HUNTINGDON COLLEGE

SCHOOL OF BUSINESS AND PROFESSIONAL STUDIES

2007-2008 CATALOG
ACCREDITATION
Huntingdon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4501) to award the Bachelor of Arts Degree and the Associate of Arts Degree.

NONDISCRIMINATORY POLICY
Huntingdon College admits students of any race, color, sex, age, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, age, religion, disability that does not prohibit the performance of essential educational functions, and, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

SUBSTANCE ABUSE POLICY
To achieve its educational aims and to create an environment conducive to the full physical and personal development of students and employees, the College discourages the misuse or abuse of potentially harmful materials or substances. Huntingdon College disallows the possession of alcoholic beverages and illegal and unauthorized drugs within the bounds of the campus. Additionally, it echoes the warning of the Surgeon General on the dangers of tobacco usage. Any employee who is found in possession of or using alcoholic beverages on the campus is subject to dismissal. Possession of narcotic or hallucinogenic drugs and other agents having potential for abuse, except on a physician’s prescription, is strictly prohibited. Any employee found to be possessing, using, manufacturing, dispensing, or distributing such drugs is also subject for dismissal.

Huntingdon College is in full compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). For full details on the Drug-Free Schools and Communities Act, see the Student Handbook.

Cover photograph by Dr. John R. Williams, Professor of History.

This Catalog presents information which, at the time of preparation for printing, most accurately described the courses, curricula, degrees, fees, policies, procedures, regulations, and requirements of the College which apply to students entering the College during the 2007-2008 academic year. The College reserves the right to delete, substitute or supplement any statement in this Catalog without prior notice.
A MESSAGE FROM PRESIDENT J. CAMERON WEST:

Dear SBPS Students,

Congratulations! Your journey toward fulfilling your dream of completing your bachelor’s degree is underway, and you have chosen a great path for that journey: the Huntingdon SBPS program.

We have worked to make the demands on your time as minimal as possible – just one night a week – but the rewards will be immeasurable. You will learn from those who are in the program with you, who have varying levels of experience and the same goals you have, as well as from the professors who lead your class discussions. Our SBPS students have commented that they often use the information gained in class the very next day in their workplaces, and that is exactly as we have designed this program to be: real world, current, and relevant.

Welcome to SBPS! I look forward to congratulating you again when I hand you your diploma during commencement.

For the College,

J. Cameron West
President
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ABOUT HUNTINGDON COLLEGE

PURPOSE

VISION:
Huntingdon College, grounded in the Judeo-Christian tradition of the United Methodist Church, is committed to nurturing growth in faith, wisdom, and service and to graduating individuals prepared to succeed in a rapidly changing world.

MISSION:
Huntingdon College, a liberal arts college offering an undergraduate education, is committed to a teaching and learning environment that provides its graduates with an educational experience meeting the College’s vision.

GOALS:
Huntingdon College, to fulfill its mission, is committed to ensuring that each student will:
• study a core curriculum that develops the student’s ability to comprehend new ideas, to examine concepts critically, and to communicate clearly;
• explore in depth one or more fields of knowledge;
• be provided an environment conducive to learning, growth, and maturity;
• be encouraged to develop a sense of vocation by examining career options and postgraduate opportunities;
• be supported and challenged in spiritual and religious development.

ACCREDITATION AND MEMBERSHIP
Huntingdon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500) to award the Bachelor’s Degree and the Associate’s Degree. It also holds membership in the Association of Schools and Colleges of the United Methodist Church, the National Association of Independent Colleges and Universities, the Council of Independent Colleges Tuition Exchange, the Tuition Exchange Incorporated, the Marine Environmental Sciences Consortium, the Montgomery Higher Education Consortium and has membership in the National Collegiate Athletic Association (NCAA), Division III. Huntingdon is also on the approved lists of the University Senate of the United Methodist Church, the American Association of University Women and the Alabama State Board of Education.

ACADEMIC STRUCTURE
Huntingdon College’s academic structure consists of two schools: the School of Business and Professional Studies (the adult degree completion program); and the School of Liberal Arts (the traditional day program). This document describes the School of Business and Professional Studies which is separate and distinctive from the School of Liberal Arts.

HUNTINGDON YESTERDAY AND TODAY
“Enter to Grow in Wisdom; Go Forth to Apply in Service.” The inscription engraved in stone over the entrance to Flowers Hall is a tangible reminder of the mission of Huntingdon College, a historic landmark in central Alabama. For more than 150 years, Huntingdon has upheld a mission of faith, wisdom, and service as it has created pathways to fulfilling lives for thousands of alumni.

HISTORY
The charter of Huntingdon College was signed by Alabama Governor John Winston on February 2, 1854. Chartered as Tuskegee Female College, this was the first of four names under which the College has operated.

The cornerstone on the Tuskegee campus was laid April 9, 1855, and can be found today in Massey Memorial Hall. On February 11, 1856, the doors of Tuskegee Female College were officially opened under the leadership of Dr. Andrew Adgate Lipscomb, the first president of what would eventually be known as Huntingdon College. There were four students in the first graduating class in 1856, but by September 1859 the College’s enrollment had risen to an average of 216, with 29 women graduating that year.

In 1872, the College came under the auspices of the Alabama Conference of The Methodist Episcopal Church, South, which assumed full management and control of the College. The reincorporation created the present governing body - a board of trustees - and a second change in name to Alabama Conference Female College.

In the aftermath of the Civil War, it became increasingly evident that the survival and growth of the College would best be ensured if the campus relocated to a more populous, urban environment. In 1906 Dr. John Massey, who had assumed the presidency in 1876, led the plans to move the College to its new location while College friends in the Montgomery area began the search for a suitable site. Several citizens had initiated negotiations with landowners in the area in an effort to persuade a donation of land, but these negotiations were unsuccessful. As a result, Dr. John Sellers, C.G. Zirkle, and William Moore approached J.G. Thomas, who agreed to sell to the men 50 acres in the Cloverdale section of Montgomery. The land was then donated to the College.

On August 24, 1909, furniture, equipment and all official College records covering a period of more than half a century were moved into a rented building in Montgomery, which was to house the College until the first building on the new campus was completed. That night, the rented building burned, destroying its contents. Other housing arrangements were made, however, and in the fall of 1910 the new campus opened.
under the name Woman’s College of Alabama. Since the move to Montgomery had occurred the previous year, 1909 remains the recognized founding date of the Montgomery campus.

The College’s beautiful campus was designed in 1908 by Frederick Law Olmstead Jr., son of the designer of New York’s Central Park. Olmstead Jr. had planned the landscapes for such constructions as the Boston Park System and the Biltmore Estate in Asheville. Flowers Hall, the first building on campus, set the architectural style for the campus and was designed in the Collegiate Gothic tradition by H. Langsford Warren of England, a former professor of architecture at Harvard. Warren’s plan was meant to reflect the Gothic buildings of Cambridge and Oxford and used the Chapel of St. James College at Cambridge as the model for the building’s chapel, now known as Ligon Chapel.

Since its move to Montgomery, many changes have taken place for the College. In 1934, the first male student was graduated, but it was not until 20 years later—in 1954—that full-time male resident students would be admitted. Once the College became a co-educational institution, the name Woman’s College of Alabama was no longer suitable. In 1935, a fourth and final name change occurred. In recognition of its affiliation with the United Methodist Church, the name Huntingdon College was selected to honor Selina, Countess of Huntingdon, a woman who had been one of the first and most influential persons associated with the Wesleyan movement in England.

