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1999

1999 - 2000, Gardner-Webb University GOAL Academic Catalog

Gardner-Webb University

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GARDNER-WEBB UNIVERSITY

COLLEGE OF EXTENDED
PROFESSIONAL STUDIES

www.gardner-webb.edu



1999-2000

1999-2000

Gardner-Webb

UNIVERSITY

COLLEGE OF EXTENDED PROFESSIONAL STUDIES CATALOG

GARDNER-WEBB UNIVERSITY
Hiding Springs, North Carolina 28017

Telephone (704) 434-4625 or 1-800-288-GOAL (4625)

Gardner-Webb University is committed to equality of opportunity in all areas of education and does not practice or condone discrimination in any form against applicants or students on the basis of race, color, national origin, sex, age, or disability.

CATALOG REQUIREMENTS

The conditions and policies set forth in this catalog have a binding effect upon the University and students for the academic year in which it is in force. The University reserves the right to make necessary changes and corrections. Where changes are made in graduation requirements, the University accepts a moral obligation to provide students the conditions effective the year of their most recent continuous enrollment or an alternative which would not be punitive. Otherwise, all other requirements are effective and in force upon publication of changes.

ACADEMICS



Dr. Catherine L. Jackson
Dean of College of
Extended Professional
Studies



Karen Patterson
Administrative Assistant
to the Dean



Christine Hopper
CGSAL Advisor



Emily Fox
Coordinator and
Advisor, Health
Management and
Human Services/
Business Instructor



Dr. T. Eugene Casper
Public Relations with Careers
Assoc. Professor of
Psychology



Kaye Scherb
CGSAL Advisor



Dr. Roger Gaddis
Coordinator Human
Services and Peer
Learning Assistant



Dr. Barry Hambridge
Coordinator and
Advisor of Criminal
Justice and Human
Services Programs
Professor of Social
Sciences



Earl Gentry
Director of Business
Programs and Assistant
Professor of Accounting



Julie Webb
Administrative Assistant
Facilities Coordinator

NURSING



Dr. Marcie Miller
Campus BSN Program
Chair



Dr. Wanda Smith
Dawn Nursing Program
(BSN) Supervisor
Campus Chair



Debbie Cook
Nursing Advisor
Forsyth



Rebecca Fisher
Nursing Advisor
Cherokee



Dr. Janice Carlson
Nursing Advisor
Sumterville

ADMISSIONS



Jon Wren
Director of CCAL
Admissions



Gail Adams
Administrative Assistant
CCAL Admissions



Matt Norman
CCAL Admissions
Counselor



Jill Gray
Removes Campus BSN



Kristina Moore
CCAL Admissions
Counselor

COLLEGE OF EXTENDED PROFESSIONAL STUDIES

Academic Calendar
1999-2000

4 Fall Semester 1999-Evening

- August 2-6 On-site COAL Registration
- August 16 COAL Classes Begin
- August 17 No Classes
- August 20 Last day to withdraw/add or correct registration
- September 16 Last day to drop/withdraw with grade of "W"
- October 14-15 Mid-Term Reports
- October 18 Fall Break
- November 13 Last date to drop a class and receive a "WF" or "W"
- November 24-26 Thanksgiving Holidays
- December 13-16 Final Examinations

Spring Semester 2000-Evening

- December 13-16 On-site COAL Registration
- January 10 COAL Classes Begin
- January 18 Last day to withdraw/add or correct registration
- February 11 Last day to drop/withdraw with grade of "W"
- March 2-3 Mid-Term Reports
- March 6-10 Spring Break
- April 9 Last date to drop a class and receive a "WF" or "W"
- May 8-11 Final Examinations
- May 13 Commencement

Summer School 2000-Evening

- May 24 First Term Classes Begin
- May 27 Last day to add registration
- June 26-27 First Term Exams
- June 28 Second Term Classes Begin
- July 1 Last day to add registration
- July 31-Aug. 1 Second Term Exams
- August 5 Commencement

INTRODUCTION TO GARDNER-WEBB UNIVERSITY

Gardner-Webb University is a nonsectarian, non-denominational, church-related university on a beautiful campus just outside Shelby in Boiling Springs, North Carolina. The University derives its name from O. Max Gardner, distinguished governor of North Carolina in the 1930s, and his wife, Fay Webb Gardner. The beauty of the campus and the quality of the academic program owe much to their example and leadership.

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Location

Gardner-Webb University is located in the Piedmont section of western North Carolina, one of the most desirable and rapidly developing areas of our nation. Boiling Springs is a small rural town. Nearby Spelling, a city of 22,000, is noted for its support of the arts as the home of state and national leaders. Forty-five miles east of Gardner-Webb is the thriving city of Charlotte, the largest city in the Carolinas. Less than one half hour away to the south is the city of Spartanburg, South Carolina. Gardner-Webb University is easily accessible, located only three miles from U. S. 74 and thirteen miles from Interstate 85. Less than one hour from campus are the Blue Ridge Mountains with many recreational opportunities.

Students

Gardner-Webb University, founded by new Baptists in 1903, has grown steadily to its current enrollment of over 1,000 students. The 2,500 undergraduates come from many states and numerous foreign countries. Slightly less than half of the students are women, and the student body includes a variety of racial and socio-economic groups. Gardner-Webb University admits students of any race, color, sex, religion, and national or ethnic origin without discrimination. This diversity enriches the life of the campus community and reflects the nature of American society.

Accreditation

Gardner-Webb University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1896 Southern Lane, Decatur, Georgia 30033-4097; Telephone Number 404-679-4507) to award Associate, Baccalaureate and Master's degrees. In addition, the baccalaureate nursing program is accredited by the National League for Nursing Accrediting Commission; the music department by the National Association of Schools of Music; and the School of Education by NCATE. The University is authorized by the immigration regulations of the United States for the training of foreign students.

Statement of Purpose

Gardner-Webb is a private concolational university affiliated with the Baptist State Convention of North Carolina. Its purpose is to provide learning of distinction in the liberal arts and in professional studies within a caring community based upon Christian principles and values. Teachers, faculty and staff are part of a community of learning, and Gardner-Webb seeks to prepare and encourage students to make meaningful contributions to the global community in which we live. To this end, the University strives to develop students intellectually, spiritually, socially, and physically. They should be able to think independently and critically, communicate effectively, relate well to persons of diverse backgrounds, understand the natural world, understand the development of civilizations, understand and appreciate aesthetic values, and grow spiritually. To support this development and foster a community dedicated to lifelong learning, Gardner-Webb emphasizes Christian values, academic freedom with responsibility, free intellectual inquiry and discussion, recognition of the dignity and worth of the individual, and strong faculty-student relationships. While pursuing these values, Gardner-Webb seeks to instill the traits of good citizenship in its students and strives to be a good institutional citizen.

College of Extended Professional Studies

Gardner-Webb University provides comprehensive extended professional studies, consisting primarily of the Creative Opportunities for Adult Learners (COAL) program, to meet the specialized educational needs of adult learners. The COAL program provides opportunities for working adults who possess an Associate degree or equivalent (60-64 semester/90-96 quarter hours) to earn a Bachelor of Science degree during evening hours. The COAL program is designed to serve students who are unable to pursue a day program because of work schedules, family responsibilities or geographic locations. Each center has a two-year rotation for courses needed to complete the bachelor's degree in programs offered at that center.

Students who take the courses as scheduled for the twenty-four month rotation and successfully complete them will be eligible to graduate. Students may attend classes at any center however, Gardner-Webb University will not guarantee graduation within the 24 months.

The academic advisors work closely with their advisees to ensure they are registering for the classes needed.

Programs are available in: Accounting, Business Administration, Health Management, Management Information Systems, Criminal Justice, Human Services, and Nursing.

In addition to the Gardner-Webb campus, COAL programs are provided in the following regional locations: Polkton, Charlotte, Concord, Dallas, Dobson, Havel, Marion, Newton, Spindale, Spruce Pine, Statesville, Tion, Valdese, Wilkesboro, and Winston-Salem, North Carolina.

ANSON CENTER

Fossilberg Center
Folwell, N.C.

Majors

Business Administration
Human Services
Health Management
Criminal Justice

Advisors

Darlene Hopper
Kaye Schenk
Emily Foss
Dr. Barry Hambright

BURKE CENTER

Old Back School
Valdese, N.C.

Majors

Accounting
Business Administration
Criminal Justice
Human Services

Advisors

Darlene Hopper
Darlene Hopper
Dr. Barry Hambright
Kaye Schenk

CABARRUS CENTER

Catawba College of Health Science
431 Copperfield Blvd. NE, Concord, NC

Majors

Nursing

Advisors

Dr. Wanda Stone

CALDWELL CENTER

Newton-Conover High School
West 15th Street, Newton, NC

Majors

Business Administration

Advisors

Darlene Hopper

CHARLOTTE CENTER

Meary Hospital
School of Nursing, Charlotte, NC

Majors

Business Administration
Criminal Justice
Human Services
Nursing

Advisors

Darlene Hopper
Dr. Barry Hambright
Kaye Schenk
Rebecca Fisher

FORSYTH CENTER

Allied Health Bldg, Dupont Hospital
Beach Street, Winston-Salem, NC

Majors

Accounting
Business Administration
Criminal Justice
Human Services
Health Management
Nursing

Advisors

Darlene Hopper
Darlene Hopper
Dr. Barry Hambright
Dr. Barry Hambright
Emily Foss
Debbie Cody

GARDNER-WEBB UNIVERSITY

Hay 150, Boiling Springs, NC

MajorsAccounting
Business Administration
Management Info. Systems
Criminal Justice
Human Services
Nursing**Advisors**Darlene Hopper
Darlene Hopper
Darlene Hopper
Dr. Barry Hambricht
Kaye Schenk
Dr. Cindy Miller**GASTON CENTER**

Gaston College, Gastonia, NC

MajorsBusiness Administration
Criminal Justice**Advisors**Darlene Hopper
Dr. Barry Hambricht**IRIDELL CENTER**

Davis Nursing Program

704 Cherry Street, Statesville, NC

MajorsBusiness Administration
Management Info. Sys.
Nursing
Criminal Justice
Human Services**Advisors**Emily Foss
Emily Foss
Dr. Janis Carlton
Dr. Barry Hambricht
Dr. Barry Hambricht**ISOTHERMAL CENTER**

Isothermal Community College

Sprinkle, NC

MajorsBusiness Administration
Human Services**Advisors**Darlene Hopper
Kaye Schenk**MAYLAND CENTER**

Mayland Community College

Spruce Pine, NC

MajorsBusiness Administration
Human Services**Advisors**Kaye Schenk
Kaye Schenk**MCDOWELL CENTER**

McDowell Technical Community College

Mintion, NC

MajorsBusiness Administration
Human Services**Advisors**Emily Foss
Kaye Schenk

MONTGOMERY CENTER

Old Bacon School
Bacon, NC

Majors:

Business Administration
Criminal Justice
Human Services

Advisors:

Darlene Hopper
Dr. Barry Hambright
Dr. Barry Hambright

RICHMOND CENTER

Richmond Community College
Hamlet, NC

Majors:

Accounting
Business Administration
Human Services

Advisors:

Darlene Hopper
Darlene Hopper
Kaye Schenk

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SURRY CENTER

Surry Community College
Dobson, NC

Majors:

Business Administration
Criminal Justice
Human Services

Advisors:

Kaye Schenk
Dr. Barry Hambright
Dr. Barry Hambright

WILKES CENTER

Wilkes Community College
Collegiate Drive, Wilkesboro, NC

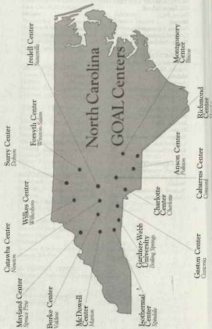
Majors:

Business Administration
Human Services

Advisors:

Darlene Hopper
Kaye Schenk

Diane C. ...



Library Services

It is the intent of the University to provide library services to GCAL students in a manner which is to commensurate with those offered on the University campus. Efforts are constantly being made to expand these services. Services which are currently provided include, but are not limited to the following:

1. All GCAL students are invited and encouraged to visit the John R. Dover Memorial Library on the University campus and make use of all services.

2. A toll-free number (1-800-253-8332) has been established for those students who are unable to visit the main campus library. Some of the services provided through this toll-free number include:

- a. Requests to determine if a book or periodical is currently in the Gardner-Webb collection.
- b. Requests to have books delivered to the student via UPS.
- c. Requests for photocopies of journal articles to be delivered by U. S. Mail, CPWU professor, or courier.
- d. Requests for reference assistance when starting or during the latter stages of a research project.
- e. Requests for books or materials through interlibrary loan, if not held in the Dover Library collection.
- f. Requests for an appointment with a reference librarian at the Dover Library.

The toll-free number is to be used only for library services. Calls received on the line cannot be transferred to other University extensions. When making requests for books and periodicals, you must be registered in the current semester and you must have your Gardner-Webb Identification Number available. (This number appears beside your name on all classrolls and on all grade reports.) You will normally be charged only for postage and photocopying at the rate of ten cents per page.

3. Faculty may request an on-site visit by a member of the Dover Library staff. The staff member will make presentations on request or assist the professor.

4. Gardner-Webb faculty will, on an on-going basis, place collections on reserve in local libraries. These collections will be used for specific courses and will be retained only for the duration of the course.

5. In an effort to increase the availability of resources to off-campus students, agreements have been made with libraries throughout the state. The hosts of the agreements provide:

- a. That the library will allow Gardner-Webb students (most of whom are local residents) full use of all library services and learning resources.
- b. Gardner-Webb will provide specific material and equipment, on an as needed basis, to the library. This material will be available to Gardner-Webb

students and the library's other users.

- c. Gardner-Webb University faculty and staff will inform students about the library resources available to them, and how to access these services.

The University currently has written agreements with the following libraries:

- Batle County Public Library
704-637-3638
- C.C. O'Kelly Library - Winston-Salem State University
910-750-1440
- Catawba County Public Library
704-637-4448
- Catawba Valley Community College Library
- Central Piedmont Community College Library
704-342-6883
- Dalton Community Library
910-386-8208
- Forsyth Technical Community College Library
910-723-0571
- Gaston College Library
704-812-6556
- Gaston County Public Library
704-668-2184
- Irwell County Public Library
704-878-3080
- Isaiah Memorial Community College
704-285-3636
- Mayland Community College
704-765-2351
- McDowell County Public Library
704-652-3858
- McDowell Technical Community College Library
704-652-6021
- Michell Community College Library
704-878-3271
- Montgomery Community College Library
910-538-6222
- Montgomery County Public Library
910-572-1311
- Northwest AHEC Library - Winston-Salem, N.C.
704-326-3662
- Richmond Community College Library
910-582-7000
- Spruce Pine Public Library
704-765-4678
- Surry Community College Library
910-386-8121
- Thomas H. Lenth Memorial Library, Rockingham, N.C.
910-895-6337

- University of North Carolina at Charlotte
704-547-2221
- Western Piedmont Community College Library
704-438-6195
- Wilkes Community College Library
910-838-6111
- Wilkes County Public Library
910-838-2808
- Winston-Salem Public Library
910-727-3275

Current efforts are being made to expand the number of agreements and provide additional services to off-campus students. It is felt that this vast network of services meets or exceeds the needs of all Gardner-Webb University OCAL students.

