total income from the date that they established South Carolina residence. This includes income earned in another state or country.

Effect of Change of Residency

Notwithstanding other provisions of this section, any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated immediately prior to his/her enrollment may enroll at the in state rate. Any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated after his/her enrollment may continue to receive in state rates, however, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters. Transfers within or between South Carolina colleges and universities of a student seeking a certificate, diploma, associate, baccalaureate, or graduate level degree does not constitute a break in enrollment.

If a dependent or independent person voluntarily leaves the state, and information becomes available that would impact the existing residency status, eligibility for in state rates shall end on the last day of the academic session during which domicile is lost. Application of this provision shall be at the discretion of the institution involved. However, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters.

Effect of Marriage

In ascertaining domicile of a married person, irrespective of gender, such a review shall be determined just as for an unmarried person by reference to all relevant evidence of domiciliary intent.

If a nonresident marries a South Carolina resident, the nonresident does not automatically acquire South Carolina resident status. The nonresident may acquire South Carolina resident status if the South

Carolina resident is an independent person and the nonresident is a dependent of the South Carolina resident.

Marriage to a person domiciled outside South Carolina shall not be solely the reason for precluding a person from establishing or maintaining domicile in South Carolina and subsequently becoming eligible or continuing to be eligible for residency.

No person shall be deemed solely by reason of marriage to a person domiciled in South Carolina to have established or maintained domicile in South Carolina and consequently to be eligible for or to retain eligibility for South Carolina residency.

Exceptions

Persons in the following categories qualify to pay in state tuition and fees without having to establish a permanent home in the state for twelve months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of class of the term for which payment of in state tuition and fees is requested. The following categories apply only to in state tuition and do not apply to State supported scholarships and grants. Individuals who qualify for in state tuition and fees under the following exceptions do not automatically qualify for LIFE, SC HOPE or Palmetto Fellows Scholarships.

1. "Military Personnel and their Dependents": Members of the United States Armed Forces who are permanently assigned in South Carolina on active duty and their dependents are eligible to pay in state tuition and fees. When such personnel are transferred from the State, their dependents may continue to pay in state tuition and fees as long as they are continuously enrolled. Such persons (and their dependents) may also be eligible to pay in state tuition and fees as long as they are continuously enrolled after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the twelve month "physical presence" requirement for them or their dependents to qualify to pay in state tuition and fees.
2. "Faculty and Administrative Employees with Full Time Employment and their Dependents": Full time faculty and administrative employees of South Carolina state supported colleges and universities and their dependents are eligible to pay in state tuition and fees.
3. "Residents with Full Time Employment and their Dependents": Persons who reside, are domiciled, and are full time employed in the State and who continue to work full time until they meet the twelve month requirement and their dependents are eligible to pay in state tuition and fees, provided that they have taken steps to establish a permanent home in the State. Steps an independent person must take to establish residency in South Carolina are listed in Section 62-605 entitled ("Establishing the Requisite Intent to Become a South Carolina Domiciliary").
4. "Retired Persons and their Dependents": Retired persons who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in state rates if they maintain residence and domicile in this State. Persons on terminal leave who have established residency in South Carolina may be eligible for in state rates even if domiciled in the State for less than one year if they present documentary evidence from their employer showing they are

on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he/she retires.

South Carolina residents who wish to participate in the Contract for Services program sponsored by the Southern Regional Education Board must have continuously resided in the State for other than educational purposes for at least two years immediately preceding application for consideration and must meet all other residency requirements during this two year period.

Application for Change of Resident Status

Persons applying for a change of resident classification must complete a residency application/petition and provide supporting documentation prior to a reclassification deadline as established by the institution.

The burden of proof rests with those persons applying for a change of resident classification who must show required evidence to document the change in resident status.

Incorrect Classification

Persons incorrectly classified as residents are subject to reclassification and to payment of all non-resident tuition and fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out of state rate. The violator may also be subject to administrative, civil, and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution.

Residents whose resident status changes are responsible for notifying the Residency Official of the institution attended of such changes.

Inquiries and Appeals

Inquiries regarding residency requirements and determinations should be directed to:

Legal Residency Office
University Of South Carolina
Columbia, SC 29208
803-777-4060

Any person, following a decision on his or her resident classification, may appeal the decision to the University Committee on Legal Residence. The committee, however, is bound by the same laws and regulations as the residency officials, so its purpose is only to review the facts and details of any case brought before it to evaluate the correctness of the decision may by residency officials. Neither the committee nor residency officials may waive the provisions of the law or regulations.

Persons who appeal residency decisions must provide a letter to the Legal Residency Office informing the office that they want to appeal the decision made by the residency official. The letter must also include a summary of the person's situation and a statement which specifies the residency provision under which the person feels he or she qualifies to pay in-state fees. The director of legal residency will then schedule a hearing as soon as possible for the committee to hear the appeal.

The residency requirements are subject to change without notification.

Academic Fees

Application Fees

Every new student will normally be charged a nonrefundable application fee of \$40; exceptions to, or relief from, this charge may be made for certain special categories of admission. All applications must be

accompanied by the application fee. This fee is for admission application only. A separate application fee is charged for space in University residence halls.

Matriculation Fee

A nonrefundable matriculation fee of \$50 is assessed to all current degree-seeking students on a one-time basis. This fee is also assessed to entering (or re-entering) degree-seeking students. International students pay a \$500 matriculation fee.

Free Tuition

(This includes tuition only-all other academic and mandatory fees are the responsibility of the student.)

Certain exemptions from tuition fees have been established under South Carolina Law. Relevant sections of the Code are reproduced below:

1. **S.C. Code Ann. § 59-111-110 (Law Co-op. 1976)** No tuition shall be charged for a period of four school years by any state-supported college or university or any state-supported vocational or technical school for children of firemen, both regularly employed and members of volunteer organized units, organized rescue squad members, members of the Civil Air Patrol, law enforcement officers or correction officers, as defined herein, including reserve and auxiliary units of counties or municipalities, who become totally disabled or are killed in line of duty (on or after July 1, 1964).
2. **S.C. Code Ann. § 59-111-320 (Law Co-op Supp. 1984)** Legal residents of South Carolina who have attained the age of sixty (60) and meet admission and other standards deemed appropriate by the University may attend classes for credit or non-credit purposes on a space available basis; provided, however, that neither such persons nor their spouses receive compensation as full-time employees.

Examination Fees

Graduate Record Examination

1. General Test (\$60)
2. Subject Test (\$60)

Revalidation examinations intended to revalidate UofSC courses, obsolete under the statute of limitations. Per hour, \$25.

Note: Revalidation examinations require permission of the dean of The Graduate School. The fee must be paid in advance, and is nonrefundable, once the student is presented to the instructor for the examination.