**Presidents of the College**

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. A. Lipscomb</td>
<td>1856 - 1859</td>
</tr>
<tr>
<td>G. W. F. Price</td>
<td>1859 - 1863 &amp; 1865 - 1872</td>
</tr>
<tr>
<td>Jesse Wood</td>
<td>1863 - 1864</td>
</tr>
<tr>
<td>C. D. Elliot</td>
<td>1864 - 1865</td>
</tr>
<tr>
<td>H. D. Moore</td>
<td>1872 - 1875</td>
</tr>
<tr>
<td>E. L. Loveless</td>
<td>1875 - 1876</td>
</tr>
<tr>
<td>John Massey</td>
<td>1876 - 1909</td>
</tr>
<tr>
<td>W. E. Martin</td>
<td>1909 - 1915</td>
</tr>
<tr>
<td>M. W. Swartz</td>
<td>1915 - 1922</td>
</tr>
<tr>
<td>W. D. Agnew</td>
<td>1922 - 1938</td>
</tr>
<tr>
<td>Hubert Searcy</td>
<td>1938 - 1968</td>
</tr>
<tr>
<td>Allen K. Jackson</td>
<td>1968 - 1993</td>
</tr>
<tr>
<td>Wanda Durrett Bigham</td>
<td>1993 - 2003</td>
</tr>
<tr>
<td>J. Cameron West</td>
<td>2003 - present</td>
</tr>
</tbody>
</table>

**History of the School of Business and Professional Studies**

Huntingdon College began offering the degree of Bachelor of Arts to students in the School of Business and Professional Studies (SBPS) in the Fall semester of 2002. The SBPS program was implemented to serve adults with professional educational needs through effective, innovative, student-centered, academic opportunities. The program currently exists in partnership with Enterprise-Ozark Community College, James H. Faulkner State Community College, Jefferson State Community College, in Daphne, Alabama and on the Huntingdon College main campus in Montgomery, Alabama. In its history, the program has been known by both the SBPS name and the SPS (School for Professional Studies) name.
ADMISSION

REGULAR ADMISSION
Huntingdon College’s School of Business and Professional Studies (SBPS) is open to working adults, whether full-time or part-time, who have earned a minimum of a 2.00 or higher GPA on all work attempted at the post-secondary level, have accumulated at least 30-45 hours of transferable college credit which includes successful completion of at least one three semester hour course in English Composition. Specifically:

• Students seeking admission to the Montgomery campus must have a minimum of 30 hours of transferable credit.
• Students seeking admission in Bay Minette or Daphne, Alabama must have a minimum of 45 hours of transferable credit.
• Students seeking admission through the Enterprise-Ozark Community College partnership must have a minimum of 30 hours of transferable credit or a completed Associate’s degree.
• Students seeking admission through the Jefferson State Community College partnership must have a minimum of 30 hours of transferable credit or a completed Associate’s degree.

Transferable college credit is defined as college level coursework from a regionally accredited institution with a grade of “C” or higher. Up to 30 hours of credit earned by satisfactory scores on College Level Examination Program (CLEP) examinations, Advanced Placement (AP) examinations or Defense Activity for Non-Traditional Education Support (DANTES) may also be used for course credit.

The SBPS program, on the campuses of Jefferson State Community College and through the partnership with James H. Faulkner Community College and in Daphne, Alabama, along with any other sites activated after the publication of this document, is a 59 credit hour program, specifically, the maximum number of credit hours earned through the SBPS program at these locations for application toward the 120 hour graduation requirement from Huntingdon College is 59 hours.

For questions about admission qualifications, contact the SBPS office toll-free at 1-888-462-5067.

CONDITIONAL ADMISSION
Students who wish to enroll in the program but whose academic records are incomplete (such as when official transcripts from other institutions have not been received) may be admitted on a conditional basis and allowed to register for their first semester of attendance provided their academic status can be determined from unofficial records. Students should have at least a 2.00 grade point average (on a 4.0 scale) in their previous work to be allowed to register on a conditional basis.

Enrollment in a subsequent semester is contingent upon the student’s academic record being complete. Specifically, a student admitted conditionally will not be permitted to register for courses after the initial semester of enrollment unless all official transcripts have been received from all previously attended postsecondary institutions.

PROBATIONARY ADMISSION
Students who wish to register for the program but do not meet the minimum grade point average requirement of at least a 2.00 from all work attempted at the post-secondary level may be admitted on a probationary basis. In order to remain in the program for a subsequent semester a student must achieve a C or better in each course for the first 6 hours in which the student is enrolled.

Students who do not meet the requirement of regular, conditional or probationary admission may petition his/her admission basis or lack of admission to the SBPS Admission Committee.

SPECIAL STATUS (NON-DEGREE SEEKING)
Huntingdon College School of Business and Professional Studies will admit students who do not wish to be degree seeking, but wish to enroll for one or more courses. Students who have been denied regular admission may not be admitted as a special student. Post-secondary transcripts are required for those admitted as special non-degree seeking students.

Upon completion of the required admission procedures and acceptance, a special status student may change to degree seeking status. If a special student chooses to become degree seeking, the student must reapply as a degree seeking prospective and complete the regular admission process. Courses completed as a special student may be used to complete degree requirements at Huntingdon College. Financial aid is not available to students classified under special status.
READMISSION TO HUNTINGDON COLLEGE

Readmission is required for any former student who either missed enrollment in an entire semester (whether it be Fall, Spring or Summer) or who enrolled in a semester in which zero hours were attempted due to drops or withdrawals of all enrolled classes for a term. Students who wish to return to Huntingdon must submit a readmission application. If the student has attended another institution during the absence from Huntingdon, he/she must have an official transcript and Financial Aid Transcript (whether aid was received or not) sent from each institution. Students who are readmitted to the School of Business and Professional Studies must receive clearance from the Office of Student Financial Services before they may be officially readmitted, register and attend classes.

Those students who received approval for a leave of absence are not required to go through the readmission process provided the student returns during the prescribed time frame.

ADMISSION TO SBPS FROM THE SCHOOL OF LIBERAL ARTS

Students who have previously attended Huntingdon College in the School of Liberal Arts (traditional day program) and who are interested in admittance to the SBPS program must have been absent from Huntingdon College for a period of one year and be at least 22 years old before they will be eligible for application to the program.

ADMISSION EXPIRATION

Admission, regardless of status, is open for the period of one year. If no enrollment occurs within a full calendar year following a student’s admission to the program, the application/acceptance is withdrawn, and the student will need to reapply.

ACADEMIC CREDIT POLICIES

ADVANCED PLACEMENT (AP)

Huntingdon College participates in the Advanced Placement (AP) Program of the College Entrance Examination Board. Students who have taken college-level courses and who would like to apply for academic credit at Huntingdon should take the appropriate AP Examination and have the test results sent to the Office of the Registrar. The College reviews and evaluates AP courses on an individual basis in the context of a student’s proposed area of study. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. Three to eight (3 - 8) semester hours of credit are granted for each AP Examination passed with a score of three or higher in courses comparable to Huntingdon College courses. The number of hours granted is determined by the corresponding academic Program. Information regarding specific AP credit granted is available on the College’s web site. A $25.00 recording fee per awarded credit hour is assessed.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Huntingdon College awards up to 30 semester hours of credit for satisfactory performance (50th percentile or higher) on the tests of the College Level Examination Program (CLEP) provided that the examination area is comparable to a course offered for credit at Huntingdon College. Although students who wish to receive credit granted on this basis are encouraged to take Subject Examinations, the 30 hours permitted may be in Subject Examinations, General Examinations, or both. However, no credit will be granted on the basis of General Examinations taken after the student has entered college. Students wishing to receive credit based on CLEP scores should request the College Entrance Examination Board to send an official score report directly to the Office of the Registrar. Information regarding specific CLEP credit granted is available on the College’s web site. A $25.00 recording fee per awarded credit hour is assessed.