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Internet

The Internet provides students with online access, an astounding wealth of resources. Students, by using our web address www.gardner-webb.edu, can contact university offices such as Financial Aid, or use university library services.

The library web page allows the student to conduct VirtualReference, search the library catalog, obtain CD-ROM resources, even suggest books that the library should purchase. Students may also use NC Live resources for research. NC Live allows the student to gather information from live "communities of interest", University of North Carolina libraries, community college libraries, state and public libraries and independent college and university libraries. Students may also contact University offices and professors through the use of email.

Student Services

Gardner-Webb University is committed to the education of the whole person. This includes the mind, the body, and the spirit. To this end, the University considers the student's activities outside the classroom to be very important. These activities and others help the student to develop social and interpersonal skills, deepen spiritual commitments, explore career opportunities, formulate a philosophy of life, develop leadership skills and develop sound ethical and moral principles.

The Student Development Division of the University consists of the departments of Campus Ministry, Counseling, Career Services, International Student Programs, Residence Life, University Police, Student Activities, Orientation and Internships. While this division is responsible for the coordination of student activities, it is recognized that off-campus students, because of time constraints and other responsibilities cannot participate in all areas. All appropriate student services available to OCAL students, are the responsibility of, and are supervised by the Student Development Division of the University.

Career Services

The Career Services Office assists students and alumni with career planning and the job search. The services are available to all GWU undergraduate students, graduate students and alumni. Services include career fairs and on-campus interviewing for students and alumni seeking employment and workshops on career-related subjects. Career inventories, both paper and pencil and computerized, are also available. Career fairs are held on- and off-campus throughout the year. Resource materials, articles, videos, and computerized for the career and job search are available on internships, summer positions and full and part-time positions. The Career Services Office also works in conjunction with the Financial Planning Office in the placements of student workers in work study positions on campus. For more information call (304) 434-4563. Persons with internet access can locate the Career Services website at www.careers.gardner-webb.edu.

Community Services

The Office of Community Services serves as an information and resource center for anyone interested in participating in local community activities. These activities may include volunteerism at churches and human service agencies, participation in social and recreational functions, and representation of the University at regular events in the community. The overall purpose of this program is to instill in our campus community the importance of lifelong volunteer involvement with non-profit, educational, and governmental enterprises. All members of the University community, including undergraduates and graduate students, faculty, staff, and alumni are encouraged to become involved in the local community by contacting the office of Community Services.

Counseling Services

Gardner-Webb University recognizes that OCAL students are unique individuals with vastly different experiences from those of the traditional day student. The University also realizes that the life, professional, family, and educational circumstances of adult learners can be very stressful and may require counseling.

In recognition of this need Gardner-Webb is organized to providing counseling services to its off-campus constituents.

Students requiring counseling services may call 1-800-288-6275 to make appointments or to receive telephone counseling for emergency situations. Students requiring counseling services may call 1-800-288-6275 Monday through Friday from 9 a.m. to 5 p.m. For after hours or emergency situations, call 1-800-288-5443.

Campus Ministry

Gardner-Webb is committed to the spiritual growth of each of its students. The Campus Ministry Staff provides Christian ministry to the Gardner-Webb family. Students requiring pastoral care may call (704) 434-4277 Monday through Friday from 9 a.m. to 3 p.m.

Orientation

Each fall, at least two orientation sessions are held to which all students are invited. This is an opportunity to meet and hear from administrators from the various divisions within the University and learn more about the services provided for students. Members of the GOAL staff present the various aspects of the program, a visit to the Campus Shop is provided and tickets are made available for a sporting event on the campus. One of the sessions is held on the campus and others are scheduled at GOAL Centers that are the most accessible to all of the students. Information is mailed to all students in August with details about the orientation sessions.

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ADMISSIONS CRITERIA

The admissions profile for fall admissions to GOAL is as follows (all programs except Nursing):

1. Associate degree or equivalent (60-64 semester/90-96 quarter hours) in a particular area from an accredited institution approved by Gardner-Webb University for inclusion in the GOAL program.
2. Possess 60-64 semester/90-96 quarter hours of transfer credit with a grade of "C" or better.
3. Completion of specific prerequisite coursework as deemed necessary by the department of the chosen major.

GOAL Admissions Procedures

1. The prospective student completes the application and forwards it to the College of Extended Professional Studies along with the application fee of \$25. Concurrently, the student requests official transcripts from all colleges previously attended to be sent to the GOAL Admissions office. Credit from two-year business colleges is not transferable.
2. Upon receipt of all the above information, the folder is forwarded to the Transcript Evaluation Office of the University for analysis of transfer credits.

3. Upon completion of this analysis, the Admissions Committee of the College of Extended Professional Studies determines student eligibility for the program based on admissions criteria. Students may be fully accepted or accepted with stated conditions. The Director of Admissions will make final approval and forward a letter of full acceptance, acceptance with conditions, or deferral, along with a copy of the transcript evaluation to the applicant.

4. The academic advisor is forwarded a copy of all materials for proper advising of the student at a later date. Students may enter at the beginning of any semester or summer term. While there is no application deadline, typically three or four weeks are needed to process all applications.

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Classification as a "Special Student" allows an adult learner who does not wish to pursue a degree or wishes to take a class for transient credit (i.e. if pursuing a degree elsewhere) to enroll in a GCAL course or courses for credit. There is no maximum number of hours which may be accumulated as a special student; however, if a degree is desired, official transcripts must be submitted for evaluation and an advisor assigned. Special students must submit an application for admission and a \$25 application fee. Special students wishing to change their status to a student accepted in a degree program must follow the regular admissions process.

Continuing Education Unit (CEU) experiences are provided on the basis of need.

Re-admission

Any student who withdraws from the GCAL program or does not register for any given fall or spring semester or term must apply for re-admission to the next scheduled term. An application for re-admission should be filed with the College of Extended Professional Studies at least two weeks prior to the opening of the term in which a student wishes to resume studies at Gardner-Webb University. There is no fee for application for re-admission for previous GCAL students.

Requirements For a Second Baccalaureate Degree

A second baccalaureate degree may be sought by a person who holds a bachelor's degree from another institution. A second major may be sought by a person who holds a baccalaureate degree from Gardner-Webb University. All applicants must have at least a 2.0 GPA (overall) on all college work attempted.

The following requirements must be met by the student who wishes to receive a second degree:

1. The student must complete a minimum of thirty-two (32) semester hours with Gardner-Webb University beyond the requirements for any previous degree.
2. At least one-half of the requirements for the major must be completed with Gardner-Webb University.

3. The student must maintain a Grade Point Average of 2.0 or better with a grade of C or better in each course counted toward the major.

4. For the second degree, the student must meet all the curriculum requirements of the current Bulletin, including the core. The student seeking a second degree must choose a major from those listed in the current Bulletin. Because individual course needs are different for each student, the number of semesters required to complete the second degree will vary.

Transfer Policy

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A student may transfer to Gardner-Webb a maximum of 64 semester hours from an accredited two-year institution and a maximum of 96 semester hours from an accredited senior college or university toward meeting degree requirements. A minimum of 32 hours must be taken at Gardner-Webb University. The Registrar interprets the transfer policy and certifies students for graduation.

Transfer Credit

Credit may be transferred only for courses on which the student has earned a C or better. For those cases credit is awarded in hours earned. A course in which a student earns a D (except a course counted in the major or as a prerequisite in the major course area) may be used to satisfy a course requirement but carries no hours credit. The student must meet graduation requirements for the total number of hours required.

College-Level Examination Program: Gardner-Webb accepts credit earned through the College-Level Examination Program prior to enrollment and through the end of the first semester of enrollment. No credit is accepted for tests taken later than the end of the first semester of enrollment. This applies to all programs except Nursing.

1. Credit will be received on the same basis as transferred credit from accredited institutions of higher learning.

2. No credit will be granted in an area for which the examinee has college credit. Also, CLEP tests must be taken before the student enrolls in a comparable course. No course can be dropped to take a CLEP test, and no subject attempted in class may be repeated by CLEP.

3. Credit will be received as passed. No hours attempted or grade points will be computed in the examinee's Grade Point Average.

4. Unsatisfactory scores will not become a part of the student's record.

5. The CLEP test on any subject may be taken only one time.

6. Concerning the Subject Examinations:

(a) The student must submit a score at or above the mean score for C studies on the CLEP national norms, such scores being provided and recommended by the Council on College-Level Examinations.

(b) The number of semester hours granted will be determined by the scope of the material measured, as indicated by the Council on College-Level Examinations.

(c) Credit thus granted may be applied to the student's course of study without restriction.

Armed Service-Related Programs: Veterans who have successfully completed a course or courses under the Service School training program or through USAP may submit a record of courses completed for review by the Transcript Evaluator. Credit may be applied or subject waived, depending upon the discretion of the proper authority, and the appropriateness of the course in the student's educational objective and program.

Service men's Opportunity College: Gardner-Webb University actively seeks male and female students from among America's past and present service corps. As a participating Service men's Opportunity College, this institution offers a variety of educational opportunities to enable service personnel and veterans to learn skills necessary to their performance of duty, advancement, and future vocational growth.

Prior Learning Experiences: Students have often had classes in the military service or through their work in which academic credit was not awarded, but the course work is comparable to some college courses. Students having documentation of prior learning experiences that align with specific courses may submit that documentation for evaluation and may possibly gain academic credit. The policies and procedures are set in the context of the Kolb model of adult learning and in conformity with standards of the Council for Adult Experienced Learning.

ACADEMIC INFORMATION

Academic Counseling

Each student who is admitted to the GOML Program is assigned an academic adviser who assists in the development of a written program of studies. Advising is provided for new students beginning at first registration, and for continuing students at mid-term of fall and spring semesters and in mid-summer. Students are strongly urged to attend scheduled advising sessions since there is not time at the scheduled registration session for advising. Continuing students are further urged to submit the registration payment form and payment by the published deadline to avoid assessment of the \$50 late fee.

Academic Load

A full load is 12 semester hours each fall and spring semester and 6-9 semester hours during the ten-week Summer School. Students may attend the GCMAI Program part-time.

Registration

On-site registration is conducted prior to fall and spring, and summer semesters. However, mail-in registration procedures have been developed for the mutual benefit and convenience of the University and students. Students should meet with their advisors during the scheduled advising sessions to complete all necessary forms and then mail these forms, with payment, to the Business Office on or before the published deadline. Continuing students must adhere to the mail-in deadline or be subject to a late registration fee.

It is imperative that the student attend the scheduled advising sessions to assure efficient functioning of the system.

Included in the registration process is the purchase of the textbooks needed for the courses. The amount of payment includes the price of the texts which students then receive on the first night of class.

A student must be officially admitted to the University prior to registration. A student is not officially enrolled for a course until officially accepted for admission and cleared with the Business Office. Each Course Request Form must be signed by the faculty advisor prior to registration. A student may register at any one of the GCMAI Centers for courses offered in all centers. If the student plans to attend an advising session in a center other than the one he attends classes, he must consult with the advisor.

Financial Aid

Financial Assistance

All requests for financial aid assistance should be directed to the Financial Planning Office of the University. Financial aid awards are made following a determination of the applicant's admission and eligibility. The Financial Aid Form (FAF) and the Free Application for Federal Student Aid (FAFSA) are required for determination of eligibility.

A. Federal

1. FELL GRANTS - Grants available to students who have an exceptional need as indicated by their expected family contribution (EFC), which is shown on the STUDENT AID REPORT. These grants range from \$400 to \$3000 per year. Amounts are lower for students who are taking less than 12 hours of courses per semester.

2. STAMFORD LOANS - Low interest (Variable interest capped at 8.25%) loans that are available to students who are enrolled at least half-time (8 hours or more). The maximum amount a student can borrow is \$5000 per year after passing 50 hours. Repayment begins 6 months after a student drops below half-time

status, withdrawal, or graduation. The maximum repayment term is ten years.

a. **SUBSIDIZED STAFFORD LOANS** - The interest on these loans is paid by the federal government while the student is enrolled half-time or more. Six months after the student graduates, leaves school, or falls below half-time status, the student is responsible for the interest. These loans are based on the student's need.

b. **UNSUBSIDIZED STAFFORD LOANS** - The student is responsible for the interest on these loans from the time the loan is made. The student may begin payment of the interest at that time, or he/she may have the interest applied to the principal. The annual maximum loan amounts are the same as those for the subsidized loans. These loans are available to all students who are enrolled half-time (5 hours) or more.

NOTE: A new loan application must be submitted every year or each time an additional loan is requested.

B. North Carolina

1. NORTH CAROLINA LEGISLATIVE TUITION GRANT (NCLTG) -

These annual state grants of \$1600 per year are available to North Carolina residents of one year or longer who are enrolled full-time (taking at least 12 hours) at a private North Carolina college or university and have not already obtained a Bachelor Degree. A new application form must be filled out each year.

NOTE: NCLTG is not need-based, and does not require a FAFSA.

2. NORTH CAROLINA STUDENT INCENTIVE GRANT (SSGI) -

These annual state grants range from \$400 to \$1500 per year. To qualify for this grant, the student must be a North Carolina resident, enrolled full-time at a North Carolina college or university, and demonstrate financial need as shown by the EFC on the student's STUDENT AID REPORT. This award is made by the state.

NOTE: A FAFSA must be completed by March 15 in order to be considered for this grant.

C. Out of State

1. Those students who do not qualify for the North Carolina grants are eligible for a \$500 grant per full-time semester.

FOLLOW THESE STEPS TO APPLY FOR FINANCIAL AID

1. Apply for admission to Gardner-Webb's OCAL Program.

NOTE: Only fully-accepted students are eligible to receive financial aid.

2. Initiate the financial aid process by completing a Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete this form as soon as their previous year's tax forms are completed. (For example: The info from

the 1997 federal tax forms are needed for the FAFSA for the 98-99 school year.) For students who did not receive federal financial aid the previous year, the FAFSA form can be obtained at the financial aid office of your local community college. Students who did receive federal financial aid the previous year will receive a FAFSA renewal in January.

NOTE: A new FAFSA or a renewal form must be submitted every year in order to receive federal financial aid.

3. Send the completed the FAFSA or the FAFSA renewal form, along with a signed copy of your federal income tax forms, to:

Carolina-Webb University
Financial Planning/Loren Thomas
P.O. Box 955
Boiling Springs, NC 28017

NOTE: Be sure to indicate Carolina-Webb as one of the schools to receive any reports resulting from your financial aid application by recording our Title IV code of 002929 where requested.

NOTE: If you choose to send the FAFSA to the federal processor, completion of your financial aid could be delayed for six weeks. Carolina-Webb has the means to file your application electronically, and have your STUDENT AID REPORT back in two weeks if you have been fully accepted by our Admissions Office. However, during slower times it can take longer.

4. Contact any school that you have attended (whether you received financial aid there or not) since graduating from high school, and request that they send us a FINANCIAL AID TRANSCRIPT. The FINANCIAL AID TRANSCRIPT can be mailed to us at the address shown above, or faxed to us at (704) 434-4469.

5. Once your application has been approved, you will receive a STUDENT AID REPORT. This report should be reviewed for errors, and all errors should be corrected. If there are any corrections to be made, send the corrected STUDENT AID REPORT to us, and we will file it for you. Corrections usually take about a week to process.