Refund Policy

1. Policy

The University will refund a part of academic fees in certain cases:

- a. Changes in a student's status, which may require a refund.
 - i. Change in a full-time student's schedule, which results in reclassification to part-time status
 - ii. Change in a part-time student's schedule, which results in fewer credit hours.
- b. Situations, which may require a refund.
 - i. Course or courses dropped
 - ii. Drop/Withdrawal from the University
 - iii. Cancellation of a class by the University

2. Procedure

a. Refund Requests

All requests for refunds must be received during the academic year for which the fees were paid. The academic year begins with the fall term and ends with the summer term. Refunds may be requested at any time during the academic year in which the applicable term occurs.

b. Determining the Refundable Portion Procedure

Student refunds for tuition are calculated based on the student's liable hours after the drop/withdrawal. Liable hours are calculated as the total hours a student is still registered plus the liable portion of the dropped/withdrawn course(s). The liable portion is computed by taking the number of dropped hours times the liability rate (which is 100 percent minus refund percentage). The refund amount is determined to be the difference of the original assessment and the assessment based on the new liable hours. For students whose liable hours are 12 or above, no refunds are processed. Other academic fees are non-refundable after the 100 percent refund percentage. For students activated for full-time military service during an academic term, the University follows state law in Section 59-101-395. Any refund calculated will be applied to the student account.

c. Drop/Withdrawal Refund Policies

Standard Refund Policy For Dropping/Withdrawal From The University:

All refunds will be based solely on the percentage of time (in days) between the first day of a part-of-term and the last day of a part-of-term. The percentage (in days) will include all Saturdays, Sundays, and holidays between the start and end dates of each part-of-term. Exceptions to this rule may only be made by the Bursar's Office. In these instances, any change in the refund percentage would be moved out to the next closest business day. Courses fewer than six days long, first day = 100% refund, remaining days = no refund

- i. 100 percent if the student's official drop/withdrawal calculation is within 6% of the enrollment period for which the student is liable.
- ii. 70 percent if the student's official withdrawal calculation is between the period specified in (1) or before the end of the 10 percent period of enrollment for which the student is liable.
- iii. 50 percent if the student's official withdrawal calculation is between the period specified in (2) or before the end of the 16 percent period of enrollment for which the student is liable.
- iv. 20 percent if the student's official withdrawal calculation is between the period specified in (3) or before the end of the 25 percent period of enrollment for which the student is liable.

d. Refund Schedules

Refund schedules are relocated under the important deadlines on the Registrar's website (<http://registrar.sc.edu/>).

e. Return of Title IV Funds

Refunds Policy For Students Who Have Received Title IV Funds And Withdraw From The University

- i. Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students "earn" a percentage of the funds that are disbursed with each day of class attendance. When a student who has received federal aid funds (Title IV Funds) leaves school before the end of the semester or period of enrollment, federal regulations require the University of South Carolina to calculate the percentage and amount of "unearned" financial aid funds that must be returned. Once a student has

completed more than 60 percent of the enrollment period, they are considered to have earned all funding received. This calculation may have the effect of requiring the student who withdraws before this time frame to repay funds that have already been disbursed to the student or credited towards their current account for tuition, fees, housing and/or meals. Students are encouraged to meet with a counselor in the Office of Student Affairs, or the appropriate office on their campus, prior to making the decision to withdraw from.

ii. Title IV Refund Distribution

1. For fully withdrawn students receiving federal and/or state funds, the refund will be governed by the current Federal Title IV refund policy. The Office of Student Financial Aid and Scholarships determines the amount of the refund that is distributed back to Title IV, HEA Programs or other Financial Aid sources. For students and their parents who have received student loans or other forms of financial aid, funds will be returned in the order prescribed by federal regulations. The institution must return the funds to the financial aid program other than College Work Study, up to the amount of assistance that the student received from those programs. Funds are to be distributed to the financial aid programs in the following order:
 - Unsubsidized Federal Stafford
 - Subsidized Federal Stafford
 - Federal Perkins
 - Federal PLUS Loan
 - Federal Pell Grant
 - Federal Supplemental Education Opportunity Grant
 - Federal TEACH Grant
 - Federal Iraq/Afghanistan Service Grant
2. Any remaining balance will first be used to repay any outstanding university charges and any subsequent balances will be refunded to the student/parent.
3. Exit interviews (http://www.sc.edu/financialaid/loan_counseling/default.html) are required before leaving the University of South Carolina for all students who withdraw and have received Stafford, Perkins or Federal Nursing/Health Professions Loans. Questions regarding exit counseling should be referred to the appropriate campus Financial Aid and Scholarships Office.

f. Appeals Process

A process for appeals exists for students or parents who believe circumstances warrant exceptions from published policy. The student must be fully withdrawn from the University in order to apply for an appeal.

The Withdrawal Refund Appeals Committee reviews and act on all appeals. Address appeals to:

Withdrawal Refund Appeals Committee

(Columbia Campus Only)

Office of the Registrar

University of South Carolina

Columbia, SC 29208

803-777-5555

Withdrawal Refunds

All full- or part-time students wishing to withdraw from the University or to discontinue enrollment from all courses for the semester should follow the instructions online at my.sc.edu (<https://my.sc.edu/>) when

they request to drop their last course. Staff members in the Office of Admissions and Records are available to assist students in completing the withdrawal process. In addition, staff from the Office of Financial Aid can provide financial counseling concerning withdrawing from classes. Students requesting withdrawal for extenuating circumstances after the penalty date (last date for **W** grade) should consult with staff in the Admissions and Records Office.

In establishing a diminishing-scale refund process for withdrawals, the University operates on the philosophy that many of the basic costs of instruction are incurred at the end of the first week of classes or within an equivalent period for nonstandard semesters. The assignment of a classroom seat to an individual student precludes any other student from occupying that seat. In addition, an instructor is assigned and the costs of instruction are encumbered on the first day of classes.

A student who withdraws from the University after the first week of classes has already occupied a classroom seat that cannot be reassigned. As a result, the University cannot both maintain its financial integrity and also provide a full refund. Accordingly, the University has established a series of refund deadlines commensurate with student progress into the semester.

It is the responsibility of the Business Office to administer the withdrawals process on a daily basis and to apply the published refund schedule to routine withdrawals. On those rare occasions when it can be documented that unanticipated and extenuating circumstances directly related to a student's withdrawal warrant exceptional consideration, and the amount of the refund due is contested, the Business Office will inform the student of the appeal process and advise the student of the necessary procedures.

University Withdrawal Refund Appeal Procedures

The University Withdrawals Refund Appeal Committee is authorized to consider appeals and approve extraordinary exceptions to the University's published withdrawal refund schedule due to humanitarian and due-process considerations.

Guidelines for committee consideration of withdrawal appeals are:

1. The appeal must be submitted in writing to the Business Office and will be considered only in written form. A standardized appeal form must be submitted.
2. All requests for appeal must be submitted directly by the student through the Business Office and must meet one or more of the following criteria to be considered and approved by the appeals committee:
 - a. Documentation of an accident, illness, injury, or incident which could not be influenced, predicted, planned for, or prevented by the student or the institution. This provision specifically excludes conditions or chronic illnesses known to the student at the time of enrollment.
 - b. Demonstration that the application of the published refund policy would result in a specific and substantial personal hardship to the student. This provision specifically excludes circumstances or effects which would simply inconvenience the student or the student's family.
 - c. Documentation of substantiated circumstances where a student has in good faith relied upon the veracity of a University official's advice, or the official's interpretation of the text of a University document or publication, and was consequently misled or mistaken about the terms of the published refund policy.
3. The appeal must be initiated during the semester for which the refund is requested.
4. The appeal must involve a total withdrawal from the University. No partial withdrawals will be considered.
5. Appeals will only address whether or not a refund will be granted. No consideration will be given to grade assignment or other academic issues. Students must address such issues directly with the faculty members and the college. If applicable, requests for Extenuating Circumstances Withdrawals for grade change purposes must be resolved prior to deliberations by this committee.
6. Grounds for consideration of an appeal will be restricted to only those circumstances personally experienced by the enrolled individual with whom the University has a direct relationship. Loss or illness of a family member, close associate, or employee, and/or difficulty in family-operated businesses are excluded from consideration.
7. Decisions will be made by a simple majority vote of the committee membership and documented in writing by the chairperson. The student will be informed of the outcome of the appeal by letter from the Business Office.

ACADEMIC CALENDAR

The University of South Carolina's academic year includes a fall semester beginning in August, a spring semester beginning in January and multiple summer sessions beginning in May. Access the full current academic calendar as well as future academic calendars to find key dates and information including holidays, registration dates, payment deadlines, drop or add dates, exams and commencement for each term.