INTERNATIONAL BACCALAUREATE PROGRAM (IB)

Huntingdon College recognizes the successful achievement of students participating in the curriculum of the International Baccalaureate (IB) Program. Students are encouraged to submit their IB examination scores for review. Credit is only awarded for the IB Higher Level Examinations (not the IB Subsidiary Examinations) provided that the examination area is comparable to a course offered for credit at Huntingdon College and that a minimum score of five is earned on the examination. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. An IB transcript should be sent to the Office of the Registrar for evaluation. A $25.00 recording fee per awarded credit hour is assessed.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

Huntingdon College recognizes the successful achievement of students participating in the curriculum of DANTES. Students are encouraged to have their official DANTES transcript submitted for review. Credit is awarded for courses in which the content is comparable to a course offered for credit at Huntingdon College. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. A DANTES transcript should be sent to the Office of the Registrar for evaluation. A $25.00 recording fee per awarded credit hour is assessed.
TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Transfer credit is granted for any course taken at an accredited college or university in which the student has earned a grade of “C” or better, or in the case of a course taken on a “Pass/Fail” basis, a grade of “P” (the “P” must equate to a “C” or better), provided that the course is deemed comparable to a course offered for academic credit at Huntingdon College or is of such a nature that it would carry academic credit if it were offered by the College. Courses that do not have an equivalent at Huntingdon College and are of such a nature that it would carry academic credit if it were offered by the College will receive an appropriate prefix and be numbered “000.” Such courses granted as elective transfer credit will count toward the total number of academic credits required for the degree, but are normally not applicable toward the core curriculum, major or minor requirements.

Transfer credit will not be granted for courses which belong in one or more of the following categories: (a) courses in professional, vocational or sectarian religious study, or (b) courses below the level of introductory courses at Huntingdon College. The College does not grant credit for attendance in service schools or training programs in the Armed Forces unless it can be demonstrated that such attendance is the equivalent of a course or courses offered at Huntingdon College. Academic courses taken while on military service at accredited colleges, universities or language institutes may be transferred in the normal manner. Based on a review of an official transcript, credit may be awarded for general military training. Academic credit will not be granted for work done while a student was placed on academic suspension or the equivalent at a previous institution.

Evaluations of credits earned from other institutions are made after a student has been selected for admission and has indicated an intention to enroll. No student may assume that credit will be given for work at other institutions until a written statement of credit accepted is received from the Office of the Registrar. Grades and credits from other institutions are not included in the student’s grade point average at Huntingdon. The only grade average recorded on the student’s permanent record is that which he or she earns at Huntingdon College.

A maximum of 64 semester hours earned at two-year institutions may be credited toward the 120 hour degree requirement.

A maximum of 90 semester hours of transfer work may be credited toward the 120 hour degree requirement.

A Huntingdon student may apply a maximum of 12 semester hours in Military Science, Aerospace, or similar military credit toward the minimum of 120 hours for a Bachelor’s degree.

Initial transcript evaluations are subject to change for students who do not matriculate with the academic year of admission to the College.
Notice: Despite a student’s term of matriculation, all policies in the 2007-08 SBPS Catalog are applicable to all SBPS students, unless specifically stated otherwise. Thus, this catalog should be reviewed with care by all SBPS students.

FINANCIAL AID

ELIGIBILITY AND OPTIONS
To receive consideration for financial aid, a student must be:
1. A United States citizen
2. Accepted as a degree candidate in the SBPS program
3. Enrolled in at least six hours during any single semester (see Pell Grant exception below).

If all the above criteria are met, the student is eligible for the following Federal Title IV programs:
• Pell Grants (may be able to receive this grant with as few as three hours enrolled),
• Stafford Loans, and
• Plus Loans (parent) for dependent students.

All program awards are based on “demonstrated need” and calculated using federal guidelines.

THE FINANCIAL AID PROCESS
1. Complete the Free Application for Federal Student Aid (FAFSA), online at www.fafsa.ed.gov. In addition, the student should go to www.pin.ed.gov to request a Personal Identification Number (PIN) so that the student or the student’s parent (if applicable) can electronically sign the FAFSA. The Huntingdon College code is 001019 and must be put on the FAFSA in order for the Office of Student Financial Services to receive the student’s information.
2. Once the FAFSA is completed and processed by the government, the student and the Office of Student Financial Services will receive a Student Aid Report (SAR). The SAR will explain potential eligibility for federal loan and grant programs.
3. Students may also be eligible for the Alabama Student Grant Program. Applications are available from Huntingdon College’s Office of Student Financial Services, the site coordinators, and will be provided with the student’s official award notification from Huntingdon College. Enrollment in six hours (minimum) is required. State deadlines apply to this grant.

PROCESS NOTES
The entire Federal Aid process can take up to eight weeks, so the student must apply early.
The federal government sometimes asks for “verification” of FAFSA information. When this is done, the financial aid award is delayed until all supporting documentation (signed copies of federal tax returns, etc.) is provided to and reviewed by the Office of Student Financial Services.

The receipt of a financial aid award does not alter the student’s responsibility for payment of tuition and fees. All related program costs are due prior to attending the first class. Financial aid grants will not be considered as payment unless an award letter has been issued by Huntingdon College. Financial aid loans (Federal Stafford and Plus) will not be considered as payment until the loan has been guaranteed by the Kentucky Higher Education Assistance Authority (KHEAA) and the student has completed Federal Stafford Loan Entrance Counseling, as required by the federal government.

Finally, the student should determine if his or her employer will provide financial assistance (tuition reimbursement) for tuition, fees, and books (this information is usually available from the employer’s Human Resources Office).

A student who is presently attending and receiving financial aid from another institution and who desires to transfer to Huntingdon College, must call the Federal Aid Information Center at 1-800-433-3243 and request that a SAR (Student Aid Report) be sent to Huntingdon College.

STANDARD OF SATISFACTORY ACADEMIC PROGRESS
In order for a student to receive awards from the Federal Pell Grant Program, the Federal Stafford Loan Program, the Federal Plus Loan Program, and the Alabama Student Grant Program, a student must be determined to be making satisfactory academic progress as defined by the Standards of Satisfactory Academic Progress located in this catalog. A student who fails to meet the Standards of Satisfactory Progress will be placed on Financial Aid Probation for the next semester of attendance by the Director of Financial Aid and may continue to receive Federal Title IV and state funds during that semester, provided the student is allowed to continue enrollment. At the end of the Financial Aid Probation semester, the student must meet the Standards of Satisfactory Progress per the respective academic catalog, or he/she will be ruled ineligible to receive Title IV and state funds for any future semesters of attendance. No student may be placed on Financial Aid Probation for two (2) consecutive semesters. A student who is deemed ineligible for a Federal Stafford Loan, a Federal Plus Loan, or an Alabama Student Grant because of failure to meet the Standards of Satisfactory Academic Progress, may reestablish his/her eligibility under these programs by subsequently meeting the Standard of Satisfactory Academic Progress, provided the student is allowed to continue enrollment.

The time frame for full-time student completion of an undergraduate program cannot exceed 150% of the published length of that program. All students who exceed the 150% maximum time frame are considered to be ineligible for Title IV financial aid. Appeals of this policy must be submitted Vice President for Enrollment Management.
EXPENSES

TUITION AND FEES: 2007-2008

TUITION
Per credit hour ................................................................. $215.00

FEES (APPLIED PER EACH ACTION PROCESSED)
Late add fee ................................................................................ $100.00
Drop fee ............................................................................... $25.00
Administrative Drop fee .......................................................... $50.00

FINANCIAL TERMS

BILLING PROCEDURES
All charges are assessed on the first day of each semester based upon registration. Adjustments will be made at the time of any enrollment change and any applicable fees assessed.

PAYMENT POLICY
Tuition and fees are payable prior to the first day of classes. Payments should be sent directly to the Student Account Manager at the following address: Huntingdon College, 1500 East Fairview Avenue, Montgomery, AL 36106-2148. The receipt of a financial aid award does not alter the responsibility for payment of tuition and fees. Financial aid grants will not be considered as payment unless all requirements have been met, an award letter has been issued, and a student has registered for a term. Financial aid loans will not be considered as payment until the loan has been guaranteed.