6. Some FAFSA forms are chosen by the Dept. of Education for verification. If your application is selected, we will send you an INSTITUTIONAL VERIFICATION FORM to complete and return to us. This has to be done before we can make a financial aid award.

7. After all of the required forms are received and processed, financial aid awards will be made. An award letter will be mailed to you, which will list the financial aid that you have been awarded. You will need to indicate the financial aid that you wish to receive by checking "Yes" or "No" on the line beside the appropriate amount(s). Sign the form and return the white copy. The yellow copy is for you to keep.

8. If you are awarded a loan, a separate loan application must be completed for each loan. The appropriate loan forms will be sent with your award letter.

9. To ensure that the financial aid process is completed, and the appropriate funds have been applied to your account prior to the start of classes, you should begin the process as soon as possible. This will allow an ample time to correct any problems that may arise. For added information call 1-800-253-6472.

Tuition

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Tuition for the 1999-2000 academic year is \$1500 per semester hour, beginning with Semester Session I, 1999. Tuition increases, when necessary, are usually implemented during the summer term; however, the University reserves the right to change tuition and other charges at the beginning of any semester if such change is necessary in the judgment of the Board of Trustees. Students enrolling in 12 or more semester hours who are legal North Carolina residents and are pursuing their first baccalaureate degree may be eligible for the North Carolina Legislative Tuition Grant. During the 1999-2000 academic year the grant is projected to be \$800 each semester for the fall and spring semesters. The grant is not available during the summer term.

OCJAL students pay the OCJAL tuition rate per semester hour, as specified in this catalog, for classes designated as OCJAL classes, regardless of the number of hours taken. For any class taught on the GWU campus designated as a OCJAL class (classes may be designated as both OCJAL and day) the OCJAL student pays the OCJAL tuition rate. OCJAL students may enroll for day classes, but will pay day tuition rates.

Deferred Payment Plan

Tuition, fees, and book charges are payable in full at registration; however, the University makes available a deferred payment plan to those OCJAL students who prefer to make these payments rather than the full payment at registration.

Deferred Payment Plan:

1. The payment schedule will be explained during advising sessions.
2. Deferred Payment Charge will be assessed at a rate of \$2 per credit hour.
3. The Business Office reserves the right to accept or reject any request.
4. The student is responsible for making payment on the three days set for each semester. NOTICES WILL NOT BE SENT.

Employer Paid Tuition

Gardner-Webb recognizes that many companies offer tuition reimbursement to their employees. To enable students to take advantage of this benefit, Gardner-Webb will defer a portion of the student's tuition cost until the student receives

reimbursement from his/her employer. Please contact the University Business Office for details on using this plan.

Change Reduction Policy for GOAL Programs

Registration at the University is considered a contract binding the student for charges for the entire semester. However, it is the policy of Gardner-Webb University to give limited charge reductions in the event a student OFFICIALLY WITHDRAWS from classes. In order to make a course adjustment (withdraw), the student must contact the Registrar's Office in person or by phone at (704) 434-4260. The student will receive a copy of the completed course adjustment form. Withdrawal must be completed prior to the end of the semester in order to officially withdraw.

Reductions will be computed on total charges for tuition, but not on textbooks and fees. A student withdrawing from classes for disciplinary reasons will not be eligible for any reductions and will be liable for the entire semester's charges. (For purposes of interpreting this policy, periods of enrollment will be computed in weeks. A week is defined as a Monday through Friday period or any part thereof. The first week is defined as the week in which classes are scheduled to begin.)

Change Reduction Schedule

Tuition charges for a class(es) will be removed in full provided the student officially withdraws on or before the first official class meeting.

Tuition charges, less 15%, will be removed for the student who does not attend classes but waits until after the first class meeting to officially withdraw. Attendance will be based on the professor's records.

In the event a student attends class(es) and finds it necessary to officially withdraw, charges will be reduced as follows:

On or before the first day of class	refund 100%
During the first 10% of the enrollment period	refund 90%
During the second 10% of the enrollment period	refund 80%
During the third 10% of the enrollment period	refund 70%
During the fourth 10% of the enrollment period	refund 60%
During the fifth 10% of the enrollment period	refund 50%
During the sixth 10% of the enrollment period	refund 40%
After the sixth 10% of the enrollment period	no refund

Notes: When a student's charges are reduced, Federal, State, Institutional and Non-Institutional Aid will be adjusted in accordance with the regulations governing the respective programs. Leaving the University without officially withdrawing may result in a student's forfeiting all financial aid and becoming responsible for the entire balance.

Delinquent Student Accounts

Students with outstanding financial obligations may be prevented from registering for the following semester. A student will not be allowed to participate in commencement exercises or receive a diploma, nor will transcripts be released, until all financial obligations are satisfied. Delinquent accounts may be referred to collection agencies and/or credit bureaus. Financial obligations include, but are not limited to, student account balances, parking, disciplinary and library fines, and returned checks.

Identification Card

All GCAL students should acquire a Gardner-Webb University identification card, primarily for the use of library services both on and off the main campus. The ID card may also be used in connection with other University services or activities. Pictures are taken for the card during student orientation seminars or one may send a picture to the GCAL office for a card to be made and mailed to the student.

Change the Name or Address

Students are requested to contact the Registrar's Office in the event of any change of name or address.

Adding or Changing Courses

The student's schedule of classes may be adjusted by adding or changing courses with the approval of the Registrar within one week from the beginning of the fall or spring semester. Call the Registrar's Office directly at (704) 434-4260. A \$5 fee will be charged for any change following the student's initial registration unless the change is requested by the administration of the University. Changes which result in the student taking the same number of hours as prior to the change will result in no additional tuition charges or reduction in tuition charges.

Withdrawing From Courses

A student may officially withdraw from a class at any time during the first 75% of a semester or summer term. The Registrar's Office provides the necessary forms upon request and a fee is required. A grade of W (withdraw) is recorded for the course during the first four weeks of the semester. After the first four weeks of the semester a WF (withdraw passing) or WF (withdraw failing) is assigned by the professor based upon the professor's assessment of the student's work to date in the course. Students who withdraw from courses resulting in less than a 12 hour enrollment may lose the North Carolina Legislative Grant and/or other financial aid and will be liable for payment of tuition for all registrations unless deemed providential by the administration of the University.

Auditing Courses

Any student may audit a class with the permission of the professor of the course. All auditors must file an application with the College of Extended Professional Studies. Auditors not enrolled in other Gardner-Webb classes will be charged \$50 per course plus any special fees.

Auditors are subject to the attendance regulations of the University. Additional requirements, if any, are the responsibility of the professor. Credits will not be allowed for any course for which a student registers as an auditor.

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Taking Courses at Other Institutions

After completion of courses at other institutions, the student requests that an official transcript be sent to the Registrar, Gardner-Webb University.

The student must obtain and complete a Request to Recognize Transfer Credit form from his/her advisor and obtain approval for the particular courses to be taken. The University is not obligated to accept credit for any course when prior permission has not been granted. Study at another institution cannot be used to improve a student's academic standing. Students may not transfer courses for credit during the time they are taking their final 32 hours of study at Gardner-Webb University.

Credit may be transferred only for courses in which the student has earned a C or better. A course in which a student earns a D may be used to satisfy a course requirement that is not in the student's major, but carries no hours of credit. The student must meet graduation requirements for the total number of hours required.

Independent Study

The term "independent study" is reserved for those courses specifically designed as guided reading and/or student-initiated research courses that include a written project/paper which shall become part of the holdings of the Dorer Library at the conclusion of the course. Independent study is open to students with junior and senior standing and requires the approval of the professor offering the study, the chair of the department, and concurrence of the Dean of the College of Extended Professional Studies. The proposal must be submitted and approved by the end of the semester preceding the study. No more than six hours credit in independent study may be applied toward graduation.

Course by Arrangement

A course by arrangement is restricted to a catalog course which is not offered by the University during a given semester or cannot be scheduled by the student. The course might be offered to the student on a one-to-one basis. The option is limited to instances of extenuating circumstances. Approval of the professor,

department chair, and Deans of the College of Extended Professional Studies is required.

Withdrawal, Suspension, Expulsion

Voluntary termination of enrollment during the course of a semester or summer term is defined as withdrawal. Dismissal from school for a specified period of time is suspension, and expulsion is dismissal for an unspecified period of time. Any evening student leaving school before the end of a term is required to secure a withdrawal form from the Registrar, complete it in full, and return it or call the Registrar's office at (704) 434-4260 to completely withdraw by phone. Honorable dismissal is granted only if these procedures are followed, and failure to comply will result in the recording of an F grade on all work taken that term.

Classification of Students

Juniors - students fully qualified academically for credit who have earned 60 or more hours of credit, but less than 90 semester hours.

Seniors - fully qualified academically for credit who have earned 90 or more hours of credit.

Special Students - persons enrolled in classes but who are not seeking a degree.

Class Attendance Policy

Regular class attendance is an important student obligation, and each student is responsible for all work conducted in class meetings. Students are required by University policy to attend a minimum of 75% of the scheduled class meetings. Failure to do so will result in loss of credit for the course. Furthermore, it is the option of the professor to set a more stringent class attendance policy. During the first week of the semester, the professor will clearly state, in writing, the attendance policy which will govern the class. Students are responsible for knowing the number of absences they accumulate.

Absence from class does not excuse the student from responsibility for class work. Planned class absences for foreseeable personal circumstances or official University business must be negotiated with the professor prior to the absence and plans made for the submission of course work missed.

If weather prevents class meetings, cancellations will be announced on local radio and television stations for each campus. In addition one may call the 1-877-OWU-SNOW number for current weather information. Professors and students may agree upon a mutually acceptable time for make-up of cancellations.

Students who miss scheduled tests and examinations without excusable reasons may not make up such assignments. Authorization to make up tests missed for excusable reasons is obtained from the professor of the class.

A student who does not take the final examination at the scheduled time will receive a failing grade in the subject unless excused by the instructor. If the student is excused, the grade will be recorded as incomplete.

GRADES AND REPORTS

Grading System

Grades and grade points represent the instructor's final estimate of the student's performance in a course. A student earns quality points as well as semester hours if the level of performance does not fall below that of "D." The table below lists the letter grades, the interpretation of each of the grades and the quality points for each hour of credit.

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Grades	Hours Attempted Per Credit Hour	Quality Points Per Credit Hour
A-Exceptional	1	4
B-Outstanding	1	3
C-Satisfactory	1	2
D-Marginal	1	1
F-Failing	1	0
P-Passing	0	0
I-Incomplete	1	0
W-Withdraw w/o penalty	0	0
WP-Withdraw passing	0	0
WF-Withdraw failing	1	0
TR-Transfer Credit	Hours-Credits Only	Hours-Credits Only
CE-Credit Hours	Hours-Credits Only	Hours-Credits Only
AU-Auditor	0	0
Repeated Repeated Course	0	0
+Higher attempt		
Assigned by Quarter Point	1	Computed According to Grade for Final Grade

An "I" is assigned when course work is not complete because of circumstances beyond the control of the student. The student has until mid-term grade report of the next semester to complete the course work and remove the "I"; otherwise an "F" will be automatically assigned by the Registrar's Office.

A "W" will be assigned when a student withdraws from a course during the first four weeks of the semester. After the first four weeks of the semester, a WF or WP is assigned by the professor based upon the professor's assessment of the student's work to date in the course. Semester withdrawal dates are published in registration materials. A grade of WF will have the same effect on the student's GPA as having completed the course and receiving an F.

The last date for withdrawing from an individual course will be four weeks after mid-term grade report period or a date not to exceed 75% of the course (including

summer school). After this time the only courses which will be dropped are those which a student drops when withdrawing from the University.

Once a grade has been submitted to the Registrar, it will not be changed except in the event of a clerical error or an error in calculation, or as a result of the appeal process.

For the policy concerning the appeal of a grade, see the section entitled *Academic Affairs*.

Grade Point Average (GPA)

The student's general academic performance is indicated by a Grade Point Average. This figure is determined by dividing attempted semester hours into earned quality points. Three Grade Point Averages are significant for each student: the semester GPA, the GPA for all work taken at Gardner-Webb and the overall GPA, which includes any work taken at other institutions as well as the student's work at Gardner-Webb. An overall average is calculated normally for University-related agencies, the Alpha Chi advisor, and departments requiring overall GPA and includes all work attempted at previous educational institutions. Students must achieve a minimum GPA of 2.0 on all work taken at Gardner-Webb to qualify for graduation.

Repeating Courses

A student may repeat up to six courses in which a "D," "E," or "WF" is made to improve grades for GPA purposes. When a course is repeated (up to six courses), only the higher grade is counted in computing the Gardner-Webb GPA. Beginning with the seventh course all repeat attempts will be counted in the GPA.

Retention Standards

Standards for acceptable academic progress at Gardner-Webb University are set to assist students in assessing the quality of their performance. Academic probation and suspension are used to alert students to potentially serious academic difficulty in their progress toward degree.

Students are placed on academic probation as a warning that their level of academic achievement is falling below the level expected of students in their class. If their academic achievement should not improve, they are in danger of being suspended from the University.

Students will be placed on probation whose cumulative Grade Point Average falls below these minimum standards:

Juniors with 60 to 89 hours 1.9

Seniors with 90 hours and above 2.0

A student placed on academic probation remains on probation for the entire semester. The student will register for no more than 12 credit hours during any

semester on probation.

In order to be removed from academic probation, the student must bring the cumulative average up to that required of the class. If the student fails to bring the cumulative average up to a satisfactory level during the probation semester, but the semester's average is at or above the minimum required, probation will be continued for another semester.

If at any time while on academic probation the student's semester and cumulative average fall below the requirement, the student will be placed on academic suspension. The student will be suspended from the University for the next fall or spring semester. At the end of a one semester suspension the student may submit a formal application for readmission. If granted, the student may register for classes and will be automatically placed on academic probation.

Should a second academic suspension occur, it will be for at least two semesters. After a two-semester suspension from the University, the student must submit a formal application for readmission. If granted, the student may register for classes and will be automatically placed on academic probation. If placed on suspension a third time, the student will be suspended for two semesters. Readmission requires the approval of the Admissions and Financial Aid Committee. Students suspended from the University are not automatically reinstated upon reapplication.

A student who wishes to appeal the denial of readmission may do so through the Admissions and Financial Aid Committee. A student who wishes to appeal being placed on academic probation or suspension may do so through the office of the Academic Dean. Students on either academic or disciplinary suspension are not allowed to participate in dramatic, musical, athletic, or other practice sessions since they are not to represent the University or participate in the public performance of such events.

Summer study at Gardner-Webb University may be used to improve one's academic standing. However, a student who is on academic probation or suspension may not use study at another institution to improve his/her Gardner-Webb academic standing.

Honors

Semester Honors

Two lists of honor students are posted each semester:

1. Dean's list - Student's enrolled for a minimum of 12 hours and fewer than 15 must have a 3.5 Grade Point Average, and one taking 15 hours or more must have a 3.7 or better with no grade below a C.

2. Honor roll - Students enrolled for a minimum of 12 hours and fewer than 15 hours must have a 3.5 Grade Point Average with no grade below C, and one taking 15 or more hours must have between a 3.2 and 3.7 average with no grade below C.