University of South Carolina System Academic Calendar
(http://www.sc.edu/about/offices_and_divisions/registrar/academic_calendars/)

ACADEMIC PROGRAMS

Learning Outcomes for Associate's Degree Programs

Graduates will be able to:

- Identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through writing.
- Apply the methods of mathematical, statistical, or analytical reasoning to critically evaluate data, solve problems, and effectively communicate findings verbally and graphically.
- Apply the principles and language of the natural sciences and associated technologies to historical and contemporary issues.
- Communicate in more than one language.
- Use the principles of historical thinking to understand past human societies.
- Use the principles of the social sciences to explore diverse cultural identities and to analyze political and environmental issues.
- Create or interpret literary, visual or performing arts.

and be able to demonstrate at least one of the following:

- Identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through speaking.
- Collect, manage and evaluate information using technology, and communicate findings.
- Examine different kinds of social and personal values, analyzing the ways in which these are manifested in communities as well as individual lives.

Founding Documents Requirement

All undergraduate students must take a 3-credit course or its equivalent with a passing grade in the subject areas of History, Political Science, or African American Studies that covers the founding documents including the United State Constitution, the Declaration of Independence, the Emancipation Proclamation and one or more documents that are foundational to the African American Freedom struggle, and a minimum of five essays from the Federalist papers. This course may count as a requirement in any part of the program of study including the Carolina Core, the major, minor or cognate, or as a general elective. Courses that meet this requirement are listed here (<https://academicbulletins.sc.edu/undergraduate/founding-document-courses/>).

Carolina Core - 15 Hours

These serve as general education requirements common to all associate degrees.

- **CMW: Effective, Engaged and Persuasive Communication: Writing (6 Hours)**
Must be passed with a grade of C or higher
- **SCI: Scientific Literacy (3 Hours)**
- **GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 Hours)**
- **GSS: Global Citizenship and Multicultural Understanding: Social Sciences (3 Hours)**

Associate of Arts Degree Curriculum - 60 Hours

1. Basic Requirements (including 15 hours of Carolina Core stated above) (37-38 Hours)

All course selections are from the approved Carolina Core Learning Outcomes list unless otherwise specified.

- **CMW: Effective, Engaged and Persuasive Communication: Writing (6 Hours)**
Must be passed with a grade of C or higher
- **ARP: Analytical Reasoning and Problem-Solving (3 Hours)**
Choose from MATH, CSCE, PHIL, STAT including MATH 111 Basic College Mathematics or MATH 115 Precalculus Mathematics
- **SCI: Scientific Literacy (7-8 Hours)**
Must include at least 1 laboratory science course
- **GFL: Global Citizenship and Multicultural Understanding: Foreign Language (0-3 Hours)**
One 3-hour language course at any level or score of "2" on placement exam
- **GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 Hours)**
- **GSS: Global Citizenship and Multicultural Understanding: Social Sciences (6 Hours)**
- **AIU: Aesthetic and Interpretive Understanding (6 Hours)**
- **Choose one of the following three options (3 Hours minimum):**
 - **CMS: Effective, Engaged and Persuasive Communication: Speech (3 Hours)**
 - **INF: Information Literacy (3 Hours)**
 - **VSR: Values, Ethics and Social Responsibility (3 Hours)**

2. Electives for A.A. Degrees (22-23 Hours)

Electives may be any additional courses not used to fulfill the previously stated requirements. Students who intend to apply these credits toward a baccalaureate degree awarded by another campus or institution are advised to work closely with an academic advisor to choose electives that will meet preliminary requirements of the four-year major they wish to pursue. Of particular importance is completion of general education requirements. USC Columbia requires a minimum of 31 general education credit hours and a student planning to pursue a USC Columbia baccalaureate degree must complete these hours. These hours can be incorporated within the 60 hours required for an AA or AS degree when electives are carefully selected. Applying for an associate's degree does not in any manner affect eligibility to apply for a baccalaureate degree, and vice versa.

Associate of Science Degree Curriculum - 60 Hours

1. Basic Requirements (including 15 hours of Carolina Core stated above) (38-42 Hours)

All course selections are from the approved Carolina Core Learning Outcomes list unless otherwise specified.

- **CMW: Effective, Engaged and Persuasive Communication: Writing (6 Hours)**
Must be passed with a grade of C or higher
- **ARP: Analytical Reasoning and Problem-Solving (6 Hours)**
Choose from MATH, CSCE, PHIL, STAT including MATH 111 Basic College Mathematics or MATH 115 Precalculus Mathematics
- **SCI: Scientific Literacy (8-12 Hours)**

Must include at least 2 laboratory science courses

- **GFL: Global Citizenship and Multicultural Understanding: Foreign Language (0-3 Hours)**
 - **One 3-hour language course at any level or score of "2" on placement exam**
 - **GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 Hours)**
 - **GSS: Global Citizenship and Multicultural Understanding: Social Sciences (6 Hours)**
 - **AIU: Aesthetic and Interpretive Understanding (6 Hours)**
 - **Choose one of the following three options (3 Hours minimum):**
 - **CMS: Effective, Engaged and Persuasive Communication: Speech (3 Hours)**
 - **INF: Information Literacy (3 Hours)**
 - **VSR: Values, Ethics and Social Responsibility (3 Hours)**
2. **Electives for A.S. Degrees (18-22 Hours)**

Electives may be any additional courses not used to fulfill the previously stated requirements. Students who intend to apply these credits toward a baccalaureate degree awarded by another campus or institution are advised to work closely with an academic advisor to choose electives that will meet preliminary requirements of the four-year major they wish to pursue. Of particular importance is completion of general education requirements. USC Columbia requires a minimum of 31 general education credit hours and a student planning to pursue a USC Columbia baccalaureate degree must complete these hours. These hours can be incorporated within the 60 hours required for an AA or AS degree when electives are carefully selected. Applying for an associate's degree does not in any manner affect eligibility to apply for a baccalaureate degree, and vice versa.

Other Requirements

In addition to the requirements for the A.A. and A.S. degrees stated above, the following stipulations also apply:

- Students must have an institutional GPA of 2.00 or better (does not include course grades earned by challenge examinations).
- The final 15 semester hours must be earned at USC Salkehatchie.
- No courses of a remedial, developmental, skill-acquiring, or vocational nature may apply as credit toward degrees.
- Pass-Fail option on elective courses is allowed.
- No more than 15 hours of nontraditional credits, which include DANTES, CLEP, and military experience.
- No more than 3 1-hour PEDU activity courses may count toward meeting Associate's degree requirements (any track).

Second Associate's Degree

At times the University of South Carolina Salkehatchie confers a second associate's degree upon candidates who have completed all requirements for the second degree, provided that the additional requirements for the second degree include a minimum of 12 semester hours beyond those required for the first degree earned at USC Salkehatchie and a minimum of 72 semester hours total. Under this policy a student may apply for two degrees at one time or separately. In either case the student would receive two diplomas.