Students are not permitted to register for upcoming semesters until their financial affairs are satisfactorily arranged.

CORPORATE TUITION REIMBURSEMENT PROGRAMS
Many corporate or educational institutions participate in tuition reimbursement programs for their employees. A student participating in one of these programs is first and foremost responsible for all tuition and fees. Students must then follow their company’s procedures for applying for tuition reimbursement.

STATEMENT OF LIABILITY
Should a student leave Huntingdon College owing on his/her account, he/she will be liable for all attorney’s fees and other reasonable collection costs and charges necessary for collection. Students will not be permitted to receive reports or transcripts of their work until all College bills are paid, including library fines, traffic fines, insurance policy assessments, and disciplinary fines.

REFUND POLICY AND INFORMATION

REFUND POLICY
1. Prior to the beginning of a semester if a student terminates his/her enrollment, any payment made for that upcoming semester will be refunded in full. Under these circumstances, a student becomes ineligible for any financial aid.
2. After the semester begins but prior to the class’ first meeting, the student will be assessed any appropriate fees, and any credit balance will be refunded with any drop or withdrawal. A student may become ineligible for financial aid for other sessions based upon enrollment changes.
3. After the class’ first meeting, a student will be assessed appropriate fees and forfeit all tuition for withdrawals in a currently meeting session; however, a student may remain eligible for financial aid for that session given total hours of enrollment meet federal and state requirements.

REFUND PROCEDURES
The student initiates the change of enrollment through the drop/withdrawal processes described in this catalog. The Office of the Registrar reviews the completed submissions and forwards information to the appropriate offices regarding the official date of the enrollment change(s). The Director of Financial Aid and the Student Account Manager review the data and apply the refund policy to the student. The amount of any refund due to the student and Title IV programs, if applicable, will be resolved within 14 days of the official notification from the Office of the Registrar.
ACADEMIC POLICIES

GENERAL ACADEMIC POLICIES

It is the responsibility of the student to be familiar with and to complete the requirements for the degree being sought. The faculty and staff of Huntingdon College will assist each student, but it is the student who must ensure that all core, major, degree, and graduation requirements have been completed in the manner outlined in his/her catalog of matriculation.

The College reserves the right to change its academic policies and requirements. Such changes will be publicized to minimize inconvenience to students. Huntingdon College also reserves the right to modify or discontinue any academic offerings or degree programs when necessary. In such cases, the College will make reasonable efforts to allow current students to complete the program or will assist in their transfer to other acceptable programs.

ACADEMIC SCHEDULE

The academic year is divided into three semesters: the first beginning in late August and ending in December (Fall Semester), the second beginning in early January and ending in late April or early May (Spring Semester), and a third beginning in May and ending in early August (Summer Semester). Each semester is composed of three five week sessions. The normal three credit hour class schedule calls for each class to meet for four hours one night per week for the duration of the session. The SBPS schedule of classes is published for information and planning purposes. The College reserves the right to cancel, postpone, combine or change the time of any class for which there is not sufficient enrollment or for other reasons deemed in the best interest of the institution. The Academic Calendar and schedule of classes are available on the College’s web site.

CLASS ATTENDANCE

All students are required to attend, at a minimum, 75% of the meetings of every class in which they are enrolled, and specifically the first class meeting. Failure to meet minimum attendance requirements will result in a failing grade.

Students are expected to arrive for class on time. Failure to be punctual may, at the discretion of the instructor, be recorded as an absence. Individual faculty may set more stringent policies regarding prompt attendance.

Faculty are expected to take roll at every class meeting and report absences as required on all rolls and grade sheets.

Students should be aware that missing any class meeting may have a negative impact on their learning and course performance. Any student who misses the first night of class will be administratively dropped from the course, and an administrative drop fee will be assessed for each administrative drop made by the College for a student’s failure to attend the first class meeting. (See Tuition and Fees section for specific amount.)

COURSE LOAD

Because adult students juggle the demands of work, family and community responsibilities, the SBPS courses are designed for students to enroll in one course at a time, normally totaling nine credit hours for each semester. The accelerated courses allow students to make quick progress towards earning their degree, while ensuring that they focus on the specific content of each course.

COURSE OVERLOAD

A course overload is defined as more than nine (9) hours enrollment in a semester, and/or more than three (3) hours enrollment in any one session. Students seeking a course overload must have a minimum 3.0 cumulative GPA. The maximum number of hours permitted per semester is 18 hours, with a maximum of 6 hours per session. During a student’s first semester of enrollment in SBPS, an overload is permitted for new students at the discretion of the advisor.

Candidates for graduation who are in their final term of enrollment and who do not meet the GPA requirement to take an overload may do so with the permission of the advisor and the Registrar. Students in this situation should submit a College Policy Petition form.

APPLICATION FOR GRADUATION

All students must file with the Registrar an application to graduate. The form is available from the Office of the Registrar upon confirmation of a student’s feasibility of completion prior to the upcoming annual Commencement in the Spring Semester. Failure to submit the form may cause a delay in graduation due to unfulfilled requirements. A Spring Semester candidate for graduation must have all official final transcripts on file in the Office of the Registrar on or before May 1st. This deadline will likely prevent a candidate for graduation from taking courses off-campus during the Spring Semester preceding graduation.

A student taking classes in his/her final term of Summer or Fall must have all official final transcripts sent to the Office of the Registrar immediately following the completion of the respective term in order to secure the corresponding Summer or Fall graduation date.

Note should be taken that an official transcript is one that is mailed directly from the corresponding institution to the Office of the Registrar at Huntingdon College. No “student issued” or hand-carried transcripts will be accepted.

Degrees are conferred and diplomas distributed only once a year at the annual Commencement ceremony. However, there are three distinct degree awarding dates (semester ending date for the Summer and Fall, or the Commencement date for the Spring Semester in which the student’s final coursework is completed). The respective date is posted on the student’s transcript following the term of completion, and is used on the diploma. The term of completion is based upon the receipt of all documentation of all requirements for verification of degree completion. If all such documentation is not officially received in the Office of the
Veteran’s Affairs and timing for degree completion. Students should also be aware that changes in enrollment might affect areas of financial aid, the College. Students who do not officially withdraw from classes will be assigned a grade of “F” by their instructors. Students may automatically be removed from courses for which they have not completed the prerequisite by the Office of the Registrar. Students may, in special circumstances, obtain permission to waive the prerequisite requirement on a course by course basis. This permission is to be obtained prior to registration from the Vice President for Academic Affairs/Dean of the Faculty via a College Policy Petition.

**REGISTRATION PROCEDURES**

Registration for an upcoming term begins on specific dates prior to the beginning of each term, students may register for the upcoming term. Students who do not complete registration properly, have not satisfied the requirements of their admission (e.g. conditional and/or probationary), or who fail to clear all financial obligations to the College will be prohibited from officially enrolling for the term until such obligations are met, and then enrollment is permitted only for courses which have not yet begun. A student may not register and enter classes after the first meeting of a class during a session.

**PREREQUISITES**

A prerequisite is a course or other preparation that must be completed before enrolling in an advanced course. The student is responsible for determining, prior to registration, if all prerequisite requirements have been met for individual classes in which the student intends to enroll. Prerequisite information is contained in the course description section of this catalog. Prerequisites for courses apply to students based upon the catalog in which the course is offered and the student is enrolled in said course. Prerequisites are subject to change per academic year with any change in course content, as documented by syllabi/modules.

Students may automatically be removed from courses for which they have not completed the prerequisite by the Office of the Registrar. Students may, in special circumstances, obtain permission to waive the prerequisite requirement on a course by course basis. This permission is to be obtained prior to registration from the Vice President for Academic Affairs/Dean of the Faculty via a College Policy Petition.