Alpha Chi

Gardner-Webb University is affiliated with the North Carolina Zeta Chapter of Alpha Chi National Honorary Scholarship Society. Membership in Alpha Chi is the highest honor which is bestowed upon a group of students at the university.

ty. A list of Alpha Chi nominees is produced by the Registrar and mailed to membership requirements. Alpha Chi nominees receive a letter of nomination explaining the requirements of membership and an invitation to an induction ceremony.

The Alpha Chi membership requirements are:

1. Senior status with completion of 90 semester hours, 30 semester hours which must be completed at Gardner-Webb University.
2. 3.5 grade point average on all Gardner-Webb University course work.
3. 3.5 grade point average on all college course work completed at other institutions prior to and during attendance at Gardner-Webb University.
4. Good character.
5. Must be enrolled in at least 12 semester hours at Gardner-Webb University during the semester of induction.
6. Must be in the top 10% of the senior class.

Graduation Honors

To be considered for baccalaureate honors a graduating student must complete a minimum of 64 hours at Gardner-Webb, and his or her GPA for that work taken here must meet certain honors. Those in the upper 12% of the graduating class will receive honors. One-sixth of those so designated will graduate *cum laude*; one-third will graduate *magna cum laude*; and one-half will graduate *cum laude*. This standard will be applied to graduates in each of the following categories: Arts/Sciences, Elementary Education/Physical Education, Day Business, GCIAL Arts/Sciences, and GCIAL Business.

GCIAL Academic Award

At the August commencement exercises, the GCIAL Academic Award is presented to the GCIAL student with the highest overall academic grade point average from both the spring and summer graduations. This grade point average considers all transfer work as well as work at Gardner-Webb.

Graduation Requirements

A minimum of 128 semester hours is required to complete requirements for the baccalaureate degree. All candidates for graduation must take their final 32 hours with Gardner-Webb University. Students transferring from junior colleges are required to complete a minimum of 64 semester hours of subsequent study in senior colleges or universities, with at least the final 32 hours with Gardner-Webb.

A student must have a minimum grade of C on each course counted toward the major. A transfer student is required to complete at least one-half of the major (15

semester hours) at Gardner-Webb.

A minimum Grade Point Average of 2.0 on a 4.0 scale based on the University grading system is required for graduation.

Application for Graduation

Each student is responsible for fulfilling all requirements for the chosen degree program. In cooperation with his/her advisor, the student is also responsible for filing an Application for Graduation with the Registrar no later than the end of the presemester during the semester prior to the final semester of study. GCMAJ advisors will have the graduation applications at registration for the student's final semester. Specific deadlines will be published and a \$50 late fee will be imposed after the deadline date. A final deadline will also be published after which applications will be carried forward to the next scheduled commencement. All candidates are required to be present at Commencement. The University is not obligated to grant a degree to any candidate for graduation who does not attend the exercises. Students who cannot attend commencement will be required to attend the next scheduled one. Contact the Dean of the College of Extended Professional Studies to request such a change.

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Student Responsibility

The student bears the final responsibility for the selection of a program of study and adherence to all published regulations and requirements of the University, including the preceding requirements for graduation. The student cannot transfer this responsibility to his/her academic advisor.

Academic Appeals

An undergraduate student who has a question about an academic decision should consult the University official responsible for the decision. Gardner-Webb protects the interests and rights of students by a procedure whereby decisions about the following issues may be appealed: academic probation, academic suspension, transfer credits, graduation requirements, and grades. With the exception of grade appeals, the student must make all appeals, in writing, no more than eighteen months after the date of the decision being appealed.

Academic Probation and Suspension

Appeals of academic probation and suspension decisions are made directly to the Vice President and Dean of Academic Affairs.

Transfer Credits and Graduation Requirements

Appeals of transfer credits and graduation requirements are made through the advisor, the department chair, the Dean of the College of Extended Professional Studies, the Registrar, and the Educational Policies and Standards Committee, in that order.

Grades

A student has a right to appeal a grade if there is sufficient reason to believe that (1) a question of unfairness, rather than professional judgment, is made or (2) there was a clerical error or an error in the calculation of the grade. The student should first consult with the professor involved, and failing to obtain resolution, the department chair, the Dean of the College of Basic Professional Studies, the Vice President and Dean of Academic Affairs, and the Educational Policies and Standards Committee, in that order. Furthermore, a student should be aware that, as in all grade changes, the Vice President and Dean of Academic Affairs must approve grade changes resulting from an appeal. The last date to initiate a grade appeal is the end of the following semester.

Appeals should not be made on behalf of a student by another party (faculty official of the institution). Forms for filing appeals with the Educational Policies and Standards Committee are available from the Office of the Vice President and Dean of Academic Affairs.

Campus Shop

(Hours: 9:30-5:00, Monday-Friday)

The Campus Shop, located on the ground floor of the Dover Campus Center, provides all books and materials needed by students for their courses of study. Textbooks will be delivered by GCAL professors at their first class meetings. Book buy-back is conducted near the Campus Shop by book companies during the week of final examinations each fall and spring semester.

The Campus Shop hosts Graduation Fairs on the campus and at four GCAL Center sites for the convenience of graduates. Graduation regalia is available for purchase and students have opportunities to order other graduation products at the meeting. Announcement of the dates and places for the Fairs will be sent to all students who will be graduating within the next few months.

Class rings and graduation announcements may also be ordered in writing directly to the Campus Shop. Class ring brochures are available upon request at the regular University telephone number (704) 434-2361, Extension 4273. Those desiring to purchase a University yearbook may write to Yearbook Advisor Gardner-Webb University, Boiling Springs, N.C. 28017.

Student Access to Educational Records

Gardner-Webb University complies with the Family Educational Rights and Privacy Act of 1974. This Act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Institutional policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Office of the Registrar. That office also maintains a Directory of

Records which lists all student educational records maintained by this institution. Information known as Directory Information will be published unless the student specifically requests the Registrar's Office to withhold this information. Directory Information is defined as the following: student name, local and permanent address, telephone numbers, date of birth, marital, dates of attendance, previous educational institutions attended, and degree and awards received.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

Need Programs for the Disabled

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The Need Programs for the Disabled provide support services to deaf, blind, and other identified disabled students. In order to assess each disabled student's needs and to provide the necessary support services, professional documentation of a disability or disabilities must be furnished to the Need Program (704-434-4270) no later than three weeks prior to the beginning of services. Documentation must be current. Upon acceptance to the University, documentation should be sent to the Need Program for the Disabled.

University Police

The University Police department is a multi-functional service agency whose primary purpose is to protect the University community and enforce regulations designed for safety and security of life and property. Full-time officers and professionals who have been properly trained, certified, and commissioned. Services provided by the department include traffic control, engineering, educational seminars, a 24 hour emergency number, vehicle entry service for "lock-outs," vehicle jump starts, and escort service on campus. Officers patrol the entire campus on foot, bicycles, and in marked/unmarked police vehicles. The department also employs students who are uniformed.

The University Police department is located in the Poston Center and operates on a 24 hour basis. The Poston Center also functions as a reception center Monday through Friday 8:00 A.M. until 10:00 P.M. and Sundays 1:00 P.M. until 10:00 P.M.

Vehicle Registration

All motorized vehicles operated on Gardner-Webb property must be registered with the University Police office and display a valid permit. Graduate and OCAI students can obtain permits for \$30.00 during registrations, orientations, and regular business hours from the office of University Police. A parking regulations and restrictions manual is distributed with each permit. The University Police department is located in the Poston Center and operates on a 24 hour basis. The Poston Center also functions as a reception center Monday through Friday 8:00 A.M. until 10:00 P.M. and Sundays 1:00 P.M. until 10:00 P.M.

GOAL CORE CURRICULUM

Before graduation from the Gardner-Webb University GOAL Program with a bachelor's degree, the student will have completed a liberal arts core which consists of the following areas of coursework taken at a community/junior technical college, another senior institution, and/or Gardner-Webb University. It is anticipated that Gardner-Webb will offer the courses in the specified areas over a two-year period. Advisors will work with students (using the transcript evaluation) to determine the extent to which requirements have been met before coming to Gardner-Webb and will assist the student in selection of courses.

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I. Communication

A. English 101

B. English 102

All accepted for admission to GOAL will present evidence of completion of a year of English coursework (Freshman English) from a community college or senior institution. Students not meeting this requirement may be admitted and can take English 100 (Composition and Literary Interpretation) at GWU. This course will be in addition to all other graduation requirements.

C. Oral/Visual Communication

Most students have this competency through previous coursework in speech, business communications, or other similar courses. For those who have not met the competency, the advisor will ensure that the student enrolls in appropriate courses at GWU which emphasize oral and visual presentation. Drama, speech, debate, business communications, teaching, preaching, or other approved courses will meet this competency.

II. Critical Thinking

A. Mathematics

A course in probability & statistics, finite math, or a higher level course such as college algebra, trigonometry, or calculus.

B. Computer Literacy

Computer literacy can be validated in one of four ways:

1. The student has taken or will take an introductory computer course which emphasizes basic computer skills.
2. If a student makes regular use of a computer in his/her job then the student can secure a letter from his/her employer outlining these computer skills and indicating the specific computer tasks which are performed by the individual on a recurring basis.
3. The student may take a computer literacy test administered by the University to determine if he/she has attained an acceptable level of computer literacy.
4. If a student has not met requirements through one of the above, a required workshop will be provided by the University.

III. The Natural World - Two Courses

- A. Science 302 - Physical Science
- B. Science 303 - Human Biology
- C. Science 322 - Environment

Two regular college courses in Biology, Chemistry, Physics, Geology, etc. may be used to satisfy the requirements.

IV. Personal Development - Two Courses

- A. Psychology 380 - Personal Assessment & Adjustment
- B. Health & Physical Education 358 - Health Maintenance, Promotion, and Wellness

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V. Civilization - Two Courses from the following:

- A. Social Sciences 305 - Global Understanding
- B. History 301 - Western Civilization I
- C. History 302 - Western Civilization II
- D. History 319 - 20th Century U.S. History
- E. Political Science 302 - U.S. Government

At least one of the Civilization courses must be a History course.

VI. Aesthetics - Two Courses

(1 from each category)

- A. Art 307 - Art Survey
 - Music 320 - Survey of Music
 - French 305 - Aspects of French Culture and Language
 - Spanish 300 - Aspects of Spanish Culture and Language
- B. English 311 - British Literature Survey I
 - English 312 - British Literature II
 - English 331 - American Literature Survey I
 - English 332 - American Literature Survey II

VII. Christianity - Two Courses

- A. Religion 304 - Old Testament Survey
- B. Religion 305 - New Testament Survey

CORE CURRICULUM CHECKSHEET

(Represents approximately 50% of OCAL Curriculum offered, i.e. those that represent prerequisites for eligibility.)

I. Communications

- * English 101 - Composition
- * English 102 (or 302) - Composition II
- Oral/Visual Communications Competency

II. Critical Thinking (One course)

- A. Mathematics 309 - Finite Mathematics
- Mathematics 316 - Probability & Statistics
- B. Computer Literacy (Required competency)

III. The Natural World (Two of the following)

- Science 302 - Physical Science
- Science 303 - Human Biology
- Science 322 - Environment
- Two regular college courses in Biology, Chemistry, Physics, Geology, etc., may be used to satisfy the requirement

IV. Personal Development (Two courses)

- Psychology 380 - Personal Assessment and Adjustment
- Health & Physical Education 338 - Health Maintenance, Promotion, and Wellness

*Prerequisite Courses

V. Civilization (Two of the following courses)

- Social Science 305 - Global Understanding
- History 301 - Western Civilization I
- History 302 - Western Civilization II
- History 319 - 20th Century U.S. History
- Political Science 302 - U.S. Government

At least one course transferred in or taken at GWU must be a History course.

VI. Aesthetics (Two courses - One from each category)

- A. Art 307 - Art Survey
- Music 302 - Survey of Music
- French 302 - Aspects of French Culture and Language
- Spanish 302 - Aspects of Spanish Culture and Language
- B. English 311 - British Literature Survey I
- English 312 - British Literature II
- English 331 - American Literature Survey I
- English 332 - American Literature Survey II

VII. Christianity - Two Courses

- A. Religion 304 - Old Testament Survey
- B. Religion 305 - New Testament Survey

Faculty of Business Administration

Department of Management Science
BRYANT SCHOOL
OF MANAGEMENT

MAJOR PROGRAMS OF STUDY

1. Bachelor of Science in Business Administration
2. Bachelor of Science in Management Science
3. Bachelor of Science in International Business
4. Bachelor of Science in Marketing
5. Bachelor of Science in Finance
6. Bachelor of Science in Accounting
7. Bachelor of Science in Information Systems
8. Bachelor of Science in Human Resources Management
9. Bachelor of Science in Operations Management
10. Bachelor of Science in Project Management
11. Bachelor of Science in Supply Chain Management
12. Bachelor of Science in Business Analytics
13. Bachelor of Science in Business Law
14. Bachelor of Science in Business Ethics
15. Bachelor of Science in Business Communication
16. Bachelor of Science in Business Negotiation
17. Bachelor of Science in Business Writing
18. Bachelor of Science in Business Leadership
19. Bachelor of Science in Business Innovation
20. Bachelor of Science in Business Entrepreneurship

BROYHILL SCHOOL OF MANAGEMENT

ACCOUNTING

The Bachelor of Science Degree in Accounting, offered through Gardner Webb's Broyhill Undergraduate School of Management, provides a fully accredited baccalaureate degree for those wishing to pursue a career in accounting. With a degree in accounting, the graduate can pursue entry level positions with public accounting firms, banks, and a host of other financial institutions. The curriculum prepares the student to take professional exams such as the CPA, CMA and CFA. The GCMA Curriculum in Accounting is designed as an intensive quantitatively approached method, with a concentration in both the sciences of accounting and business administration.

Prerequisites

Prior to enrolling in the Accounting Program, the applicant should have the following in his or her academic transcripts:

- An Associate degree or the equivalent (60-64 semester hours from an accredited junior college or senior college)
- 2 courses in Accounting Principles (8 semester hours)
- 2 courses in Economic Principles (macro and microeconomics)
- 1 semester in Federal Income Taxation
- English 101 and 102 (Basic Composition and Literature)
- Coursework in algebra is recommended but not required before taking Gardner-Webb's Math 109 or 116.

Notes: Prerequisite accounting courses may be completed by taking the Foundations I course. Both prerequisite economics courses may be completed by taking the Foundations II course. Students may be admitted without prerequisite economics courses but must be enrolled in a prerequisite course each semester until prerequisites have been completed. Failure to complete a prerequisite course will prohibit the student from registering for any subsequent semester. Students must complete the accounting prerequisite before beginning the accounting major.

Academic Curriculum

As with all GOAL majors, approximately half of the Accounting track consists of our Core Curriculum of Liberal Arts (see Core Curriculum), providing 35 hours toward the 128 hours needed to graduate. The other half will be particular to the Accounting major, consisting of the following courses:

- ACC 313 Intermediate Accounting I
- ACC 314 Intermediate Accounting II
- ACC 360 Advanced Cost Accounting
- ACC 435 Advanced Accounting
- ACC 450 Auditing
- BAD 300 Legal Environment of Business
- BAD 305 Quantitative Methods
- BAD 312 Financial Management
- BAD 318 Principles of Marketing or MGT 422 Marketing Management
- BAD 480 Business Policy

Note: ACC 313, 314, 360, 435, and 450 must be taken at Gardner-Webb if not previously taken at another senior institution.