COURSE DESCRIPTIONS

- Accounting (ACCT) (p. 63)
- Art History (ARTH) (p. 63)
- Biology (BIOL) (p. 63)
- Chemistry (CHEM) (p. 64)
- Comp Sci & Comp Engr (CSCE) (p. 64)
- Economics (ECON) (p. 65)
- English (ENGL) (p. 65)
- Finance (FINA) (p. 66)
- History (HIST) (p. 66)
- Hlth Promo Educ & Beh (HPEB) (p. 66)
- Management (MGMT) (p. 66)
- Management Science (MGSC) (p. 66)
- Marketing (MKTG) (p. 67)
- Mathematics (MATH) (p. 67)
- Music (MUSC) (p. 67)
- Palmetto College (PCAM) (p. 68)
- Palmetto Programs (PALM) (p. 69)
- Physical Education (PEDU) (p. 69)
- Physics (PHYS) (p. 69)
- Political Science (POLI) (p. 69)
- Psychology (PSYC) (p. 70)
- Religious Studies (RELG) (p. 70)
- Sociology (SOCY) (p. 70)
- Spanish (SPAN) (p. 71)
- Speech (SPCH) (p. 71)
- Theatre (THEA) (p. 71)
- University Experience (UNIV) (p. 71)
- Women & Gender Studies (WGST) (p. 71)

Accounting (ACCT)

ACCT 225 - Introduction to Financial Accounting (3 Credits)

User-oriented approach to the study of financial accounting and reporting topics related to business decisions.

ACCT 226 - Introduction to Managerial Accounting (3 Credits)

User-oriented approach to the study of managerial accounting topics related to business decisions.

Prerequisites: ACCT 225.

Art History (ARTH)

ARTH 105 - History of Western Art I (3 Credits)

The visual arts from Paleolithic times to the Renaissance.

Carolina Core: AIU

Graduation with Leadership Distinction: GLD: Global Learning

ARTH 106 - History of Western Art II (3 Credits)

The visual arts from the Renaissance to the present.

Carolina Core: AIU

Graduation with Leadership Distinction: GLD: Global Learning

ARTH 399 - Independent Study (3-9 Credits)

CL: 2020.

Graduation with Leadership Distinction: GLD: Research

Biology (BIOL)

BIOL 101 - Biological Principles I (3 Credits)

Introductory survey of macromolecules, cell structure and function, genetics, and molecular biology.

Carolina Core: SCI

BIOL 102 - Biological Principles II (3 Credits)

Introductory survey of plant and animal development, physiology, ecology, and evolution.

Corequisite: BIOL 102L.

Carolina Core: SCI

BIOL 102L - Biological Principles II Laboratory (1 Credit)

Experimental examination of structure and function of plant and animal systems, biodiversity, ecology. BIOL 101, 102, 101L and 102L must be completed prior to enrolling in 300-level or above Biology courses.

Corequisite: Recommended concurrent with BIOL 102.

Carolina Core: SCI

BIOL 110 - General Biology (4 Credits)

Basic biological concepts and issues for non-biology majors. Credit may not be given for both this course and BIOL 120. Three lecture, two laboratory hours per week.

Carolina Core: SCI

BIOL 110A - General Biology (Audio-Tutorial) (1 Credit)

Addendum to BIOL 110.

BIOL 200 - Plant Science (3 Credits)

An introduction to plant science for the non-major. This course does not carry major credit, and is not designed as a prerequisite for other biology courses. Plant development, physiology, genetics, evolution, and ecology will be considered. Three lecture hours per week.

BIOL 200L - Plant Science Laboratory (1 Credit)

Laboratory exercises, demonstrations, and audio-visual supplements to BIOL 200. Not for major credit. Two hours per week.

Prerequisite or Corequisite: BIOL 200.

BIOL 206 - Genetics and Society (3 Credits)

(Designed for non-major students.) Genetic principles, emphasizing human heredity. Relevance of recent advances in genetics. Three lecture hours per week.

Carolina Core: SCI

BIOL 243 - Human Anatomy and Physiology I (3 Credits)

Functional anatomy and physiology of the human body, including the integumentary, skeletal, muscular, and nervous systems. Not available for biology major credit. Three lecture hours per week.

Carolina Core: SCI

BIOL 243L - Human Anatomy and Physiology Laboratory (1 Credit)

The principles of anatomy and physiology as demonstrated by microscopic studies, animal dissection, and physiological experiments. One three-hour laboratory per week.

Prerequisite or Corequisite: BIOL 243.

Carolina Core: SCI

BIOL 244 - Human Anatomy and Physiology II (3 Credits)

Functional anatomy and physiology of the human body, including the cardiovascular, endocrine, excretory, reproductive, digestive, and respiratory systems. Not available for biology major credit. Three lecture hours per week.

Prerequisites: BIOL 243.

Carolina Core: SCI

BIOL 244L - Human Anatomy and Physiology Laboratory (1 Credit)

A continuation of BIOL 243L. One three-hour laboratory per week.

Corequisite: BIOL 244

Carolina Core: SCI

BIOL 250 - Microbiology (3 Credits)

An introduction to bacteria and viruses, emphasizing structure, metabolism, and pathogenesis. Discussion of infectious diseases, antigen-antibody relationships, and anti-microbial agents in chemotherapy. Not available for biology major credit. Three lecture hours per week.

Prerequisites: College-level Biology and Chemistry.

BIOL 250L - Microbiology Laboratory (1 Credit)

Not available for biology major credit. Three hours per week.

Prerequisite or Corequisite: BIOL 250.

BIOL 270 - Introduction to Environmental Biology (3 Credits)

Basic ecological principles and the impacts of human population growth and technology. Not for major credit.

Carolina Core: SCI

BIOL 270L - Introduction to Environmental Biology Laboratory (1 Credit)

Demonstrations, data analyses, discussions, and films relating to human ecology, resource use, and environmental impact. Not for major credit. Two hours per week.

Prerequisite or Corequisite: BIOL 270.

Carolina Core: SCI

BIOL 399 - Independent Study (1-6 Credits)

Contract approved by instructor, advisor, and department head is required for undergraduate students.

Graduation with Leadership Distinction: GLD: Research

Chemistry (CHEM)

CHEM 101 - Fundamental Chemistry I (4 Credits)

A science elective surveying inorganic and solution chemistry. First of a terminal two-semester sequence. Three lecture, one recitation, and two laboratory hours per week.

Carolina Core: SCI

CHEM 102 - Fundamental Chemistry II (4 Credits)

An introductory survey of organic and biochemistry. Three lecture, one recitation, and two laboratory hours per week.

Prerequisites: 1 year high-school chemistry, CHEM 101, CHEM 111, or equivalent.

Carolina Core: SCI

CHEM 111 - General Chemistry I (3 Credits)

Survey of the principles that underlie all chemistry with applications illustrating these principles. Three lecture and one recitation hours per week.

Prerequisites: C or higher in MATH 111, MATH 115, MATH 122, MATH 141 or higher math (or by placement score into MATH 122, MATH 141 or higher math).

Corequisite: CHEM 111L (unless grade of C or higher in CHEM 111L earned previously).

Carolina Core: SCI

CHEM 112 - General Chemistry II (3 Credits)

Continuation of CHEM 111. Special emphasis on chemical equilibrium. Three lecture and one recitation hours per week.

Prerequisites: C or higher in CHEM 111 and C or higher in MATH 111, MATH 115, MATH 122, MATH 141 or higher math.

Corequisite: CHEM 112L.

Carolina Core: SCI

CHEM 333 - Organic Chemistry I (3 Credits)

Contemporary theories, nomenclature, reactions, mechanisms, and syntheses of carbon compounds. Three lecture and one recitation hours per week.

Prerequisites: C or higher in CHEM 112 or in CHEM 142.

CHEM 333L - Comprehensive Organic Chemistry Laboratory I (2 Credits)

Laboratory safety, synthesis, separation, and purification of carbon compounds. Required for chemistry majors. Six laboratory hours per week.

Corequisite: CHEM 333 (unless grade of C or higher in CHEM 333 earned previously).

CHEM 334 - Organic Chemistry II (3 Credits)

Continuation of CHEM 333. Three lecture and one recitation hours per week.

Prerequisites: C or higher in CHEM 333.

CHEM 334L - Comprehensive Organic Chemistry Laboratory II (2 Credits)

Continuation of CHEM 333L. Spectroscopic identification of carbon compounds. Required for chemistry majors. Six laboratory hours per week.