**STUDENT INITIATED CHANGES IN REGISTRATION/ENROLLMENT**

**ADDMING**

A student may not enter a class after it has met the first time. To add a course, a student must complete the Change of Enrollment submission process which is available online via the students’ academic account access (or in exceptional cases, the Change of Enrollment form) by the third business day before the day the class begins, in order not to be assessed a late add fee (see schedule below). Any student who adds a course after this deadline, but before the class meets for the first night, will be assessed a late add fee per add action (see Tuition and Fees section for specific amount).

**DROPPING**

To drop a course, a student must complete the Change of Enrollment submission process which is available online via the students’ academic account access (or in exceptional cases, the Change of Enrollment form), and the course must not yet have met. Once the semester has begun, a grade of “X” will be indicated on the student’s transcript for any course in which a drop is processed, and a drop fee will be assessed for each drop made by the student regardless of the start date of the session affected. (See Tuition and Fees section for specific amount.) The grade of “X” does not affect a student’s grade point average.

Unless course changes are made in this manner, they have no official standing and will not be recognized by the College. Students should also be aware that changes in enrollment might affect areas of financial aid, Veteran’s Affairs and timing for degree completion.

**ADMINISTRATIVE DROP**

All students are required to attend the first class meeting of each course for which they are enrolled. Any student who misses the first class meeting will be administratively dropped from the course, and an administrative drop fee will be assessed for each administrative drop made by the College for a student’s failure to attend the first class meeting. (See Tuition and Fees section for specific amount.)

**WITHDRAWAL FROM A COURSE**

A student may withdraw from a course up until the end of the business day on the day of the last class meeting. To withdraw from a course, a student must complete the Change of Enrollment submission process which is available online via the students’ academic account access (or in exceptional cases, the Change of Enrollment form). A grade of “W” will be indicated on the student’s transcript for any course in which a withdrawal is processed. The grade of “W” does not affect a student’s grade point average. (Refer to the Refund Policy section of this catalog with regard to how tuition is affected by a withdrawal.)

Unless a course change is handled in this manner, it has no official standing and will not be recognized by the College. Students who do not officially withdraw from classes will be assigned a grade of “F” by their instructors. Students should also be aware that changes in enrollment might affect areas of financial aid, Veteran’s Affairs and timing for degree completion.
Withdrawal From the College

Students wishing to withdraw entirely from a term that is in progress must complete the Application for Student Withdrawal process, which is available online via the students’ academic account access. The Application for Student Withdrawal must be completed and on file with the Office of the Registrar before the student’s official withdrawal will be processed. Students who withdraw from a semester, either all at once or course by course, must be readmitted to the College before being permitted to enroll in subsequent semesters.

Repeating Courses

Although Huntingdon does not remove the original grade from the permanent record, the College will permit a student to repeat a course under the conditions listed below. A student:

- may have only one lower course grade removed in the computation of the cumulative GPA;
- may not repeat for a higher grade at another college or university a course initially taken at Huntingdon College;
- must complete, sign, and submit a Request to Repeat a Course form at the time of registration.

Additional credit may not be earned when repeating a course for a higher grade. The College does not guarantee the availability of any course for repetition.

Catalog of Choice

Each catalog presents the requirements for students entering Huntingdon during that particular academic year and is the catalog the student’s academic advisor(s) and Registrar will use in verifying degree requirements for graduation. Any request to change catalogs must be submitted using the appropriate form and approved by the student’s academic advisor(s), and the Vice President for Academic Affairs/Dean of the Faculty. A change of catalog will apply to all requirements: core, major, as well as graduation. The catalog of choice must be a catalog dated a year in which the student is or was enrolled at Huntingdon. A student may not submit a petition for a catalog change during his or her terminal semester.

If there is an enrollment break of four or more consecutive years, the student must use the catalog issued for the year in which the student is readmitted and matriculates.

Academic Credit Policies

Transfer Credit (Credit Elsewhere)

A currently enrolled student who wishes to take course work at another college or university and apply that work toward the requirements for a Huntingdon College degree must secure approval of the student’s advisor and the Registrar. Approval to take courses at another institution for transfer to Huntingdon College may be requested by completing the “Application for Approval to Earn Credit Elsewhere for Transfer to Huntingdon” form, which is available online. Completed forms, including the presence of advisor’s signature, should be submitted directly to the Office of the Registrar.

The advisor will determine suitability of the course in relation to the student’s plan of study, and the Registrar must certify the student’s academic standing and course equivalency. Credit may not be granted at Huntingdon for any course not specifically approved in advance.

A student:

- may not repeat at another college or university a course initially taken at Huntingdon College;
- who has accumulated as many as sixty-four semester hours from a two-year institution, may only take work at a senior college or university, or forfeit previously awarded credit;
- may not exceed the normal load permitted at SBPS during the same period;
- may not take at another college or university in the area any course or courses being offered at SBPS in the same semester or term;
- must fulfill Huntingdon College’s terminal residency requirement of 30 semester hours.

Refer to the Application for Graduation and General Degree Requirement sections for further restrictions.

Students in the SBPS program who wish to take courses in the School of Liberal Arts (traditional day program) must complete a request to transfer credit elsewhere as outlined above. Additionally, students who choose this route are responsible for tuition and fees applicable to those students in the School of Liberal Arts.

Credit will be granted for any approved course completed with a grade of C or better, or in the case of a course taken on Pass/Fail basis, a grade of “P” (the “P” must equate to a “C” or better).

College Level Examination Program (CLEP)

Credit can only be granted for Subject Examinations. No credit will be granted for General Examinations taken after the student has entered college. Credit will not be granted for a lower sequence course if a more advanced course has been completed. In any one discipline a maximum of 12 semester hours may be earned. Huntingdon awards up to 30 semester hours of credit for satisfactory scores (50th percentile or higher) on the College Level Examination Program. Students who wish to take courses under this agreement must secure the approval of the academic advisor and the Registrar. A $25.00 recording fee per awarded credit hour is assessed.

Defense Activity For Non-Traditional Education Support (DANTES)

Huntingdon College recognizes the successful achievement of students participating in the curriculum of DANTES. Students are encouraged to have their official DANTES transcript submitted for review. Credit is awarded for courses in which the content is comparable to a course offered for credit at Huntingdon College. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. A DANTES transcript should be sent to the Office of the Registrar for evaluation.

A $25.00 recording fee per awarded credit hour is assessed.
GRADING POLICIES

COURSE GRADES AND POINTS
The quality of achievement in a course is measured as follows:

- A: Excellent; earns four grade points per semester hour.
- B: Good; earns three grade points per semester hour.
- C: Average; earns two grade points per semester hour.
- D: Poor; earns one grade point per semester hour.
- F: Unsatisfactory; earns no grade point per semester hour.
- S: Satisfactory; used for required classes in which credit cannot be earned. This does not count in the grade point average.
- U: Unsatisfactory; used for required classes in which credit cannot be earned. This does not count in the grade point average.
- W: Withdrawal; indicates that the student withdrew from the course.
- X: Drop: indicates that the student either dropped a course prior to its first class meeting, or was administratively dropped due to nonattendance in the first class meeting.

At the end of each session, faculty members must report grades to the Office of the Registrar within 48 hours after the completion of the last class meeting. A grade of Incomplete is not acceptable.

GRADE REPORTS AND GRADE POINT AVERAGE
All grades are entered into the student’s permanent record (transcript) at the end of each session. SBPS grades are posted to each student’s online account. The grade report will indicate the final grades for all courses taken during the semester, the semester hours attempted, the quality points and credits earned, and the term grade point average. Also included on the grade report will be a record of the total number of hours attempted, the total quality points earned, and a cumulative grade point average. The grade point average is computed by multiplying the quality points earned by the credit hours of each course and by dividing the total quality points earned by the total credit hours attempted as indicated by the following example:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Resulting in 15 semester hours attempted and 30 quality points earned.
Which yields: 30 quality points / 15 hours attempted = 2.00 GPA.