ACCOUNTING CHECKLIST

Prerequisite Courses which must be completed prior to entry into the GOAL program:

- a. Accounting Principles (6 semester hours)
- b. Macroeconomics (1 course)
- c. Microeconomics (1 course)
- d. Federal Income Tax (1 course)
- e. Equivalent of Gardner-Webb's English 101 and 102

Coursework in algebra is recommended prior to taking Mathematics 309 or 328 at Gardner-Webb.

Gardner-Webb Coursework

A. University Core - See GOAL Core Curriculum Checklist

B. Major

- | | |
|---|----------------------------------|
| <input type="checkbox"/> ACC 313 | <input type="checkbox"/> ACC 314 |
| <input type="checkbox"/> ACC 360 | <input type="checkbox"/> ACC 435 |
| <input type="checkbox"/> ACC 450 | <input type="checkbox"/> BAD 300 |
| <input type="checkbox"/> BAD 305 | <input type="checkbox"/> BAD 312 |
| <input type="checkbox"/> BAD 318 or MGT 422 | |
| <input type="checkbox"/> BAD 480 | |

BUSINESS ADMINISTRATION BSBA

The Bachelor of Science Degree in Business Administration, offered through Gardner-Webb's Bryson Hill Undergraduate School of Management, provides a comprehensive study of business principles as related to marketing, administrative and management. With a four-year degree in Business, one can pursue employment opportunities in a variety of supervisory and entry level management positions, including public accounting firms, wholesalers, retailers, banks and insurance companies.

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Prerequisites

Prior to enrolling in the Business Administration Program, the applicant should have the following courses in his or her academic transcript:

- An Associate degree or the equivalent (60-64 semester hours from an accredited junior college or senior college)
- 2 courses in Accounting Principles (6 semester hours)
- 2 courses in Economic Principles (macro and microeconomics)
- English 101 and 102 (Basic Composition and Literature)
- Coursework in algebra is recommended but not required before taking Gardner-Webb's Math 309 or 316.

Notes: Prerequisite accounting courses may be completed by taking the Foundations I course. Both prerequisite economics courses may be completed by taking the Foundations II course. Students may be admitted without prerequisite accounting or economics courses but must be enrolled in a prerequisite course each semester until prerequisites have been completed. Failure to complete a prerequisite course will prohibit the student from registering for any subsequent semester.

Academic Curriculum

Approximately half of the Business curriculum consists of our OCAL Core, a variety of upper-level liberal arts courses (see Core Curriculum). The other half will be particular to the Business major, including the following major requirements:

- BAD 300 Legal Environment of Business
- BAD 305 Quantitative Methods
- BAD 312 Financial Management
- BAD 318 Principles of Marketing or MGT 422 Marketing Management
- BAD 490 Business Policy
- MGT 400 Human Resource Management or MGT 418 Production and Operations Mgmt.
- MGT 403 Human Behavior in Organizations or MGT 410 Small Business Mgmt.
- 9 semester hours of Business Electives

BUSINESS ADMINISTRATION CHECKLIST

Prerequisite Courses which must be completed prior to entry into the GOAL program:

- a. Accounting Principles (6 semester hours)
 - b. Macroeconomics (1 course)
 - c. Microeconomics (1 course)
 - d. Equivalent of Gardner-Webb's English 101 and 102
- Coursework in algebra is recommended prior to taking Mathematics 309 or 316 at Gardner-Webb.

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Gardner-Webb Coursework:

A. University Core - See GOAL Core Curriculum Checksheet

B. Major:

- | | |
|---|---|
| <input type="checkbox"/> BAD 300 | <input type="checkbox"/> BAD 308 |
| <input type="checkbox"/> BAD 312 | <input type="checkbox"/> BAD 315 or MGT 422 |
| <input type="checkbox"/> MGT 410 or 420 | <input type="checkbox"/> BAD 480 |
| <input type="checkbox"/> MGT 400 or MGT 416 | |

9 Semester hours of Business electives

MANAGEMENT INFORMATION SYSTEMS

The Bachelor of Science Degree in Management Information Systems, offered through Gardner-Webb's Broyhill Undergraduate School of Management, is a specialized, technically oriented degree in the broad and ever changing field of computer science. One of the fastest growing areas of study, as well as one offering plentiful career opportunities into the 21st century, the MIS student can hope to pursue a wide array of positions in the computer industry. These may include opportunities in data processing, consulting, software development, and communication services.

Prerequisites

Prior to enrolling in the MIS Program, the applicant should have the following courses in his or her academic transcript:

- An Associate degree or the equivalent (60-64 semester hours from an accredited junior college or senior college)
- 14 semester hours in computer-related subjects
- 2 courses in Accounting Principles (6 semester hours)
- 2 courses in Economic Principles (macro- and microeconomics)
- English 101 and 102 (Basic Composition and Literature)

Notes: Prerequisite accounting courses may be completed by taking the Foundations I course. Both prerequisite-economics courses may be completed by taking the Foundations II course. Students may be admitted without prerequi-

site accounting or economics courses but must be enrolled in a prerequisite course each semester until prerequisites have been completed. Failure to complete a prerequisite course will prohibit the student from registering for any or several subsequent semesters.

Academic Curriculum

Approximately half (13 semester hours) of the MIS curriculum consists of the OCAL Core, a variety of upper-level liberal arts courses (see Core Curriculum). The other half will be particular to the MIS major, and relate directly to the study of computer sciences. Keep in mind that, as the field of computer science is constantly changing, we have designed our curriculum to keep in step with these changes. In this way, we hope to provide a course of study that is consistent with trends, advancements, etc. in this field. Below are the Major requirements of MIS:

- MIS 301 Systems Analysis and Design
- MIS 423 Programming Language or MIS 432 Information Systems Planning
- MIS 433 Database Program Development
- MIS 471 Applied Software Development
- MIS 485 Topics in MIS
- BAD 305 Quantitative Methods
- BAD 312 Financial Management
- BAD 480 Business Policy
- MGT 403 Human Behavior in Organizations or MGT 450 Small Business Mgmt.
- MGT 416 Production and Operations Mgmt.

MANAGEMENT INFORMATION SYSTEMS CHECKLIST

Prerequisite Courses which must be completed prior to entry into the OCAL program:

- a. Accounting Principles (6 semester hours)
- b. Microeconomics (1 course)
- c. Macroeconomics (1 course)
- d. Associate Degree in Management Information Systems, Data Processing, Computer Science or 14 semesters/21 quarter hours in computer related subjects
- e. Equivalent of Gardner-Webb's English 101 and 102
- f. Coursework in algebra is recommended prior to taking Mathematics 309 or 316 at Gardner-Webb.

Gardner-Webb Coursework:

A. University Core - See OCAL Core Curriculum Checklist

B. Major:

- BAD 305
- BAD 312
- BAD 480
- MGT 450

□ MIS 371
 □ MIS 431
 □ MIS 495

□ MIS 423 (or 432)
 □ MIS 471
 □ MKT 410 or 403

□ MIS 495

HEALTH MANAGEMENT

The Bachelor of Science Degree in Health Management, offered through Gardner-Whitell's Broyhill Undergraduate School of Management, provides a fully accredited baccalaureate degree for those wishing to pursue a career in Health Management. Health management is designed to prepare individuals who have a health-related and/or business education background to assume positions in health care management and to recognize and to respond to the emerging health needs of a changing society.

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Prerequisites

Prior to enrolling in the Health Management Program, the applicant should have the following courses in his or her academic transcript:

- An Associate degree or the equivalent (60-64 semester hours from an accredited junior or senior college)
- 2 courses in Accounting Principles (6 semester hours)
- 2 courses in Economic Principles (macro and microeconomics)
- English 101 and 102 (Basic Composition and Literature)

Notes: Prerequisite accounting courses may be completed by taking the Foundations I course. Both prerequisite economics courses may be completed by taking the Foundations II course. Students may be admitted without prerequisite accounting or economics courses but must be enrolled in a prerequisite course each semester until prerequisites have been completed. Failure to complete a prerequisite course will prohibit the student from registering for any subsequent semester.

Academic Curriculum

As with all CCAL majors, approximately half of the Health Management track consists of our Core Curriculum of Liberal Arts (see Core Curriculum), providing 15 hours towards the 128 hours needed to graduate. The other half will be particular to the Health Management major, consisting of the following courses:

- HMG 300 Introduction to Health Management
- HMG 301 Accounting for Health Management
- HMG 303 Finance for Health Management
- HMG 304 Economics of Health Care
- HMG 307 Strategic Planning for the Health Manager
- HMG 308 Health Policy Seminar
- HMG 410 Health Care Law Seminar

HEALTH MANAGEMENT CHECKLIST

Prerequisite Courses which must be completed prior to entry into the OCM program:

- a. Associate Degree or equivalent. (Note: A health related degree is *not* acceptable.)
- b. Accounting Principles (5 semester hours)
- c. Macroeconomics (1 course)
- d. Microeconomics (1 course)
- e. Equivalent of Gardner-Webb's English 101 and 102

Gardner-Webb Coursework:

A. University Core - See OCM Core Curriculum Checklist

B. Major

- | | |
|--|---|
| <input type="checkbox"/> HMG 300 | <input type="checkbox"/> HMG 301 |
| <input type="checkbox"/> HMG 303 | <input type="checkbox"/> HMG 304 |
| <input type="checkbox"/> HMG 307 | <input type="checkbox"/> HMG 308 |
| <input type="checkbox"/> HMG 400 | <input type="checkbox"/> MGT 400 |
| <input type="checkbox"/> MGT 412 | <input type="checkbox"/> BAD 325 or MGT 425 |
| <input type="checkbox"/> MGT 403 | |
| <input type="checkbox"/> Other Business elective or electives if needed for graduation | |

DEPARTMENT OF SOCIAL SCIENCES

CRIMINAL JUSTICE

Gardner-Webb's Bachelor of Science degree in Social Science with a concentration in Criminal Justice prepares the student for a specialized career in the field of law enforcement. Graduates go on to obtain higher administrative positions in law enforcement agencies, parole and corrections offices. The curriculum designed for Criminal Justice students is broad based, covering studies from the philosophy of law enforcement to the social implications of corrections and appropriately dealing with law violations through the legal justice system.

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Prerequisites

Prior to enrolling in the Criminal Justice Programs, the applicant should have the following in his or her academic transcript:

- An Associate degree or the equivalent (60-64 semester hours from an accredited junior or senior college)
- English 101 and 102 (Basic English Composition and Literature)
- 14 semester hours (21 quarter hours) of law-enforcement related courses

Academic Curriculum

As with all GCAI majors, approximately half of the Criminal Justice major consists of our Core Curriculum of Liberal Arts (see Core Curriculum), providing 55 hours towards the 128 hours needed to graduate. The other half will be particular to the Criminal Justice major, consisting of the following courses:

- CJC 410 A Philosophy of Criminal Justice
- CJC 420 Administrative Decision Making
- CJC 430 Criminal Justice Theory and Research
- HEA 401 Drug and Alcohol Education
- MGT 400 Human Resource Management
- PSC 314 Judicial Process
- PSY 401 Psychopathology
- SOC 400 Minority Groups

CRIMINAL JUSTICE CHECKSHEET

Prerequisite Courses which must be completed prior to entry in the CJCS program:

- a. Completion of an Associate degree (or equivalent) from a regionally accredited institution
- b. Completion of at least 21 quarter (14 semester) hours of law enforcement courses.
- c. Equivalent of Gardner-Webb's English 101 and 102

Gardner-Webb Coursework:

A. University Core - See GCAL Core Curriculum Checklist

B. Major: 30 semester hours are required in the major with at least 15 of them with Gardner-Webb)

- | | |
|----------------------------------|----------------------------------|
| <input type="checkbox"/> CJC 410 | <input type="checkbox"/> CJC 420 |
| <input type="checkbox"/> CJC 430 | <input type="checkbox"/> HEA 401 |
| <input type="checkbox"/> MGT 400 | <input type="checkbox"/> PSC 314 |
| <input type="checkbox"/> PSY 401 | <input type="checkbox"/> SOC 400 |

Supportive and Electives:

- | | |
|----------------------------------|----------------------------------|
| <input type="checkbox"/> MGT 403 | <input type="checkbox"/> PSC 313 |
| <input type="checkbox"/> PSC 495 | <input type="checkbox"/> PSY 305 |
| <input type="checkbox"/> SOC 310 | <input type="checkbox"/> SOC 311 |
| <input type="checkbox"/> HEA 402 | |

C. ELECTIVES (Take as many as needed to complete 64 senior college hours and the minimum 128 semester hour requirement for graduation.)

HUMAN SERVICES

The Bachelor of Science degree in Social Services with a concentration in Human Services is a program designed for those wishing to obtain employment in the social services industry. It is referred to as a "Counseling" Degree, as many graduates go on to pursue school or agency counseling. However, numerous positions may be found in geriatric care, group rehabilitation, and some social work.

Prerequisites

Prior to enrolling in the Human Services Program, the applicant should have the following in his or her academic transcript:

- An Associate degree or the equivalent (60-64 semester hours from an accredited junior or senior college)
- English 101 and 102 (Basic English Composition and Literature)

Academic Curriculum

As with all OCAL majors, approximately half of the Human Services track consists of our Core Curriculum of Liberal Arts (see Core Curriculum), providing 33 hours towards the 128 hours needed to graduate. The other half will be particular to the Human Services major, consisting of ten (30 semester hours) of the following courses:

- HUS 300 Ethical Issues in the Helping Professions
- HUS 301 Treatment Modalities
- HUS 302 Group Dynamics
- HUS 320 Introduction to Clinical Practice
- HUS 400 Legal Issues in the Helping Professions
- HUS 491 Human Services Seminar
- HUS 497 Human Services Internship
- PSY 305 Psychology of Personality
- PSY 401 Psychopathology
- PSY 402 Introduction to Counseling
- HEA 401 Drug and Alcohol Education
- SOC 113 Sociology of Deviant Behavior

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HUMAN SERVICES CHECKSHEET

Prerequisite Courses which must be completed prior to entry in the OCAL program:

- a. Completion of an Associate degree (or equivalent) from a regionally accredited institution.
- b. Successful completion of courses in the liberal arts and social/behavioral sciences is recommended.
- c. Equivalent of Gardner-Webb's English 101 and 102.

Gardner-Webb Coursework:

A. University Core - See OCAL Core Curriculum Checklist

B. Major: 30 semester hours are required in the major with at least 15 of those with Gardner-Webb

- | | |
|----------------------------------|----------------------------------|
| <input type="checkbox"/> HEA 401 | <input type="checkbox"/> HUS 300 |
| <input type="checkbox"/> HUS 301 | <input type="checkbox"/> HUS 302 |
| <input type="checkbox"/> HUS 320 | <input type="checkbox"/> HUS 400 |
| <input type="checkbox"/> HUS 491 | <input type="checkbox"/> HUS 497 |
| <input type="checkbox"/> PSY 305 | <input type="checkbox"/> PSY 401 |
| <input type="checkbox"/> PSY 402 | <input type="checkbox"/> SOC 113 |

ELECTIVES (Take as many as needed to complete 64 senior college hours and the minimum 128 semester hour requirement for graduation.)