Prerequisites: C or higher in CHEM 333L.

Corequisite: CHEM 334 (unless grade of C or higher in CHEM 334 earned previously).

CHEM 399 - Independent Study (1-3 Credits)

Contract Required.

Graduation with Leadership Distinction: GLD: Research

Comp Sci & Comp Engr (CSCE)

CSCE 101 - Introduction to Computer Concepts (3 Credits)

History, application, and social impact of computers; problem-solving, algorithm development, applications software, and programming in a procedural language.

Carolina Core: ARP

CSCE 102 - General Applications Programming (3 Credits)

Introduction to systematic computer problem-solving and programming for a variety of applications.

Carolina Core: ARP

Economics (ECON)

ECON 123 - The American Economy (3 Credits)

Basic concepts, institutional foundations, structure of the private and public sector, labor markets; major economic problems.

ECON 221 - Principles of Microeconomics (3 Credits)

The study of supply and demand, pricing and cost concepts, firm and consumer decision-making, market structure, and government policies.

ECON 222 - Principles of Macroeconomics (3 Credits)

The study of gross domestic product, business cycles, economic growth, inflation, unemployment, and monetary and fiscal policy.

ECON 301 - Money and Banking (3 Credits)

The role of money in the market economy. Commercial banks, the Federal Reserve System, and monetary policy. Cannot be used to satisfy major requirements.

Prerequisites: ECON 221 and ECON 222, or ECON 224.

ECON 363 - Business Finance (3 Credits)

The procurement and management of wealth by privately owned profit-seeking enterprises.

Prerequisites: ECON 221, ACCT 225, and 3 hours of statistics at the 200-level.

ECON 379 - Government Policy Toward Business (3 Credits)

An analysis of public policy toward business in the United States. Emphasis is on the desirability of various policies in light of their consequences for the general welfare.

Prerequisites: ECON 221 and ECON 222, or ECON 224.

English (ENGL)

ENGL 101 - Critical Reading and Composition (3 Credits)

Instruction in strategies for critically reading and analyzing literature and non-literary texts; structured, sustained practice in composing expository and analytical essays.

Carolina Core: CMW

ENGL 102 - Rhetoric and Composition (3 Credits)

Instruction and intensive practice in researching, analyzing, and composing written arguments about academic and public issues.

Prerequisites: C or better in ENGL 101 or equivalent credit.

Carolina Core: CMW, INF

ENGL 282 - Special Topics in Fiction (3 Credits)

Special topics in fiction from several countries and historical periods, illustrating the nature of the genre. May be repeated for credit. Content varies by title and semester.

Prerequisites: ENGL 101 and ENGL 102 or equivalent.

Carolina Core: AIU

ENGL 284 - Drama (3 Credits)

Drama from several countries and historical periods, illustrating the nature of the genre.

Prerequisites: ENGL 101 and 102 or equivalent.

Carolina Core: AIU

ENGL 285 - Special Topics in American Literature (3 Credits)

Special topics in American literature exemplifying persistent themes of American culture. May be repeated for credit. Content varies by title and semester.

Prerequisites: ENGL 101 and 102 or equivalent.

Carolina Core: AIU

ENGL 286 - Poetry (3 Credits)

Poetry from several countries and historical periods, illustrating the nature of the genre.

Prerequisites: ENGL 101 and 102 or equivalent.

Carolina Core: AIU

ENGL 287 - American Literature (3 Credits)

An introduction to American literary history, emphasizing the analysis of literary texts, the development of literary traditions over time, the emergence of new genres and forms, and the writing of successful essays about literature. Designed for English majors.

Prerequisites: ENGL 101 and ENGL 102 or equivalent.

Carolina Core: AIU

ENGL 288 - English Literature (3 Credits)

An introduction to English literary history, emphasizing the analysis of literary texts, the development of literary traditions over time, the emergence of new genres and forms, and the writing of successful essays about literature. Designed for English majors.

Prerequisites: ENGL 101 and ENGL 102 or equivalent.

Carolina Core: AIU

ENGL 390 - Great Books of the Western World I (3 Credits)

European masterpieces from antiquity to the beginning of the Renaissance.

Prerequisites: ENGL 101, ENGL 102, and one course between ENGL 270-ENGL 292.

Cross-listed course: CPLT 301

Graduation with Leadership Distinction: GLD: Global Learning, GLD: Professional and Civic Engagement Leadership Experiences

ENGL 391 - Great Books of the Western World II (3 Credits)

European masterpieces from the Renaissance to the present.

Prerequisites: ENGL 101, ENGL 102, and one course between ENGL 270-ENGL 292.

Cross-listed course: CPLT 302

Graduation with Leadership Distinction: GLD: Global Learning, GLD: Professional and Civic Engagement Leadership Experiences

ENGL 399 - Independent Study (3-9 Credits)

Contract approved by instructor, advisor, and department chair is required for undergraduate students.

Prerequisites: ENGL 101 and ENGL 102.

Graduation with Leadership Distinction: GLD: Research

ENGL 405 - Shakespeare's Tragedies (3 Credits)

Shakespeare's Tragedies.

Prerequisites: C or better in ENGL 101 and ENGL 102.

ENGL 406 - Shakespeare's Comedies and Histories (3 Credits)

Shakespeare's Comedies and Histories.

Prerequisites: C or better in ENGL 101 and ENGL 102.

Finance (FINA)

FINA 363 - Introduction to Finance (3 Credits)

Basic concepts of finance related to decision making.

Prerequisites: ECON 221, ACCT 225, and STAT 206.

History (HIST)

HIST 101 - European Civilization from Ancient Times to the Mid-17th Century (3 Credits)

The rise and development of European civilization from its Mediterranean origins through the Renaissance and Reformation.

Carolina Core: GHS

HIST 102 - European Civilization from the Mid-17th Century (3 Credits)

European development and expansion from the mid-17th century to the present.

Carolina Core: GHS

Graduation with Leadership Distinction: GLD: Global Learning

HIST 109 - Introduction to Latin American Civilization (3 Credits)

A discussion of the political, cultural, and economic forces which have conditioned the development of institutions and ideas in Spanish and Portuguese America.

Carolina Core: GHS

Graduation with Leadership Distinction: GLD: Global Learning

HIST 111 - United States History to 1865 (3 Credits)

A general survey of the United States from the era of discovery to 1865, emphasizing major political, economic, social, and intellectual developments.

Carolina Core: GHS

Founding Documents: FND Founding Documents

HIST 112 - United States History since 1865 (3 Credits)

A general survey of the United States from 1865 to the present, emphasizing major political, economic, social, and intellectual developments. Honors sections are available for students in the honors program.

Carolina Core: GHS

HIST 311 - The Age of Absolutism, 1648-1789 (3 Credits)

A survey of European political, economic, and intellectual development from the age of Louis XIV to the eve of the French Revolution.

HIST 312 - French Revolution and Napoleon (3 Credits)

The changes in France and Europe during the revolutionary decade, the rise of Napoleon, and the establishment of French hegemony over the Continent.

HIST 316 - Nineteenth-Century Europe (3 Credits)

Political, social, economic, and intellectual developments from 1815-1900, which brought European culture to its zenith and contributed to Europe's global domination.

Graduation with Leadership Distinction: GLD: Global Learning

HIST 317 - Contemporary Europe from World War I to World War II (3 Credits)

The Great War, revolution, and reconstruction; the rise of authoritarian and totalitarian regimes and the coming of World War II.

Graduation with Leadership Distinction: GLD: Global Learning

HIST 318 - Europe from World War II to the Present (3 Credits)

The Second World War and its origins; the Cold War; European recovery; a divided continent and Europe in the Global Era.