CHANGE IN GRADE/GRADE APPEALS
A course grade, which has been reported by the instructor to the Office of the Registrar, cannot be changed without a properly executed Adjustment of Student’s Academic Record card signed by the instructor and the Vice President for Academic Affairs/Dean of the Faculty. Students, who believe that an incorrect grade was awarded by the instructor, or who perceive that other problems may exist for which an appeal is warranted, should follow the College’s grievance policy.

COURSE MODULES
Course modules are regularly available from Huntingdon SBPS for courses taught in the SBPS program. Course modules are available on the web and are posted no later than two weeks prior to the first class meeting. Microsoft Word 97®, at minimum, will be necessary to download the module.

ACADEMIC HONORS

DEAN’S LIST
At the end of each semester, the Vice President for Academic Affairs/Dean of the Faculty issues a list of students who have achieved academic distinction. To be eligible for the Dean’s List a student must have received letter grade evaluations on at least nine hours during the term and must have completed all course work for the term. The Dean’s List of Honors recognizes those who achieve semester grade point averages of 3.80 - 4.00.

To be eligible for Cum Laude and Magna Cum Laude status, a student must complete a minimum of 45 hours at Huntingdon College evaluated on a graded basis and have a minimum GPA of 3.5 and 3.75, respectively. To be eligible for Summa Cum Laude status, a student must complete a minimum of 120 hours at Huntingdon College evaluated on a graded basis and have a GPA of 3.75 or higher.

The minimum GPA to have the honor of Cum Laude or Magna Cum Laude conferred, is based on the number of hours graded at Huntingdon College and is calculated using a linear scale. Examples of the linear scale are given in the table below. Details of the calculation process are available from the Office of the Registrar.
ACADEMIC POLICIES

ACADEMIC STANDING

CLASSIFICATION OF STUDENTS
Class designation is based on the number of hours the degree seeking student has earned in courses offered at Huntingdon College, transferred from other accredited institutions, or awarded through AP, CLEP, IB, or DANTES credit. The following is an explanation of class designation:

**Freshman**: A student who has earned 0 - 23 hours of credit.

**Sophomore**: A student who has earned 24 - 56 hours of credit.

**Junior**: A student who has earned 57 - 89 hours of credit.

**Senior**: A student who has earned 90 or more hours of credit.

Class designation does not necessarily reflect the student’s readiness to graduate, progress in the chosen program of study, or the number of semesters of attendance.

STANDARDS OF SATISFACTORY PROGRESS
Each student is expected to maintain satisfactory academic standing and progress toward the baccalaureate degree. Continuation in college and various privileges are governed by the student’s academic standing and classification. Students who do not maintain a grade average of sufficient quality to ensure meeting graduation requirements are subject to academic disciplinary action.

SATISFACTORY PROGRESS
Satisfactory progress toward degree completion is defined as meeting or exceeding a minimum of 2.000 for both term and cumulative grade point average (GPA), and is reviewed after the end of each semester (Fall, Spring and Summer).

ACADEMIC PROBATION
A student will be placed on Academic Probation for the following semester if the student is not making satisfactory progress toward degree completion.

ACADEMIC SUSPENSION
After a student has been placed on Academic Probation, the student has one (1) semester of enrollment to restore good standing, or the student will be placed on Academic Suspension. Being placed on Academic Suspension means that the individual is not eligible to attend courses at Huntingdon until the end of the suspension period.

The first suspension period will ordinarily be for the duration of one semester, the second for the duration of two semesters. Students who have been suspended must petition the SBPS Admission Committee in writing for readmission.

LEAVE OF ABSENCE
A leave of absence means that a student in good standing, who is eligible for continued enrollment, ceases to be enrolled and is guaranteed readmission.

Students submit a written application for leave of absence to their advisor prior to the beginning of the semester in which the leave will take affect. To be accepted, leave forms must be signed by both the student and the student’s advisor, and approved by the Student Account Manager and the Director of Financial Aid.

Leaves are granted for a finite period of time, and normally may not exceed two consecutive semesters. A leave normally will not be granted to students on Scholastic Probation or Disciplinary Probation.

While on leave, the student’s status is temporarily deactivated. A leave of absence guarantees an individual’s readmission only if the student returns within the time frame agreed upon in the approved application for leave.

Upon readmission, students must reapply for financial aid according to the Office of Student Financial Services policies and procedures in effect at that time, and must be in financial good standing to be permitted to enroll for classes. The student is also subject to any other College policies that may have been implemented during the student’s absence.

TRANSCRIPTS
A transcript may only be issued by the Office of the Registrar upon written request of the student or former student. One should allow five to seven working days after clearance from the Office of Student Financial Services for processing. During the busiest periods (processing of final grades, registration, graduation), transcript processing may be delayed.

Official copies of Huntingdon College transcripts bear the College seal and the College Registrar’s or Associate Registrar’s signature and are sent directly to the schools, organizations, or individuals as indicated on the signed written request of the student or former student. Upon signed written request, an individual may also receive official copies of his or her transcript which are stamped “Issued to Student.”

The initial transcript issued is provided free of charge as a service to students. Subsequent requests are $4.00 per transcript. All transcripts are sent first-class mail. Other methods of delivery (e.g. overnight, etc.) are available upon request and for an additional charge.

<table>
<thead>
<tr>
<th>Hours Graded</th>
<th>Required GPA For Cum Laude Status</th>
<th>Magna Cum Laude Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>3.500</td>
<td>3.750</td>
</tr>
<tr>
<td>90</td>
<td>3.600</td>
<td>3.825</td>
</tr>
<tr>
<td>60</td>
<td>3.700</td>
<td>3.900</td>
</tr>
<tr>
<td>45</td>
<td>3.750</td>
<td>3.938</td>
</tr>
</tbody>
</table>
Requests for transcripts received by FAX will be processed provided the request contains the required information and a valid credit card number with expiration date for billing purposes. (Detailed instructions are available by calling 334-833-4430 or on the College’s web site.) If the FAX does not contain the correct credit card information, transcripts will not be issued until the appropriate fee is received. Copies of transcripts will not be sent as a FAX unless so stipulated in the written request. Huntington assumes no responsibility for confidentiality of records sent in this manner.

Transcripts will not be provided for students, current or former, or alumni with overdue accounts or other financial obligations to the College. Once a student’s financial obligations to the College have been met, it is the requestor’s responsibility to ask the Office of Student Financial Services to notify the office of the Registrar of the release of the transcript hold.

**CORRESPONDENCE**

Huntingdon College SBPS students are individually assigned a College e-mail address for the purposes of correspondence with College faculty, staff and other students. It is the responsibility of the students to check their Huntington College e-mail account regularly. The HC e-mail account will be an official means of communication between the student and the College. To better serve each student and to protect student information, only student requests that are sent from the HC e-mail account will be considered official, as there is no level of security or verification of identity with other e-mail accounts (e.g. Yahoo, AOL). The student’s e-mail login and password, as provided to them by the Huntington College Tech Team, will also be used with the student’s online student account, which is where final grades for each class are posted and where students register and make enrollment changes for each semester.

All other correspondence between the student and the College will be limited to the permanent address on file with the Office of the Registrar, unless otherwise requested with specific authorization.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The School of Business and Professional Studies complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. This federal law provides that an institution will maintain the confidentiality of student records, and it provides students and parents of dependent students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

At its discretion, in response to individual inquiry or by publication, the College will provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, classification, study load, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar in writing.

A detailed statement of policies and procedures pertinent to Huntington’s implementation of the Act is available on the College’s web site.

**VETERANS’ AFFAIRS**

Huntingdon College is approved for the education of veterans eligible for benefits under programs of the Veterans Administration. Approval is granted by the State Approving Agency of the State Department of Education under authority of Title 38, United States Code, Chapter 36, Section 3675. The Department of Veterans Affairs (DVA) regulations (Title 38, Code of Federal Regulations) determines the eligibility of veterans, service personnel, and other eligible individuals, and approves the payment of benefits.