SCHOOL OF NURSING

BACHELOR OF SCIENCE IN NURSING PROGRAM

The Bachelor of Science in Nursing program is coordinated through two on-campus centers. The Gardner-Webb University campus, located in Bowling Green, accommodates both boarding and commuting students. The hotel, fourth Calhoun and Charlotte Centers are coordinated through the Davis Nunn Program located on the Statesville campus and accommodate commuting students only. The purpose of the School of Nursing BSN program is to provide baccalaureate nursing education within a caring Christian atmosphere, to advance the practice of nursing through the utilization of nursing research, and to enhance the health and well-being of the community served. To support this purpose, its program:

- provides baccalaureate nursing education to registered nurses with varying educational, experiential and cultural backgrounds
- prepares a generalist who can deliver professional nursing care in a variety of settings
- prepares a nurse who is accountable to the profession and society
- provides the foundation for graduate education in nursing.

The BSN program is accredited by the National League for Nursing Accrediting Commission (64 Broadway, New York, NY 10006, 1-800-689-9656).

ADMISSION TO THE BACHELOR OF SCIENCE IN NURSING PROGRAM

Students applying for admission to the BSN program must also apply for admission to Gardner-Webb University through the College of Extended Professional Studies.

Prerequisites

- Completion of an associate degree with a major in nursing or a hospital diploma nursing program.
- ADN Graduates: 25 semester hours of nursing credit at the ADN level will be applied as basic to baccalaureate nursing courses. Any credits received over 25 hours will be grouped under the category of nursing elective hours.
- Diploma Graduates: Graduates of diploma nursing programs may earn a maximum of 37 hours of lower division nursing credit (25 hours applied as basic to baccalaureate nursing courses and 12 hours of nursing electives) upon successful completion of nine hours of nursing through Gardner-Webb University.
- No transfer credit will be awarded for learned practical or vocational nursing

COURSES

- Current RN license.
- One year of clinical training experience within the past five years or completion of a nursing program within the past year.
- Cumulative and nursing GPA of 2.5. Students who have a GPA less than 2.5 but no lower than 2.0 may also be accepted under special conditions. These students must complete 12 hours of credits through Gardner-Webb University with a grade of C or above in each course in order to remain enrolled in the program.
- Credits for advanced placement may be earned via CLEP, NLN, Regeneris College, and departmental exams. Such credits earned will be interpreted as earned through Gardner-Webb.

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BSN DEGREE REQUIREMENTS

- **GCAL CORE:** See Page 34. (Nursing NS5 and NS6 satisfy the GCAL Core requirements for oral/written communication and for computer literacy).
- **MAJOR:** Nursing NS0, NS1, NS2, NS3, NS4, NS5, NS6, NS7, NS8, NS9, NS10, NS11, NS12, NS13, NS14, NS15, NS16, NS17, NS18, NS19, NS20, NS21, NS22, NS23, NS24, NS25, NS26, NS27, NS28, NS29, NS30, NS31, NS32, NS33, NS34, NS35, NS36, NS37, NS38, NS39, NS40, NS41, NS42, NS43, NS44, NS45, NS46, NS47, NS48, NS49, NS50, NS51, NS52, NS53, NS54, NS55, NS56, NS57, NS58, NS59, NS60, NS61, NS62, NS63, NS64, NS65, NS66, NS67, NS68, NS69, NS70, NS71, NS72, NS73, NS74, NS75, NS76, NS77, NS78, NS79, NS80, NS81, NS82, NS83, NS84, NS85, NS86, NS87, NS88, NS89, NS90, NS91, NS92, NS93, NS94, NS95, NS96, NS97, NS98, NS99, NS100. Students may also take Nursing 499 if additional elective hours are needed for graduation.
- **NURSING SUPPORT COURSES:** Grade of "C" or higher is required in the following courses: One NS0 or 400 level management or health management course, Political Science NS1, one statistics course.

SPECIAL NURSING REQUIREMENTS

1. Students must provide their own transportation to the clinical agencies.
2. Policies regarding health forms and immunizations can be obtained by contacting the Department Chair for the BSN Program.
3. Any student without current RN license will not be permitted to enroll in any nursing course.
4. A person admitted to the GCAL program as a "Special Student" may not enroll in any nursing course without the prior approval of the Department Chair for the BSN Program.

For detailed information on admission, transfer credit, and advanced placement for the Gardner-Webb University campus center, write or call:
School of Nursing - BSN Program
Gardner-Webb University
Campus Box 7112
Boiling Springs, N.C. 28017
Phone (704) 634-6364

For detailed information on admission, transfer credit, and advanced placement for the Statesville campus center (includes Inlet, Forsyth, Cabarrus and Charlotte centers), write or call:

Davis Nursing Program
Gardner-Webb University - Statesville Campus
P.O. Box 909
Statesville, N.C. 28687-0909
Phone (704) 872-3664

BSN CHECKLIST

- Completion of an Associate Degree with a major in nursing or a clinical diploma nursing program.
- RN License

General-Width Coursework:

A. University Core - See GOAL-Curriculum Checklist

B. Support Courses:

- 300 or 400 level Management or Health Management Course
- Statistics Course
- Political Science 302

C. Major:

- | | |
|----------------------------------|----------------------------------|
| <input type="checkbox"/> NUR 300 | <input type="checkbox"/> NUR 301 |
| <input type="checkbox"/> NUR 302 | <input type="checkbox"/> NUR 303 |
| <input type="checkbox"/> NUR 304 | <input type="checkbox"/> NUR 305 |
| <input type="checkbox"/> NUR 306 | <input type="checkbox"/> NUR 401 |
| <input type="checkbox"/> NUR 402 | <input type="checkbox"/> NUR 404 |
| <input type="checkbox"/> NUR 403 | |
- Nursing elective or electives if needed for graduation

CODE OF CONDUCT

The Code of Conduct is an official part of Gardner-Webb University and gives life on our campus and in our regional centers a special personality. We believe it represents values necessary for an open educational community. Students who enroll at Gardner-Webb agree to abide by this Code. The Code is outlined in the student handbook. The following is a list of prohibited behaviors.

Alcohol/Drugs

Possessing, consuming, being intoxicated (drunk), driving while impaired, selling or distributing alcoholic beverages or illegal drugs on campus or at a Gardner-Webb University off-campus site.

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Vandalism

The willful damage to, destruction or defacement of property in general.

Stealing

Unauthorized taking of property or being in possession of stolen property.

Accessory/Accessory after the Fact

Being a party to, witness to or having knowledge of any policy violation which is occurring or has occurred without reporting such violations immediately to the proper authorities.

Lying

Furnishing false information with the intention of deceiving.

Assault

An act or movement which conveys an intention to use force of violence or cause physical injury to another person.

Aggravated Assault

An assault in which there is an intent to inflict injury or an attempt to inflict serious injury which may involve the use of a weapon.

Unauthorized Entry

Breaking and unauthorized entry into any Gardner-Webb University facility.

Hazing

To annoy any student by playing abusive or ridiculous tricks on him/her, to

frighten, scold, beat or harass himself or subject himself to personal indignity.
(North Carolina Statute 14-37)

Verbal Abuse or Harassment

Insulting, taunting or threatening communications; defaming or slandering; obscene language, verbal assaults, derogatory, sexist or racist remarks or behavior that puts another member of the university community or guest in a state of fear or anxiety.

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Gambling

Illegal gambling, wagering, or betting.

False Reporting

Intentional false reporting of a bomb, fire, or any other emergency.

Obscene, Lewd, Indecent Media Exhibition

The use, display, or exhibition of pornographic magazines, movies, video tape records, cassettes, or posters.

Demonstrations

The gathering of a group of students for the purpose of a demonstration that is not orderly or peaceful which interferes with the academic process or normal operation of the University.

Aiding/Abetting

Aiding, abetting or conspiring with another person to become involved in prohibited behavior.

Disorderly Conduct

Any disorderly behavior.

Firearms/Explosives/Weapons

The use, possession or distribution of firearms, explosives, fireworks or knives at any GWU facility.

Language

Lewd, obscene, indecent, profane and vulgar language, writing, expression or behavior.

Fair procedures

The Student Government Association of Carleton-Welch University includes in its membership all students of the institution. A student charged and/or participating in prohibited behavior is granted the following in order to ensure fundamental fairness in the judicial process.

- A. **Notice.** The student has the right to be informed in writing of the charge(s) against him or her. The notice must provide the charge(s) as well as the specific evidence which resulted in the charge(s).
- B. **Procedures.** The student has the right to be informed orally or in writing of the judicial procedures.
- C. **Right to Counsel.** The student has the right to be represented by a person of his/her choice from the University to act as counsel.
- D. **Evidence.** The student has the right to have decisions from consideration evidence which resulted from confessions obtained by questions or deceit and objects or documents obtained as a result of illegal search.
- E. **Right to call witnesses.** The student has the right to present witnesses from the University to testify in his/her defense.
- F. **Hearing.** The student has the right to respond to charges before a disciplinary decision is made.
- G. **Written report.** The student has the right to respond to a letter reporting the result of the hearing.
- H. **Appeals.** The student has the right to appeal a decision by either a hearing officer or a judicial board for any of the following reasons:
 - (1) irregularity in proceedings
 - (2) punishment inconsistent with the nature of the offense
 - (3) additional evidence not available at the hearing

When a student pleads guilty and a minimum penalty is assessed, the student does not have the right to appeal the decision.

Policy of Academic Honesty

Preamble

As a community of scholars founded upon the ideals of Christianity, Carleton-Welch University expects its students to develop and display a strong sense of academic integrity. As to any community, this institution must be governed by regulations, and like the laws of any community, these regulations bear when they are fully understood, accepted and cherished by each and every member of the community. Therefore, all students and faculty members are expected to be familiar

we wish and to base their actions upon the following statements regarding academic dishonesty.

Student Responsibilities

- 1) Students should recognize that the regulations governing academic integrity exist for the protection of the honest and that dishonesty in academic writing must not be tolerated, much less condoned.
- 2) Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment.
- 3) Students are ultimately responsible for understanding a faculty member's instructions for any assignment. If instructions are not clear, students must seek clarification from the instructor.
- 4) Students must understand the definition of plagiarism and academic dishonesty.
- 5) Students should familiarize themselves with the proper use of citations and quotations in order to avoid accidentally passing off someone else's work as their own.

Faculty Responsibilities

- 1) Faculty must explain all assignments as thoroughly as is reasonable and should address any extraordinary limitations on outside assistance.
- 2) Faculty members should take reasonable precautions in giving tests to ensure that violations do not occur. The fact that a faculty member did not take a specific precaution does not, however, constitute an excuse for academic dishonesty.
- 3) Faculty must be willing to investigate and, if circumstances warrant, press charges against students suspected of academic dishonesty.
- 4) Faculty members must file an Academic Dishonesty Report any time they charge a student with an infraction.
- 5) Faculty members must seek to be fair in the dealings with students, particularly regarding cases of academic dishonesty, and must realize that no student can be convicted on suspicion alone.

Definition of Academic Dishonesty

A student is dishonest when two circumstances occur: (1) The student could reasonably be expected to know that his/her professor would disapprove of some aspect or circumstance of the student's academic work, and (2) the student submits the work to the instructor for evaluation while hiding that particular aspect or circumstance from the instructor. To do so is clearly dishonest because the instructor will evaluate the work as what he/she understands it to be. The student

has deceived the instructor by misrepresenting the work, and the evaluation has not been rightly earned.

From another perspective, academic dishonesty may be viewed as the use of unauthorized assistance in any work that is to be evaluated - "unauthorized" meaning that the professor would not approve of the form of assistance and is unaware of its use. The student is being dishonest if he/she deliberately hides this assistance from the instructor while knowing the instructor would not approve of this assistance. If the instructor is unaware of the assistance that has been received, he/she will evaluate the work as being entirely the student's own. Thus, the evaluation has not been fairly earned by the student. Furthermore, any student who knowingly gives unauthorized assistance is also guilty of academic dishonesty.

On tests and examinations academic dishonesty occurs when a student receives any assistance that the professor has not expressly permitted. It may take the form of looking at another student's paper or bringing into the test site any information or materials not expressly permitted by the professor. Both of the above definitions of academic dishonesty apply - the student has misrepresented the test as being entirely his/her own work. Furthermore, the student has received unauthorized assistance.

On research papers, reports and other written assignments a form of academic dishonesty is plagiarism, which is the use of someone else's information or exact words without properly "documenting" or identifying that source. Whenever someone else's exact words are used, those words must be properly punctuated as a quotation and the source fully identified. Also any information and ideas that have been taken from a source other than the student's own personal knowledge - book, article, interview, etc. - must be properly documented, even though the student may be rephrasing the information in his/her own work. A student should not hesitate to consult the professor about any question or uncertainty regarding proper documentation of research information.

A professor may allow and even encourage students to work together on assignments or receive assistance for other students, other faculty members, other university staff members, friends, family or others. However, if the professor has not expressly allowed such assistance and expects the assignments to be done entirely by the student, to do otherwise would be dishonest. The student should consult the professor if there is any doubt about outside assistance being permitted.

The examples above are not intended to be a full list of cases of academic dishonesty, but they illustrate the definition. Ultimately, academic dishonesty amounts to deliberately hiding something from the professor. So the best advice is this: Whenever there is any doubt, consult the professor.

Procedure for Handling Cases of Academic Dishonesty

When a faculty member suspects a student of academic dishonesty, he/she must investigate the incident as fully as is reasonably possible. If, based upon a thorough investigation of the incident, the faculty member concludes that the student

has committed an act of academic dishonesty, the faculty member must pass the charges and the evidence to the student in a conference. A student may plead guilty to the charges and thereby waive his/her right to a hearing. The student who pleads guilty agrees to accept whatever penalty the faculty member deems fitting (ranging from a warning and a lowered grade on the assignment to suspension "F" for the course). An Academic Dishonesty Report indicating the offense and the penalty assessed for the infraction (or the student's intention to contest) must be signed by both the faculty member and student and filed with the office of the Dean of the College of Extended Professional Studies. The Academic Dishonesty Report must be filed within one week of the faculty member's conference with the student. Except in the cases where the professor merely issues a warning, the Dean of the College of Extended Professional Studies will send a copy of the Academic Dishonesty Report to the Registrar's Office.

The case is closed at this point, unless one or both of the following occur:

- 1) the student wishes to contest the faculty member's charges on the grounds of inadequate or newly discovered evidence, or unfair treatment. Such an intention must be filed, in writing, with the Dean of the College of Extended Professional Studies within one week of conference with the faculty member (i.e. the date listed on the Academic Dishonesty Report). This intention to contest should state as fully and plainly as possible the grounds for contesting the charge.
- 2) or the Dean of the College of Extended Professional Studies determines that this is the student's second offense.

In either case, the Dean of the College of Extended Professional Studies will contact the members of the Academic Judicial Board to review the evidence in the case. The Academic Judicial Board shall include the Dean of the College of Extended Professional Studies (or the appointed representative thereof) The Vice-President and Dean of Academic Affairs (or the appointed representative thereof) and the President of Alpha Chi.

In the case of a contested charge, the Board will review the case and vote whether or not the case merits a hearing. If the Academic Judicial Board decides that the student has no grounds to contest the faculty member's charges, the instructor may assess whatever penalty he/she deems fitting as described under Punishments First Offense. If the Board determines that the faculty member's charges have no basis, all charges are dropped and all copies of the Academic Dishonesty Report are destroyed.