Graduation with Leadership Distinction: GLD: Global Learning

HIST 320 - The History of Great Britain (3 Credits)

A survey of the political, social, economic, and cultural development of the British Isles from Anglo-Saxon times to the present. First semester: to the Restoration of 1660; second semester: since 1660.

Graduation with Leadership Distinction: GLD: Global Learning

HIST 321 - The History of Great Britain (3 Credits)

A survey of the political, social, economic, and cultural development of the British Isles from Anglo-Saxon times to the present. First semester: to the Restoration of 1660; second semester: since 1660.

Graduation with Leadership Distinction: GLD: Global Learning

HIST 399 - Independent Study (1-6 Credits)

Contract approved by instructor, advisor, and department chair is required for undergraduate students.

Graduation with Leadership Distinction: GLD: Research

Hlth Promo Educ & Beh (HPEB)

HPEB 321 - Personal and Community Health (3 Credits)

Psychosocial health, stress management, leading infectious and noninfectious diseases, nutrition, physical fitness, sexuality, consumer health and health care access, environmental health, aging, and death.

Graduation with Leadership Distinction: GLD: Diversity and Social Advocacy

HPEB 399 - Independent Study (1-3 Credits)

Enrollment and topic to be approved in advance by advisor and instructor. Open to sophomores and above.

Graduation with Leadership Distinction: GLD: Research

Management (MGMT)

MGMT 371 - Principles of Management (3 Credits)

A comprehensive survey of the basic principles of management applicable to all forms of business. The course provides the student with a basis for thinking about complex business situations in the framework of analysis of the management process.

Graduation with Leadership Distinction: GLD: Professional and Civic Engagement Leadership Experiences

MGMT 376 - Employee Engagement (3 Credits)

Introduction to human behavior in organizations. Emphasis on factors that contribute to the effectiveness of individuals and groups in organizations.

Prerequisites: MGMT 371.

Graduation with Leadership Distinction: GLD: Professional and Civic Engagement Leadership Experiences

Management Science (MGSC)

MGSC 290 - Computer Information Systems in Business (3 Credits)

An introduction to the effective use of information systems tools in day-to-day business communications, analysis, and decision making.

MGSC 291 - Applied Statistics for Business (3 Credits)

Descriptive statistics, topics in probability, statistical inference and modeling. Emphasis on the collection, summarization, analysis, and reporting of numerical findings relevant to business decisions and economic analysis.

Prerequisites: STAT 206.

Marketing (MKTG)

MKTG 350 - Principles of Marketing (3 Credits)

Principles and concepts underlying marketing functions, including the conception, pricing, promotion, and distribution of products and services and the role of marketing in society.

Prerequisites: ECON 221, ECON 222, ACCT 225, and ACCT 226 for Business Administration majors; ECON 224 and ACCT 222 for non-Business Administration majors.

Mathematics (MATH)

MATH 111 - Basic College Mathematics (3 Credits)

Basic college algebra; linear and quadratic equations, inequalities, functions and graphs of functions, exponential and logarithm functions, systems of equations.

Prerequisites: placement through Algebra version of the Mathematics Placement Test.

MATH 112 - Trigonometry (2 Credits)

Topics in trigonometry specifically needed for MATH 141, MATH 142, MATH 241. Circular functions, analytic trigonometry, applications of trigonometry. Credit may not be received for both MATH 112 and MATH 115.

Prerequisites: C or better in MATH 111 or MATH 1111, or placement through Algebra version of the Mathematics Placement Test.

MATH 115 - Precalculus Mathematics (4 Credits)

Topics in algebra and trigonometry specifically needed for MATH 141, MATH 142, MATH 241. Subsets of the real line, absolute value; polynomial, rational, inverse, logarithmic, exponential functions; circular functions; analytic trigonometry.

Prerequisites: C or better in MATH 111 or MATH 1111, or placement through Precalculus version of the Mathematics Placement Test.

MATH 122 - Calculus for Business Administration and Social Sciences (3 Credits)

Derivatives and integrals of elementary algebraic, exponential, and logarithmic functions. Maxima, minima, rate of change, motion, work, area under a curve, and volume.

Prerequisites: C or better in MATH 111, MATH 1111 or MATH 115 or placement through Algebra version of the Mathematics Placement Test.

Carolina Core: ARP

MATH 141 - Calculus I (4 Credits)

Functions, limits, derivatives, introduction to integrals, the Fundamental Theorem of Calculus, applications of derivatives and integrals. Four classroom hours and one laboratory hour per week.

Prerequisites: C or better in Math 112, MATH 115, or MATH 116, or placement through Precalculus version of the Mathematics Placement Test.

Carolina Core: ARP

MATH 142 - Calculus II (4 Credits)

Methods of integration, sequences and series, approximations. Four classroom hours and one laboratory hour per week.

Prerequisites: C or better in MATH 141.

Carolina Core: ARP

MATH 170 - Finite Mathematics (3 Credits)

Elementary matrix theory; systems of linear equations; permutations and combinations; probability and Markov chains; linear programming and game theory.

Prerequisites: C or better in MATH 111 or MATH 1111 or MATH 122, or placement through Algebra version of the Mathematics Placement Test.

Carolina Core: ARP

MATH 174 - Discrete Mathematics for Computer Science (3 Credits)

Logic, number theory, sequences, series, recursion, mathematical induction, set theory, enumeration, functions, relations, graphs and trees. Connections to computers and to programming are emphasized when possible.

Prerequisites: C or better in MATH 115, MATH 116, MATH 122, or MATH 141, or placement through the pre-calculus version of the Mathematics Placement Test.

Carolina Core: ARP

MATH 221 - Basic Concepts of Elementary Mathematics I (3 Credits)

The meaning of number, fundamental operations of arithmetic, the structure of the real number system and its subsystems, elementary number theory. Open only to students in elementary or early childhood teacher certification.

Prerequisites: C or better in MATH 111 or MATH 1111 or placement through Algebra version of the Mathematics Placement Test.

MATH 222 - Basic Concepts of Elementary Mathematics II (3 Credits)

Informal geometry and basic concepts of algebra. Open only to students in elementary or early childhood teacher certification.

Prerequisites: C or better in MATH 221.

MATH 241 - Vector Calculus (3 Credits)

Vector algebra, geometry of three-dimensional space; lines, planes, and curves in space; polar, cylindrical, and spherical coordinate systems; partial differentiation, max-min theory; multiple and iterated integration, line integrals, and Green's theorem in the plane.

Prerequisites: C or better in MATH 142.

MATH 242 - Elementary Differential Equations (3 Credits)

Ordinary differential equations of first order, higher order linear equations, Laplace transform methods, series methods; numerical solution of differential equations. Applications to physical sciences and engineering.

Prerequisites: C or better in MATH 142.

Music (MUSC)

MUSC 101A - Secondary Applied Music/ Flute/ Piccolo (1-2 Credits)

Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101B - Secondary Applied Music/ Oboe/ English Horn (1-2 Credits)

Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101C - Secondary Applied Music/ Clarinet (1-2 Credits)

Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101D - Secondary Applied Music/ Bassoon (1-2 Credits)

Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101E - Secondary Applied Music/ Saxophone (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101F - Secondary Applied Music/ French Horn (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101G - Secondary Applied Music/ Trumpet (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101H - Secondary Applied Music/ Trombone (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101I - Secondary Applied Music/ Euphonium (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101J - Secondary Applied Music/ Tuba (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101K - Secondary Applied Music/ Percussion (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101L - Secondary Applied Music/ Harpischord (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101N - Secondary Applied Music/ Classical Guitar (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101O - Secondary Applied Music/ Organ (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101P - Secondary Applied Music/ Piano (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101Q - Secondary Applied Music/ Harp (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Note: Not Auditable

MUSC 101R - Secondary Applied Music/ Violin (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101S - Secondary Applied Music/ Viola (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101T - Secondary Applied Music/ Violoncello (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101U - Secondary Applied Music/ Double Bass (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101V - Secondary Applied Music/ Voice (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101W - Secondary Applied Music/ Service Playing (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101Y - Secondary Applied Music/ Conducting (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 101Z - Secondary Applied Music/ Jazz (1-2 Credits)
Course consists of individual instruction including individualized assignments and regular private instruction and review. Not Auditable.