The programs under which students may be eligible for DVA educational benefits are listed below. To determine specific eligibility requirements students should direct their questions to the DVA Regional Office at 1-800-827-1000.

A partial listing of entitlement programs includes:

- Montgomery GI Bill Active Duty Educational Assistance Program (Chapter 30)
- Post Vietnam Era Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Survivors’ and Dependents’ Educational Assistance Program (Chapter 35)
- Montgomery GI Bill Selected Reserve (Chapter 1606)
- Reserve Education Assistance Program (REAP) (Chapter 1607)

Students expecting to receive benefits must file an application for benefits with the Office of the Registrar. Certification cannot be made until the application is on file. Students receiving benefits must adhere to the rules and regulations established by the Department of Veterans Affairs. Specific guidelines have been established in regard to admission to the College; evaluation of prior credit; matriculation and satisfactory progress; proper degree pursuit and change of program; changes in enrollment, repeated or excessive courses, and overpayment; and attendance policy. Questions concerning these areas may be addressed to the Office of the Registrar.
REQUIREMENTS FOR GRADUATION

Applicable Only For Those Students Whose Initial Semester Of Matriculation Begins In The 2007-08 Academic Year (Fall 2007 - Summer 2008).

GENERAL DEGREE REQUIREMENTS
Students matriculating under this academic catalog will be awarded the degree of Bachelor of Science (BS). It is conferred by the President through the power vested in that office by the Board of Trustees of Huntingdon College. The College requires each undergraduate to plan, with the help of an academic advisor and within the framework of the general degree requirements, a program of liberal education suited to his/her particular needs and interests.

A student should carefully study all courses and other requirements needed for the degree. Each student is responsible for all requirements as stated and careful attention to the core and the specific program of study will result in completion of the requirements for graduation in the minimum time.

• The minimum requirement for a Huntingdon degree is 120 semester hours.
  • At least 25% of the hours required for graduation must be completed at Huntingdon College (90 hour rule), and of those hours, at least 9 semester hours must be in the student’s major.
  • Student’s must comply with the College’s Terminal Residency policy (30 hour rule), which states that not more than one course in the last 30 hours may be taken outside of Huntingdon College.
  • A maximum of ten percent (12 credit hours) of the courses used to meet the 120 hour graduation requirement may be seminars which are listed under the various disciplines.
  • An average of 2.00 is required on all graded courses. In addition, an average of 2.00 must be maintained on all hours graded after junior standing is attained.
  • A maximum of 12 hours of military service may be used to meet the 120 hour degree requirement.

• Completion of the Core Curriculum as described on subsequent pages.
• Completion of the Business Management major as described on page 16.
  • Any major courses above the Business core (ACT 201, 202, ECO 201, 202) must be completed at Huntingdon College after a student’s matriculation into the program.
  • A grade of C or higher is required in each course presented to fulfill the requirements for the major.
  • A maximum of 42 semester hours (42 hour rule) in a discipline (e.g. Business Administration - BUS) may be credited toward the 120 hour degree requirement.
• Participation in local and or national program testing in the major field is also required of all students.
• Successful demonstration of basic computer competency.
• Completed graduation application is required upon the request of the Office of the Registrar, typically the semester before completion.

CORE CURRICULUM
As a liberal arts, Methodist-related institution, Huntingdon College provides a core curriculum that supports the mission of the College. To this end the College’s faculty has prescribed a curriculum which each student must complete. This curriculum consists of a combination of specifically required courses and of academic areas from which a student selects a predetermined number of courses.

The description of the core curriculum is divided into two parts: Core Overview and Core Courses. The Core Overview is a list of the eight categories in which the requirements have been sorted. In this overview, a brief statement of the academic intent of the courses is given, as well as notations regarding which courses are required during the first academic year of enrollment. The second part of the description, Core Courses, is a listing of the specific courses which fulfill the requirement in each of these eight areas of the core curriculum.

CORE OVERVIEW
I. Transition to the SBPS Program (0 hour) - A seminar designed to aid the student in adjusting to the accelerated paced environment of SBPS and introduce the program’s expectations. This course is required during the first semester of enrollment for each student.
II. Written and Oral Communication (9 hours) - Composition and public speaking courses designed to enhance the student’s ability to communicate.
III. Judeo-Christian Tradition (6-12 hours) - Biblically based courses which broaden a student’s understanding of the Judeo-Christian tradition. All incoming students are required to take two courses in religion during the first academic year of enrollment.
  • A student admitted with less than 57 hours is required to complete four courses (12 hours) of religion at Huntingdon.
  • A student admitted with 57 or more hours is required to complete two courses (6 hours) of religion at Huntingdon.
IV. Historical Foundation (6 hours) - Two courses designed to enhance the student’s knowledge of the history of civilization.
V. Aesthetic Expression (9 hours) - This category, designed to expand the student’s understanding and appreciation of aesthetic expression, consists of a two course requirement in literature and a one course requirement in fine art.
VI. **Science and Mathematics (9 hours)** - The science and mathematics courses, two in science and one in mathematics, are intended to expand the student’s understanding of scientific knowledge and procedures and the logical thought processes related to mathematics.

VII. **Social Awareness (3 hours)** - One course designed to increase the student’s understanding of one of the stated academic areas.

VIII. **Technology (3 hours)** – One course designed to increase the student’s understanding and application of technology.

**GENERAL CORE REQUIREMENTS (45-51 HOURS)**

<table>
<thead>
<tr>
<th>I. Transition to the SBPS Program</th>
<th>0 hours</th>
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<tbody>
<tr>
<td><strong>First-Semester Seminar</strong></td>
<td></td>
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<tr>
<td>SBPS 301 Introduction to the School of Business and Professional Studies</td>
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<thead>
<tr>
<th>II. Written and Oral Communication</th>
<th>9 hours*</th>
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<tbody>
<tr>
<td><em><em>English Composition (6 hours</em>)</em>*</td>
<td></td>
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<tr>
<td>(Only basic college composition courses are applicable.)</td>
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<tr>
<td><em><em>Communication Studies (3 hours</em>)</em>*</td>
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<tr>
<td>(Only courses equivalent to Huntingdon College’s CMST 201 (Introduction to Communication) or CMST 233 (Effective Public Communication) will be accepted toward this requirement.)</td>
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<thead>
<tr>
<th>III. Judeo-Christian Tradition</th>
<th>6 - 12 hours</th>
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<tbody>
<tr>
<td><strong>Religion (6 - 12 hours)</strong></td>
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<tr>
<td>Requirement must be completed through Huntingdon College.</td>
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<tr>
<td>Specifically:</td>
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<tr>
<td>• All incoming students are required to complete two courses in religion within their first academic year of enrollment in the program. Subsequent religion course requirements may be completed in the time-frame set by the student.</td>
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</tr>
<tr>
<td>• A student admitted with less than 57 initial transfer hours is required to complete four courses (12 hours) in religion at Huntingdon College.</td>
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</tr>
<tr>
<td>• A student admitted with 57 or more initial transfer hours is required to complete two courses (6 hours) of religion within the first academic year of enrollment at Huntingdon College.</td>
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<table>
<thead>
<tr>
<th>IV. Historical Foundation</th>
<th>6 hours</th>
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<tbody>
<tr>
<td><strong>History</strong></td>
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<tr>
<td>(e.g. Western Civilization, American History)</td>
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<thead>
<tr>
<th>V. Aesthetic Expression</th>
<th>9 hours</th>
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<tbody>
<tr>
<td><strong>Fine Arts (3 hours)</strong></td>
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<tr>
<td>(e.g. Art, Music, Theater)</td>
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<tr>
<td><strong>Literature (6 hours)</strong></td>
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<thead>
<tr>
<th>VI. Science and Mathematics</th>
<th>9 hours</th>
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<tbody>
<tr>
<td><strong>Mathematics (3 hours)</strong></td>
<td></td>
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<tr>
<td>(Only college level mathematics courses are applicable.)</td>
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<tr>
<td><strong>Sciences (6 hours)</strong></td>
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<tr>
<td>(e.g. Biology, Chemistry, Physics, Physical Science, etc.)</td>
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<tr>
<th>VII. Social Awareness</th>
<th>3 hours</th>
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<tbody>
<tr>
<td><strong>Social Sciences</strong></td>
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<tr>
<td>(e.g. Economics, Geography, Political Science, Psychology, Sociology, etc.)</td>
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<tr>
<th>VIII. Technology</th>
<th>3 hours*</th>
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<tbody>
<tr>
<td><strong>Technology</strong></td>
<td></td>
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<tr>
<td>(e.g. Computer Literacy)</td>
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* This course is not offered through every site of the School of Business and Professional Studies; it should be completed at another institution, ideally at the partner community college, or at the Huntingdon College main campus, for which prior approval may be required.