Should the Board determine that the case merits a hearing, or if the student is charged with a second offense, the Academic Judicial Board will convene both the faculty member and the student to appear before it in a full hearing. At such a hearing both the student and the faculty member may present evidence regarding the charges. In accordance with University policies, students may ask anyone from within the University community to appear on their behalf at the hearing. Members of the Academic Judicial Board are expected to hear the case objectively and decide the case based on the presentation of evidence.

The Board may support or dismiss the faculty member's charge. Should it find the student guilty of a second offense, the Board will levy punishments (see below) against the student in addition to those imposed by the faculty member, and may do so in the case of a contested first offense.

A student convicted of a second offense by the Academic Judicial Board may appeal the decision to the Vice President for Student Development, but only on the basis of additional evidence unavailable at the Board hearing, improper procedure or a punishment inconsistent with the offense. A faculty member has the right to appeal a Board decision only on the grounds of improper procedure or a punishment inconsistent with the violation. Such an appeal must be filed, in writing, within 24 hours of the Board's decision. The Vice President for Student Development may decide to hear the appeal or to uphold the Board's decision. The Vice President's decisions are final.

Punishments

First Offense

Punishment for a first offense may range from penalizing the student's grade on the specific assignment and issuing a warning (plus submitting the Academic Dishonesty Report as a written record of the violation) to assigning the student a failing grade for the course.

Second Offense

Punishment for a second offense may range from academic probation for lesser offenses on minor assignments to suspension or expulsion for extensive dishonesty on tests, exams or major papers. The Academic Judicial Board should base, in part, its determination of the severity of the punishment upon the severity of the first infraction. In addition to the punishments listed above, any student convicted of a second offense will receive a failing grade for the course and a permanent indication on the transcript of the conviction for academic dishonesty. Students guilty of any second offense will be ineligible for any academic honors.

Third Offense

Any student convicted of a third offense of any kind will be immediately and permanently expelled from the University with the action noted on the student's transcript.

Repeating Courses In Which Academic Dishonesty Occurred

Students are allowed to retake courses they fail due to academic dishonesty; however, the indication of the conviction on the transcript will be permanent and the course hours attempted will continue to be calculated in figuring the student's grade point average.

Cancellation of Classes

From time to time it becomes necessary to cancel classes because of bad weather. It is our wish to make this decision as soon as possible. However, we do not want to be too hasty. Once a decision is made, we will notify the radio and television stations in the affected area.

Classes are almost never canceled on the Gardner-Webb campus. In instances where we are using a local school facility, our decision will parallel theirs, so if the school is closed, then our classes will not meet. Anytime you have any questions relative to our operation, please call the University for additional information.

On occasion, a class may have to be canceled due to the professor's illness or other complicating factor. We recommend that you set up some type of communication relay system in each class to inform students of such an event.

In the event of inclement weather, please listen to the following radio stations for your given county, to notify you of any cancellations.

Boiling Springs	WCWBC
Charlotte	107.9 FM
Canton	95.1 FM
Irwell	105.7 FM
Burke	92.1 FM
Meyland	1470 AM
McDowell	104.3 FM
Wilkes	97.3 FM
Surey	1560 AM
Montgomery	1390 AM
Richmond	104.3 FM
Isaiahwald	780 AM
Catawba	95.7 FM
Forsyth	104.1 FM, 94.5 FM
Cabarrus	1410 AM

NOTE: We have a number to call for school closings due to bad weather. The number is 1-877-GWL-856PW.

COMPLIANCE STATEMENT FOR THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS

Gardner-Webb University supports and is fully committed to the concept of a drug- and alcohol-free campus and community. In order to comply with the Drug-Free Schools and Communities Act Amendments of 1989, Gardner-Webb publishes the following and makes it available:

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- (1) The unlawful manufacture, distribution, dispersing, possession or use of controlled substances such as, but not limited to, the following: Narcotics (heroin, morphine, etc.); Cannabis (marijuana, hashish, etc.); Stimulants (cocaine, diet pills, etc.); Depressants (tranquilizers, etc.); Hallucinogens (LSD, MEA known as "ecstasy", etc.). Alcohol is prohibited by students on Gardner-Webb University property or as any part of the university's activities. As a condition of enrollment, Gardner-Webb University students will abide by these terms.
- (2) Gardner-Webb will impose disciplinary sanctions on students who violate the terms of paragraph 1, above. Upon conviction, the appropriate disciplinary action, up to and including expulsion from the University and/or satisfactory participation in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency, will be taken. More specific penalties are outlined in the following publications: Gardner-Webb University Student Handbook and the Gardner-Webb University Graduate catalog. Violations may also be referred to the appropriate civil authorities for prosecution under local, state, and federal law.
- (3) Local, state, and federal laws prohibit the unlawful possession, and distribution of illicit drugs and alcohol. The applicable legal sanctions for various offenses are listed in the North Carolina Criminal Law and Procedure book, a reference copy of which is maintained by the Department of Safety and Security.
- (4) A booklet describing the health risks associated with the illicit drugs and abuse of alcohol is made available to all students. Additional education and individual counseling is available through the University's Counseling Center, if necessary, and at the student's expense, referral can be made to an outside agency.

Alcohol possession and/or consumption on campus locations

1st offense - \$75 fine.

2nd offense - \$100 fine, attend alcohol education program at the student's expense, disciplinary probation.

3rd offense - suspension from the university.

Being legally intoxicated or under the influence of drugs

1st offense - \$100 fine, attend alcohol education program at the student's expense, disciplinary probation.

2nd offense - suspension from the university.

Distribution of alcohol to a minor

1st offense - suspension from the university.

Simple possession and/or use of illegal drugs

1st offense - \$100 fine, drug education program, disciplinary probation.

2nd offense - suspension from the university.

Distributing drugs illegally

1st offense - suspension from the university.

COURSE DESCRIPTIONS

All of the courses listed below are three semester hours of credit unless specified otherwise.

Accounting 313, 314, Intermediate Accounting I & II

The theory of accounting as applied to financial and managerial accounting.

Note: Students may either transfer credit for Intermediate Accounting I & II from the senior college level or may qualify for transfer credit by receiving a grade of B or better in the course(s) and scoring at least 75 on a qualifying examination administered by the Beoyhill School of Management.

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Accounting 360, Advanced Cost Accounting

Continued study of cost accounting including master budgeting, capital budgeting, performance measurement and responsibility methods, and selected topics.

Accounting 435, Advanced Accounting

Accounting for partnerships, insurance, corporate consolidations, and government.

Accounting 450, Auditing

Principles, techniques, procedures, and legal responsibility of auditors.

Art 307, Art Survey

A survey course involving encounters with a variety of pieces of visual art, including an overview of our civilization as reflected in art.

Biology 335, Pathophysiology

Study of alterations in normal body structure and function associated with various disease processes.

Business Administration 300, Legal Environment of Business

The course is designed to cover both the public and private regulation of business. Some of the topics covered are environmental law, contract law, agency, partnerships, and corporations.

Business Administration 301, Personal Finance

Intended for business majors and non-majors who want to manage their personal finances better. Course covers personal budgeting and accounting, buying on credit, borrowing money, personal income tax returns, saving and wise investment, insurance, home ownership, and estate planning.

Business Administration 305, Quantitative Methods for Business

Explores the use of quantitative methods for decision analysis. Topics include linear programming, sensitivity analysis, integer and goal programming, queue models and simulation.

Business Administration 312, Financial Management

Principles governing financial operations and financial management of business enterprises, profit planning, liquidity versus profitability, capital budgeting, and working capital management.

62 Business Administration 395, Campus New York

New York business/career visit enables students to learn, through direct contact with some of the nation's best-known business firms, how textbook theory is put into practice. The work-long visit also provides opportunities for investigating career possibilities.

Offered spring semester. Lecture, travel, 16 semester hour credit.

Business Administration 396, International Travel

The course provides the student an opportunity to expand his/her business and cultural horizons by visiting different international cities and countries.

Lecture, travel, 16 semester hour credit.

**Business Administration 480, Senior Seminar in Business
Business Policy**

A case study approach designed to apply areas of management, accounting, finance, and economics to contemporary business problems. Recommendation: Senior standing.

Business Administration 495, 496 Independent Study

Supervised study program in a field of special interest. Prerequisite: approval of instructor, department chair, and the Dean of Special Studies.

Communications 379, Internet Seminar

Advanced work with the Internet in selected areas of research, interpersonal communications, data storage and retrieval and multi media applications. Prerequisite - Communications 370 or instructor approval.

Criminal Justice 410, A Philosophy of Criminal Justice

Major focus: Punishment and alternatives for dealing with law violation and relating underlying ideas, such as responsibility and insanity. Central to this investigation will be a concern for the justification of punishment, legitimacy of alternatives to punishment, justification for considering illegal acts as products of disease, and the reconcilability of a system of punishment with a deterministic view of human behavior.

Criminal Justice 420, Administrative Decision Making

An advanced course in police administration decision making with considerable emphasis on management styles and their effect on the operation of the police and related criminal justice agencies.

Criminal Justice 430, Criminal Justice Theory and Research

A discussion and practical application in operations research as it applies to police departments, prosecution management, court scheduling, corrections institutions, probation and parole. The common theme is the use of quantitative analysis to understand phenomena, to solve problems, and to provide policy guidance.

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Criminal Justice 497, 498, Internship

Designed for students enrolled full-time in the criminal justice program, to enhance academic experience by providing an opportunity to acquire a working knowledge of the practical aspects of the criminal justice system.

Economics 301, Money and Banking

Analysis of Federal Reserve System and monetary policy, the role of money in determination of national income, role and development of commercial banks, and the basic elements of international finance.

Economics 311, Labor and the Economy

Analysis of the labor market, unemployment, labor laws, union organization, and the theory of wages.

Economics 401, International Economics

An examination of the theory of international trade and international finance with coverage of such topics as comparative advantage and the reasons for international trade in products and factors of production, foreign exchange, foreign investment, balance of payments.

Economics 402, Managerial Economics

Economics applied to managerial decision making. Analysis of costs, production, decision making under uncertainty.

English 30A, Composition and Literary Interpretation

Process writing with study of literature for appreciation, understanding, and generation of ideas for writing projects in expository, analytical, critical, and research modes.

Prerequisite: English 101 or its equivalent.

English 311, British Literature Survey I

Representative writers of British Literature from the beginning of British Literature to the eighteenth century.

English 312, British Literature Survey II

Representative writers of British Literature from the eighteenth century to the present.

English 331, American Literature Survey I

Representative writers from the American Colonial period to Whitman, mid-nineteenth century.

English 332, American Literature Survey II

Representative writers of the United States from Walt Whitman to the present.

French 300, Aspects of French Culture and Language

An introduction to selected aspects of French Culture, including the rudiments of the French language. No prior knowledge of French is required.

Health Education 322, Helping Relationships for Health Science

A study dealing with human relations skill training using the Guide Model as a base.

Health Education 401, Drug and Alcohol Education

An introduction to the sociological, cultural, psychological and physical implications associated with the use and abuse of substances.

Health Education 402, Sexuality/Sex Education

An introduction to the study of basic elements and issues of human sexuality. Central to this course is personal knowledge and the ability to communicate effectively with children, family and others in the context of teaching and personal relevancy.

Health Education 431, Problems in Health Education

Advanced study of personal and community health problems, environmental health, family living and mental and emotional health.

Health Management 300, Introduction to Health Management

An introduction to the health care delivery system in the United States with some comparisons to systems in other countries. Health systems at the Federal, state, and local level will be discussed, as well as differences between the public and private sectors.

Health Management 301, Accounting for Health Management

Builds on prerequisite accounting courses. Accounting for costs and revenues, patient accounting systems, payroll systems, and financial reporting. Measurement of inputs and outputs of the health care system.

Health Management 303, Finance for Health Management

Financing of health care delivery systems, financing planning and project evaluation. Present value concepts and advanced capital budgeting techniques.

Health Management 304, Economics of Health Care

Builds on required Economics courses. Supply and demand for health care services in the United States. The influence of environmental, political, economic, and social factors on the quantity, quality and price of health care services. The role of health care services in the economy. Factors of production of health care services.

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Health Management 307, Strategic Planning for the Health Manager

The application of marketing principles to the health care service industry is emphasized. Objective establishment, strategy planning, and evaluation will be stressed.

Health Management 308, Health Policy Seminar

A view of health care agencies from the perspective of the competitive struggle for public support. Emphasis on the body politic as it relates to management problems. Student will relate basic management techniques in solving management problems.

Prerequisite: Junior level Health Management courses.

Health Management 410, Health Care Law Seminar

Provides an overview of the interrelationship of the legal system with the structure and functions of the health care system in its various forms and settings. Also addresses ethical dilemmas relating to individual patient/client decisions.

Health/Physical Education 338, Health Maintenance, Promotion and Wellness

An examination of the concepts, attitudes, and skills that contribute to personal health and physical fitness. Physical activity involved.

History 301, Issues in Western Civilization, Pre-history to 1715

Beginning with the earliest times, the course covers the civilization of Egypt, Mesopotamia, Greece, Rome, Medieval and Early modern periods. Concludes with 1715.

History 302, Issues in Western Civilization, Since 1715

Beginning with 1715, this course presents a perspective of the last three centuries of western history.

History 319, The United States in the Twentieth Century

A study formulated to emphasize events, movements, and trends in modern America and to examine the functioning of constitutional principles.

Human Services 300, Ethical Issues in Helping Professions

A detailed examination of selected current ethical issues in the human service field. Designed for students who have had substantial course work and/or experience in mental health, psychology, or human services.

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Human Services 301, Treatment Modalities

A survey of theories and procedures appropriate for use with clients of community agencies.

Human Services 302, Group Dynamics

An introduction to group structure and process and analysis of their effects on individuals.

Human Services 320, Introduction to Clinical Practice

An introduction to the practices, procedures, and techniques involved in a mental health setting.

Human Services 400, Legal Issues in the Helping Professions

A critical examination of current legal issues facing the helping professions. Designed for students who have had substantial course work and/or experience in mental health, psychology, or human services.

Human Services 491, Seminar

A synthesis and integration of previous course work following a problem approach.

Human Services 497, 498, Internship

Designed for students enrolled full-time in the human services program who do not have professional experience.

Internship 420, Internship in Business

A course designed to assist in effectively integrating academic preparation and practical career experiences. This course is offered every term and should be taken during final semester. Prerequisite: Permission of instructor. Senior standing is recommended. 1-2 semester hour credit.

Management 330, Industrial Supervision

Explores the process and techniques of accomplishing organizational objectives through others. Topics include effective use of praise and rewards, effective discipline, leadership, use of feedback, behavior modification, and human relations.

Management 400, Human Resource Management

Principles and practices regarding the recruitment, selection, development, evaluation, compensation, and proper recognition of employees within organizations. Recommended Prerequisite: Management 316

Management 403, Human Behavior in Organizations

The application of human behavior principles common to many types of organizations, specifically business and industry. Motivation, leadership, followership, and human problems are analyzed.

Management 410, Small Business Management

A practical course designed to familiarize the student with the application of economic and managerial techniques of the small business. These techniques include entrepreneurship, location analysis, forms of ownership, financing alternatives, accounting practice, marketing and advertising techniques, and inventory control.