MUSC 110 - Introduction to Music (3 Credits)
Perceptive listening and appreciation of musical elements, forms and style periods, including composers' lives, individual styles and representative works. Emphasis on classical music; jazz and American popular music included.

Carolina Core: AIU

MUSC 310 - Selected Topics (3 Credits)
Course content varies by title. Intended for nonmajors unless otherwise indicated.

Carolina Core: AIU

Palmetto College (PCAM)

PCAM 104 - Foundations of Composition (3 Credits)
A course in writing skills with practice in composing essays, including intensive review of grammar, punctuation, and mechanics.

PCAM 105 - Contemporary College Mathematics (3 Credits)
Linear and quadratic equations and models, functions, exponential models, logarithms, systems of equations, fundamentals of probability and statistics.

PCAM 106 - Foundations of College Algebra (3 Credits)
Operations on real numbers, linear equations and inequalities, quadratic equations, factoring, absolute value equations, exponential and radical expressions, graphs, and functions. Additional topics may include math study skills, logarithms, exponential functions, probability, statistics, systems of equations, polynomial division, and mathematical modeling.
Prerequisites: C or better in PCAM 106 students must pass the math placement test (MPT) with a minimum score of MB1 or MA2.

PCAM 141 - Introduction to Computer Keyboarding (3 Credits)
Keyboarding using the touch method, inputting, editing, and printing. Designed for students without keyboarding skills. Elective credit only. This course might not apply toward associate's degrees or Columbia baccalaureate degrees.

PCAM 151 - Computer Literacy and Applications (3 Credits)

PCAM 201 - Introduction to Internet Research (3 Credits)
Developing the means by which students may learn to access the Internet through mainframe and PC connections to accomplish specific research needs. This course might not apply toward associate degrees or Columbia baccalaureate degrees.

Prerequisites: CSCE 101.

PCAM 205 - Foundations of Leadership (3 Credits)
This course combines leadership theory with practical application, equipping students with the knowledge and skills needed to work more effectively with people, become better leaders, and reach their professional goals.

Graduation with Leadership Distinction: GLD: Professional and Civic Engagement Leadership Experiences

PCAM 299 - Independent Study (1-6 Credits)
Contract approved by instructor, advisor, and academic dean is required for undergraduate studies. May be taken for elective credit only. May be repeated for up to 6 credits hours.

Palmetto Programs (PALM)

PALM 493 - South Carolina Studies (3 Credits)

Reading and writing about South Carolina from the perspective of multiple disciplines, incorporating elements of the student's major and cognate.

PALM 494 - Internship (3 Credits)

Supervised immersion and exploration in a field related to the major, with a career, cultural, or community focus.

Prerequisites: C or better in PALM 493.

Graduation with Leadership Distinction: GLD: Professional and Civic Engagement Internships

Experiential Learning: Experiential Learning Opportunity

PALM 495 - Service-Learning (3 Credits)

An exploration of theories of service-learning with application of practical solutions to meet community needs.

Prerequisites: C or better in PALM 493.

Experiential Learning: Experiential Learning Opportunity

Physical Education (PEDU)

PEDU 103 - Jogging (1 Credit)

Exercise, lectures, and self-evaluation for weight control and fitness improvement.

PEDU 104 - Personal Fitness and Weight Control (1 Credit)

Advanced techniques for controlling weight and improving fitness through exercise, lectures, and self-evaluation.

PEDU 105 - Weight Training (1 Credit)

Fundamentals of progressive resistance exercise training.

PEDU 106 - Advanced Weight Training (1 Credit)

Advanced techniques.

Prerequisites: PEDU 105.

PEDU 107 - Group Exercise (1 Credit)

Cardio-respiratory fitness, flexibility, muscular strength and endurance, and agility through various group exercise formats while utilizing a variety of equipment.

PEDU 110 - Orientation to Physical Education (1 Credit)

Experiences in a variety of physical-activity areas.

PEDU 111 - Badminton (1 Credit)

Basic strokes and introduction to the history, rules, and strategy of the game.

PEDU 112 - Basketball (1 Credit)

Fundamental skills of game performance. Strategy, rules, and basic offenses and defenses.

PEDU 120 - Softball (1 Credit)

Fundamental skills for game performance; history, rules, and game strategy.

PEDU 121 - Beginning Tennis (1 Credit)

Basic strokes, history, rules, and strategy of the game.

PEDU 122 - Volleyball (1 Credit)

Recreational and competitive volleyball skills.

PEDU 123 - Pilates (1 Credit)

Focus is placed on mind-body exercises which help strengthen and condition the muscles. Each exercise will focus on building core strength, lengthening muscles, and improving flexibility. Proper breathing will also be demonstrated for each exercise in order to achieve the maximum benefits.

PEDU 153 - Cardiopulmonary Resuscitation (1 Credit)

Knowledge and skills in providing artificial respiration, first aid for foreign body obstruction, one and two rescuer CPR for adults, infants, and children.

PEDU 232 - Philosophy and Principles of Physical Education (3 Credits)

Historical background, current problems, and publications.

Physics (PHYS)

PHYS 201 - General Physics I (3 Credits)

First part of an introductory course sequence. Topics include mechanics, and selections from wave motion, sound, fluids, and heat. No previous background in physics is assumed.

Prerequisites: C or better in MATH 111, MATH 1111, MATH 112, MATH 115, MATH 116, MATH 122, MATH 141, or by placement score into MATH 122, MATH 141, or higher.

Carolina Core: SCI

PHYS 201L - General Physics Laboratory I (1 Credit)

Prerequisite or

Corequisite: PHYS 201.

Carolina Core: SCI

PHYS 202 - General Physics II (3 Credits)

Continuation of PHYS 201; includes electromagnetism, relativity, quantum physics, atomic and nuclear physics.

Prerequisites: C or better in PHYS 201.

Carolina Core: SCI

PHYS 202L - General Physics Laboratory II (1 Credit)

Prerequisite or

Corequisite: PHYS 202.

Carolina Core: SCI

Political Science (POLI)

POLI 105 - Introduction to Politics (3 Credits)

Concepts and problems involved in human relationship with governments, the nation-state, and political change.

POLI 109 - Controversies in Public Policy (3 Credits)

An introduction to the analysis of contentious public policy questions in contemporary American society, such as welfare, gun control, health care financing, immigration, affirmative action, and/or abortion.

Graduation with Leadership Distinction: GLD: Diversity and Social Advocacy

POLI 201 - American National Government (3 Credits)

The formation and development of the national government, its organization and powers. Overlay Course.

Carolina Core: GSS, VSR

Founding Documents: FND Founding Documents

Psychology (PSYC)

PSYC 101 - Introduction to Psychology (3 Credits)

An introduction to and survey of the basic concepts and findings within the field of psychology.

Carolina Core: GSS

PSYC 103 - Psychology of Adjustment (3 Credits)

Introduction to theories and processes underlying and facilitating human adjustment in the community, family, and workplace.

PSYC 220 - Psychological Statistics (3 Credits)

Introduction to statistical methods essential for psychological research.

Prerequisites: C or better in PSYC 101; C or better in MATH 111 or equivalent or Math placement score.

PSYC 221 - Research Methods in Psychology (4 Credits)

Basic principles and methodology.

Prerequisites: C or better in PSYC 220.

Graduation with Leadership Distinction: GLD: Research

PSYC 300 - Human Sexual Behavior (3 Credits)

Psychological, physiological, and sociological factors of human sexual behavior and attitudes.

PSYC 399 - Independent Study (1-6 Credits)

Closely supervised project or research experience in psychology.

Approved contract required. May be repeated for up to six credits. Not for psychology major credit.

Prerequisites: PSYC 101.

Graduation with Leadership Distinction: GLD: Research

PSYC 410 - Behavioral and Mental Disorders (3 Credits)

Covers the classification, diagnosis, etiological theories, and treatments of the major mental and emotional disorders.

Prerequisites: PSYC 101 or SCHC 130.

PSYC 420 - Survey of Developmental Psychology (3 Credits)

Psychological development from conception to late adulthood. Topics include physical, cognitive, and social processes associated with development at each stage of the life cycle.

Prerequisites: PSYC 101 or EDPY 335 or SCHC 130.

PSYC 430 - Survey of Social Psychology (3 Credits)

Introduction to theory and research in social psychology from a psychological viewpoint. Topics include social perception, social cognition, attitudes, interpersonal relationships, aggression, prosocial behavior, and group processes.

Prerequisites: PSYC 101 or SCHC 130.

Graduation with Leadership Distinction: GLD: Professional and Civic Engagement Leadership Experiences

PSYC 465 - Health Psychology (3 Credits)

Application of psychological theories and assessment and treatment methodologies for health maintenance and the diagnosis and treatment of illness.

Prerequisites: PSYC 101.

Religious Studies (RELG)

RELG 101 - Exploring Religion (3 Credits)

Beliefs and practices of the world's religions and the methods scholars use to study them.

Carolina Core: GSS

RELG 120 - Comparative Religion (3 Credits)

Issues, theories, and debates that shape global religious traditions, cultures, and communities; examination of historical contexts and development, applying social scientific inquiry and methods to analyze relevant current circumstances and concerns.

RELG 202 - Introduction to Reason and Faith (3 Credits)

Critical study of the intellectual strands leading to Western disconnections between reason and faith; the search for balance between belief and reason with emphasis on contemporary developments.

RELG 240 - Introduction to Christianity (3 Credits)

Introduction to the Christian religion, with emphasis on the history of the major traditions and movements that have shaped the multicultural practices and social impact of modern global Christianity.

RELG 301 - Hebrew Bible (Old Testament) (3 Credits)

Modern study of the Hebrew Bible from historical, literary, and archeological points of view. Reading and analysis of texts in translation.

Cross-listed course: JSTU 301

RELG 302 - New Testament (3 Credits)

Historical and critical study of the New Testament writings, with emphasis on origins, production, and transmission.

Sociology (SOCY)

SOCY 101 - Introductory Sociology (3 Credits)

An introduction to sociological facts and principles: an analysis of group-making processes and products.

Carolina Core: GSS

SOCY 305 - Sociology of Families (3 Credits)

Sociological perspectives related to various aspects of family behaviors, roles, and values.

Prerequisites: SOCY 101.

Cross-listed course: WGST 305

Graduation with Leadership Distinction: GLD: Diversity and Social Advocacy, GLD: Professional and Civic Engagement Leadership Experiences

SOCY 307 - Sociology of Religion (3 Credits)

Sociological perspectives related to selected aspects of religious behavior. Includes references to non-Western religions.

Cross-listed course: RELG 338

Carolina Core: GSS

Graduation with Leadership Distinction: GLD: Diversity and Social Advocacy

SOCY 308 - Community Organization (3 Credits)

An analysis of formal and informal organization, the interrelationships among public and private agencies, and means through which community action programs are initiated, coordinated, and maintained.

Graduation with Leadership Distinction: GLD: Community Service, GLD: Professional and Civic Engagement Leadership Experiences

SOCY 353 - Sociology of Crime (3 Credits)

Social factors in the development, identification, and treatment of criminals.

Prerequisites: SOCY 101.

Cross-listed course: CRJU 341

Graduation with Leadership Distinction: GLD: Diversity and Social Advocacy

SOCY 399 - Independent Study (3-6 Credits)

Contract approved by instructor, advisor, and department chair is required for undergraduate students.

Graduation with Leadership Distinction: GLD: Research

Spanish (SPAN)

SPAN 109 - Beginning Spanish I (3 Credits)

Introduction to grammar and practical vocabulary necessary for fundamental communication skills. Restricted to those who have never studied Spanish or placed by examination into SPAN 109. Credit may be received only for one of the following: SPAN 109, SPAN 110; SPAN 111; or SPAN 121.

Carolina Core: GFL

SPAN 110 - Beginning Spanish II (3 Credits)

Introduction to grammar and practical vocabulary necessary for fundamental communication skills. Restricted to those who have completed SPAN 109. Credit may be received only for one of the following: SPAN 109, SPAN 110; SPAN 111; or SPAN 121.

Carolina Core: GFL

SPAN 121 - Elementary Spanish (3 Credits)

Grammar and vocabulary necessary for fundamental communication skills. Assumes prior experience in Spanish. Admission only by proficiency examination. Credit may be received for only one of the following: SPAN 109, SPAN 110, SPAN 111, or SPAN 121.

Carolina Core: GFL

SPAN 122 - Basic Proficiency in Spanish (3 Credits)

Practice and further development of essential listening, reading, speaking, and writing skills.

Prerequisites: SPAN 109, SPAN 110, SPAN 111, or SPAN 121 or by placement examination.

Carolina Core: GFL

SPAN 398 - Special Topics in Hispanic Studies (3 Credits)

Intensive study of selected topics of the Hispanic world. Taught in English.

SPAN 399 - Independent Study (3-6 Credits)

Contract approved by instructor, advisor, and department chair is required for undergraduate students. Department permission required for transfer students.

Prerequisites: B or better in SPAN 210 or SPAN 211; Placement at 300 level on Phase II placement exam.

Graduation with Leadership Distinction: GLD: Research

Speech (SPCH)

SPCH 140 - Public Communication (3 Credits)

Introduction to theory and practice of oral communication in public, social, and institutional contexts. Includes foundational and cumulative training in the invention, performance, and critical analysis of oral communication, with emphasis on argumentation, persuasion, audience analysis, delivery, and ethical forms of engagement.

Carolina Core: CMS

Graduation with Leadership Distinction: GLD: Professional and Civic Engagement Leadership Experiences

Theatre (THEA)

THEA 170 - Fundamentals of Acting (3 Credits)

Introduction to the art and craft of acting. Practical exploration through improvisation and scripted scene work. Includes a brief history of the development of modern acting techniques.

Carolina Core: AIU

University Experience (UNIV)

UNIV 101 - The Student in the University (3 Credits)

The purposes of higher education and potential roles of the student within the university. Open to freshmen. Also open to other undergraduate students in their first semester of enrollment.

Women & Gender Studies (WGST)

WGST 112 - Introduction to Women's and Gender Studies (3 Credits)

A social science perspective of women in psychological, sociological, historical, anthropological, economic, and political contexts; the changing roles, images, and institutions.

Carolina Core: GSS, VSR

Graduation with Leadership Distinction: GLD: Community Service, GLD: Diversity and Social Advocacy

WGST 113 - Women's Health (3 Credits)

Basic functioning of the female body; effects of society on processes of health and disease. Not for natural sciences credit.

Carolina Core: GSS

Graduation with Leadership Distinction: GLD: Diversity and Social Advocacy, GLD: Professional and Civic Engagement Leadership Experiences

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