Management 416, Production and Operations Management

Explores the management concerns of cost, quality, and quantity in the production systems of manufacturing companies, material requirements, planning, break-even charts, plant location, present worth analysis, safety, job enrichment, and sequential sampling. Recommended Prerequisites: Business Administration 305 and Management 316.

Management 422, Marketing Management

Topics covered include marketing research, public relations, and marketing channels.

Management 425, Advanced Business Communications

Emphasis on business analysis, report writing, formal and informal presentations, public relations, and internal and external communications.

Management 466, International Marketing

Explores the cultural, marketing, management, and environmental factors of the multinational organization. Case analysis is utilized with emphasis toward problem resolution.

Management Information Systems 371, Structured System Analysis and Design

Advanced coverage of the strategies and techniques of structured systems process. The course will cover development of information systems.

Management Information Systems 423, Programming Languages

Overview of programming languages with emphasis on modern approaches to programming languages and their applications.

68 Management Information Systems 432,

Information Systems Planning

An introduction to the financial, the technical, and strategic information systems process. The course will cover the development of information systems.

Management Information Systems 433,

Database Software Development

A course emphasizing software design and programming in a database environment. For MIS majors only.

Management Information Systems 471, Applied Software Development

A capstone systems course integrating the knowledge and capabilities gained through the other computer-related courses in the curriculum within a comprehensive system development project.

Management Information Systems 485, Topics in Management Information Systems

Offered as demand seminars, this course offers electives such as Distributed Data Processing, Advanced Database, Information Resource Management, Information System Planning, and Artificial Intelligence. Since topics will be different, the student may be able to take the course more than once.

Mathematics 307, College Algebra

Axiomatic properties of real numbers, sets, functions, equations, inequalities, progressions, permutations, and combinations. A working knowledge of advanced high school algebra or intermediate community college algebra is expected.

Mathematics 309, Finite Mathematics

A study of topics related to elementary matrix algebra, systems of equations, systems of inequalities, linear programming, and mathematics of finance with applications to the behavioral, managerial, and social sciences. A working knowledge of advanced high school algebra or intermediate community college algebra is expected.

Mathematics 316, Fundamentals of Statistics and Probability

Basic statistical analysis. Introductory principles of probability with applications. Working knowledge of advanced high school algebra or intermediate community college algebra is expected.

Music 320, Survey of Music

A survey of music for the non-music major which includes a study of music elements, the development of music from the middle ages to the present day, and the listening and analysis of music literature appropriate to the period studied. Some concert listening/attendance may be required.

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Nursing 300, Concepts in Professional Nursing

An introductory course for transition to the role of the professional nurse. The areas covered include evolution of nursing, professional socialization, theoretical base for practice, and components of professional nursing practice. Pre- or Co-requisite: Nursing 304, 305, and 306.

Nursing 301, Research in Nursing

Introduces nursing research as a component of professional nursing practice. Emphasis is placed on the role of the professional nurse in interpreting research findings for applicability to nursing practice and in identifying research problems in nursing practice. Pre- or Co-requisite: Nursing 300.

Nursing 302, Health Assessment

Holistic health assessment skills developed and practiced. Emphasis is on health promotion and protection of the individual throughout the life span. 4 semester hours credit. Pre- or Co-requisite: Nursing 300.

Nursing 303, Trends in Health Care

The effects of current social, political and economic trends on health care delivery systems, nursing, and the consumer are analyzed. Pre- or Co-requisite: Nursing 300.

Nursing 304, Written Communication

Introductory course in written communication for the professional nurse. Must be completed by the end of the first semester of enrollment in nursing courses. Pre-requisites: English 101 and 102. 1 semester hour credit.

Nursing 305, Introduction to Computers

Introductory computer course emphasizing basic computer skills. Must be completed by the end of the first semester of enrollment in nursing courses. 1 semester hour credit.

Nursing 306, Effective Oral and Visual Communication

Introductory course that combines effective oral and visual communication strategies/skills. Must be completed by the end of the first semester of enrollment in nursing courses. Pre-requisites: English 101 and 102. 1 semester hour credit.

Nursing 401, Community/Mental Health Nursing

Concentration is on family/community health nursing and family mental health nursing. Content covered includes the roles and settings of the community health nurse with individuals, families and aggregates, concepts essential to practice health promotion/protection, health education and counseling, and assessment of resources. 5 semester hours credit. Pre- or Co-requisite: Nursing 300.

Nursing 403, Leadership/Management in Nursing

A synthesis of leadership/management theories within health care agencies and organizations. Emphasis is placed on political structures, planning, change theory, group dynamics, research, and their impact on the role of the professional nurse. Pre- or Co-requisite: Nursing 300.

Nursing 404, Health Restoration

Emphasis on holistic nursing across the life span for clients experiencing a critical upset or complex disruption. The role of the professional nurse in relation to the restoration-rehabilitation process is incorporated. 4 semester hours credit. Pre- or Co-requisite: Nursing 300.

Nursing 409, Senior Seminar

Analysis of contemporary issues related to the practice of professional nursing. Must be taken during the last semester of enrollment in nursing courses. 3 semester hours credit.

Nursing 495, Nursing Elective

Development and implementation of a learning contract in area of student's interest. Time and credits are determined in the semester prior to the term in which the study begins. 1-4 semester hours credit.

Political Science 302, United States Government

A comprehensive presentation of the principles of American constitutional government, and a behavioral analysis of the institutions and processes of the national and state governments and the Federal system.

Political Science 314, Judicial Process

A study of the judicial process in the United States including pertinent court decisions and a general review of the administration of justice in our society.

Political Science 315, Civil Liberties

An examination of the philosophical basis and legal status of basic liberties in the U.S.

Political Science 495, Independent Study

Independent research paper done on a topic agreed upon by the professor. 1 semester hour credit.

Psychology 305, Psychology of Personality

A survey of the major theories of personality, with particular emphasis upon experimental studies and research procedures in the study of personality.

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Psychology 380, Personal Assessment and Adjustment

An exploration and analysis of life goals, lifestyle management, identity formation, and adjustment strategies.

Psychology 401, Psychopathology

Survey and analysis of the major mental disorders, interpretation, and theories of therapy, including the relationship of abnormal behavior to social norms.

Psychology 402, Introduction to Counseling

The study of basic theories and functions of counseling. Laboratory emphasis will be upon development of a personal counseling philosophy and its application.

Psychology 406, Psychology of Exceptionality

A study of marked superiority or inferiority to physical, mental, emotional, and social norms.

Psychology 444, Psychological Measurement and Appraisal

An introduction to psychological measurements, with emphasis on the measurement of intelligence, achievement, personality, interests and special aptitudes.

Psychology 493, Seminar in Psychology

Typical seminars are Psychology and Law and the Psychology of Women. Others are offered upon sufficient demand.

Religion 304, Old Testament Survey

An introduction and survey of the Old Testament focusing upon the history, literature and faith of the people of Israel. Not offered to the student who has successfully completed Religion 102, Introduction to Old Testament, or its equivalent.

Religion 305, New Testament Survey

An introduction and survey of the New Testament focusing upon the history, literature and faith that gave rise to Christianity. Not offered to the student who has successfully completed Introduction to New Testament or its equivalent.

Science 302, Physical Science

Introduction of structure and behavior of matter. Survey of geology, meteorology and astronomy, with emphasis on underlying physical and/or chemical principles and practical applications of these principles. Demonstration.

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Science 303, Human Biology

An introduction to the biology of the human organism with emphasis on contemporary issues in human biology as well as traditional structure and function of major body systems.

Science 322, Environment

Survey of principles of ecology with emphasis on human impact on the environment. Literature of ecological movement in the U.S. since 1960. Weekend field trips may be required.

Science 305, Global Understanding

An introduction to the major economic, social, political, diplomatic, and environmental trends in the world since 1945. Geography is emphasized in the course.

Sociology 310, Social Psychology

A study of the interaction between the individual and the group, and the influence of each on the other.

Sociology 313, Sociology of Deviant Behavior

Introduction to theories of deviant behavior. Description and explanatory approaches to kinds and amounts of deviance in contemporary America; social change, anomie and social disorganization theories; the process of organization; formal and informal societal responses to deviance and the deviant. Recommended Prerequisite: Introduction to Sociology or Psychology

Sociology 400, Minority Groups

A study of present-day racial and cultural minorities with emphasis on scientific facts about race and on changing attitudes and policies.

Spanish 300, Aspects of Hispanic Culture and Language

An introduction to selected aspects of Hispanic culture, including the rudiments of the Spanish language. No prior knowledge of Spanish is required.

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 Frank Beers, Shelby, N.C.
 Robert H. Blalock, Jr., Gaston, N.C.
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Terms Expiring December 31, 2001

George Hamon, Jr., L.H.D., Shelby, N.C.
 C. E. Harwick, Boiling Springs, N.C.
 Max J. Harwick, Boiling Springs, N.C.
 Nancy J. Kuehn, Charlotte, N.C.
 Mallon Nichols, Tryonville, N.C.
 C.E. Vick, Jr., Raleigh, N.C.
 H. Felix Young, III, L.H.D., Shelby, N.C.
 H. Gene Washburn, M.D., Boiling Springs, N.C.

Terms Expiring December 31, 2002

Bruce F. Gaudinoff, Forest City, N.C.
E. Thomas Hardy, Spindale, N.C.
A. Grayson Kellin, Gastonia, N.C.
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Human Services: Dr. Barry Harbright, Extension 4468; Kaye Scherak, Extension 3962, Emily Foss 434-4383

Management Information Systems: Darlene Hopper, Extension 4626

Nursing GWU - Dr. Cindy Miller, Extension 4364

Charlotte - Rebecca Polzer (704) 379-3053

Forsyth - Deborah Cody (704) 872-3664

Issell - Dr. Janie Carlton (704) 872-3664

Cabarrus - Dr. Wanda Stotts (704) 872-3664

Administrative Assistants - Karen Patterson, Academic Services, Extension 4484; Gail Adams, Admissions, Extension 4625.

Admissions - Jon Wirt, Director of Admissions - GOAL, Suttle Hall, Extension 4318; or Marc Norman, Admissions Counselor - GOAL, Suttle Hall, Ext. 4624; Ericina Moore, Extension 4483, GOAL Admissions Counselor; Nursing Administrator Jill Cox, Campus BSN, Extension 3924; Rebecca Polzer, Charlotte, BSN, (704) 379-3055; Issell, Forsyth, Cabarrus, BSN (704) 872-3664.

Auto Registration, Traffic, Parking, Security - Tracy Curry, Director of Safety and Security, Poston Center, Extension 4490.

Bookstore - Larry Kennedy, Manager of Campus Shop, Ground Floor, Dover Campus Center, Extension 4273.

Business Matters - Mike Hardin, Assistant Vice President for Business and Finance, Webb Hall, Extension 4282 or Shirley Pynn, Business Office Manager, Webb Hall, Extension 4286.

Calendar of Events - Audrey Sloan, Student Development, Dover Campus Center, Extension 4732.

Career Services - Holly Sweat, Dover Campus Center, Extension 3815.

Course Changes, Drop/Withdrawal - Lou Ann Scotts, Associate Registrar, Registrar's Office, Room 109, Webb Hall, Extension 4260.

Davis Nursing Program - Dr. Wanda Startz, Chair, 704 Cherry Street, Statesville, (704) 872-3664, Mailing Address: P.O. Box 908 Gardner-Webb University, Statesville, North Carolina 28687.

Department Chairs

Broyhill School of Management: Earl Godfrey, Director, GCMAI Program Extension, 4351

Nursing Programs: Dr. Wanda Startz, Statesville Campus Chair, Davis Nursing Program, (704) 872-3664
 Dr. Cindy Miller, CWU Campus Chair, RN Program, Extension 4364
 Dr. Shirley Toney, Dean of the School of Nursing, Extension 4366

Psychology: Dr. David Carscaddon, Chair, Extension 4437
Religious Studies: Dr. Ron Williams, Chair, Extension 5836
Social Sciences: Dr. Barry Hambright, Chair, Extension 4468
Fine Arts: Dr. Terry Fern, Extension, 3937
Science: Dr. Tom Jones, Extension, 4369
English: Dr. Gayle Price, Extension, 4414
Communications Studies: Dr. Ted Vaughan, Extension 4592
Foreign Language: Dr. Marvin Taylor, Extension 4415
Mathematics: Dr. Bob Ross, Extension 4432
Physical Education, Wellness and Sports Studies: Dr. Dee Hartz, Extension 4424

Financial Planning - Lynn Thomas, Washburn Hall, Extension 4248 or 1-800-253-6472.

ID Cards - University Police, Poston Center, Extension 4441.

GARDNER-WEBB UNIVERSITY

Library - Randall Bowman, Reference Librarian; Karen Bower, Inter-library Loan;
John R. Dover Memorial Library, 1-800-253-8330.

Minister to the University - Tracy Jessup, Room 244, Dover Campus Center,
Extension 4279.

Payment of Fees - Shirley Pyron, Business Office Manager, Business Office, Room
116, Webb Hall, Extension 4289.

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President - Dr. M. Christopher White, Room 202, Webb Hall, Extension 4257.

Public Information - Matthew Webber, Director of Public Information, Webb
Hall, Extension 4637.

Registration - Stephen Sain, Registrar, Room 104, Webb Hall, Extension 4260.

School of Nursing, Campus BSN Program - Dr. Cindy Miller, Chair, Room 210,
Ellison Hall, Extension 4364.

Student Development - Bruce Moore, Vice-President and Dean of Student
Development, Dover Campus Center, Extension 4323.

Dr. Jim Whitlow, Director of Counseling Center, Room 210, Dover Campus
Center, Extension 4563.

Audrey Soun, Director of Student Activities, Room 237, Dover Campus Center,
Extension 4732.

Transcripts - Lori Ann Scates, Associate Registrar, Room 108, Webb Hall
(Written, signed request required; Official or marked copies, \$5. Unofficial copies
picked up at Webb Hall 104, free).

Veteran Affairs - Jennifer Allen, Room 108, Webb Hall, Extension 4260.

MAILING ADDRESS: GARDNER-WEBB UNIVERSITY
BOILING SPRINGS, NC 28017

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TRANSCRIPT REQUEST FORM

(Submit to each college attended)

Date _____

TO: REGISTRAR

98 College _____

Address _____

Dear Registrar:

I have applied for admission to the Gardner-Webb University COAL Program. Please mail an official transcript of my record showing grades earned as of this date to:

The College of Extended Professional Studies
P.O. Box 7528
Gardner-Webb University
Boiling Springs, North Carolina 28017

If this transcript does not show the date that I graduated, please mail a supplement of a final grade complete transcript after my graduation or upon completion of additional coursework.

Date of Graduation _____

Signature of Student _____

Street or Route & Box Number _____

City, State and Zip Code _____

Social Security Number _____

NOTE TO APPLICANT:

Passage of the Family Educational Rights and Privacy Act of 1974 requires permission be granted for the release of academic records. For that reason, it is necessary for you to request that your transcript be mailed to our office. Please complete the information above and submit to the Registrar's Office of each college you have attended.

Notes



GOAL PROGRAM OF GARDNER-WEBB UNIVERSITY
BOILING SPRINGS, NORTH CAROLINA 28017
1-800-288-GOAL (4625) OR (704) 434-4625