**UNDUPlicated LIBERAL ARTS (9 HOURS)**
Any unused courses from the areas of core, with the exception of composition, can apply to this requirement.

**THE MAJOR**
Each student is expected to acquire considerable mastery of a particular discipline and achieve a breadth of intellectual experience by way of completing a major. Students are responsible for meeting the requirements of a major as stated in the catalog for the year in which they matriculate. The major available in this academic year through the School of Business and Professional Studies program is **Business Management**. Students may also choose to concentrate their studies in the area of Health Management (see description of concentration for more information).
ACADEMIC PROGRAMS

BUSINESS MANAGEMENT MAJOR REQUIREMENTS

BUSINESS CORE COURSES (12 HOURS)

Accounting (ACT)
- 201 Foundations of Accounting I .................................(3)*
- 202 Foundations of Accounting II ...............................(3)*

Economics (ECO)
- 201 Foundations of Microeconomics ............................(3)*+
- 202 Foundations of Macroeconomics ........................... (3)*+

MAJOR IN BUSINESS MANAGEMENT (GENERAL - 45 HOURS)

I. Business Core (12 Hours)

II. Required Management Core Courses (12 Hours)

Business (BUS)
- 303 Foundations of Marketing ........................................... 3
- 311 Foundations of Finance ............................................... 3
- 322 Legal Environment of Business .............................. 3

Management (MGMT)
- 312 Foundations of Management ................................. 3

III. Required Upper Level Management Courses (21 Hours)

Business (BUS)
- 329 Foundations of Quantitative Methods ......................... 3

Management (MGMT)
- 315 Organizational Theory and Behavior ....................... 3
- 330 Project Management ............................................... 3
- 331 Management Information Systems ......................... 3
- 333 Entrepreneurship .................................................. 3
- 406 Human Resource Management ............................... 3
- 499 Business Policy and Decision Making ..................... 3

MAJOR IN BUSINESS MANAGEMENT- HEALTH MANAGEMENT CONCENTRATION - 54 HOURS

The Health Management concentration availability is limited to one site (the Pell City campus).

I. Business Core (12 Hours)

II. Required Management Core Courses (12 Hours)

Business (BUS)
- 303 Foundations of Marketing ........................................... 3
- 311 Foundations of Finance ............................................... 3

Management (MGMT)
- 312 Foundations of Management ................................. 3
- 319 Legal Issues in Health Care .................................. 3

III. Required Upper Level Management Courses (30 Hours)

Business (BUS)
- 329 Foundations of Quantitative Methods ......................... 3

Management (MGMT)
- 211 Introduction to Health Care .................................... 3
- 315 Organizational Theory and Behavior ....................... 3
- 318 Management of Health Care .................................. 3
- 330 Project Management ............................................... 3
- 331 Management Information Systems ......................... 3
- 406 Human Resource Management ............................... 3
- 408 Ethics in Management ........................................... 3
- 497 Research and Application in Health Care .................. 3
- 499 Business Policy and Decision Making ..................... 3

* This course is not offered through the School of Business and Professional Studies, with the exception of the main campus and in Daphne, Alabama; it should be completed at another institution, ideally at the partner community college, or at the Huntingdon College main campus, for which prior approval may be required.

+ May be used to satisfy core requirements in the Social Science area; however, hours are not duplicated.

The SBPS program at each of its sites, with the exception of the Enterprise-Ozark and Montgomery sites, is a 59 credit hour program (including any site(s) activated after the publication of this document); specifically, the maximum number of credit hours earned through the SBPS program for application toward the 120 hour graduation requirement from Huntingdon College is 59 hours.
COURSES OF INSTRUCTION

This section of the catalog describes all the courses currently offered by Huntingdon College. These are listed alphabetically by the disciplinary prefix.

ACADEMIC PLANNING

Students planning their course of study should review the requirements, listed in the previous section, and course descriptions listed here, noting particularly those courses which interest them and determining which Core Curriculum components or distribution requirements they may fulfill.

A listing of courses offered in the Fall, Spring and Summer semesters together with time and location is published in a Schedule of Classes, which is made available on-line before each registration period.

The School of Business and Professional Studies’ Schedule of Classes is published on the College’s web site for information purposes. The College reserves the right to cancel, postpone, combine or change the time of any class for which there is not sufficient enrollment or for other reasons deemed in the best interest of the institution.

COURSE NUMBERING

All courses are assigned semester credit hours, the basic unit of measurement for time spent in class per week. Course numbers which constitute a two-semester sequence are separated either by a comma or by a hyphen. A comma indicates that either may be taken first. A hyphen indicates that successful completion of the first course is a prerequisite for the second.

The notation following the title of each course indicates the distribution between class and laboratory hours, and the semester hours of credit granted during each of the semesters involved.

Courses are numbered on the following basis:
100-199 — Introductory courses or course sequences typically taken by freshmen or sophomores.
200-299 — Introductory and intermediate courses or course sequences with or without prerequisites taken by freshman or sophomores.
300-499 — Advanced courses or course sequences with specific prerequisites (courses, class standing, or special permission) ordinarily taken by juniors or seniors.

Students may be admitted to advanced courses if they have met the prerequisite, or, in exceptional cases, with the approval of the Vice President for Academic Affairs/Dean of the Faculty.

PREREQUISITE POLICY STATEMENT

Prerequisites for courses apply to students based upon the catalog in which the course is offered and the semester in which the student is enrolled in said course. Prerequisites are subject to change per academic year with any change in course content, as documented by syllabi/modules.

*Courses already in place in the School of Liberal Arts (traditional day program) may be utilized at any time in the SBPS program.
**ACCOUNTING (ACT)**

201. **Foundations of Accounting I.** Cr. 3.
The fundamental principles of financial accounting. An introduction to the process of accumulating, classifying, and presenting financial information.

202. **Foundations of Accounting II.** Cr. 3.
Prerequisite: ACT 201 with a grade of C or higher or permission of the Associate Dean.
The preparation and utilization of financial information for internal management purposes. Special emphasis is given to cost determination, cost control, and the development of information for decision making.

**ART (ART)**

303. **History of Art I.** Cr. 3.
An historical survey of the visual arts from prehistoric times through the medieval, Gothic, Renaissance, and Baroque periods. Emphasis is on European art, but many cultures are included.

304. **History of Art II.** Cr. 3.
A survey of major art movements and styles from Romanticism, Realism and Impressionism, through the twentieth century.

404. **Art in Religion.** Cr. 3.

**BIOLOGY (BIOL)**

101. **Principles of Biology.** Cr. 3.
Survey course providing an introduction to all major concerns of modern biological science.

161. **Environmental Science.** Cr. 3.
Deals with man-made and man-related environmental problems such as pollution, overpopulation, depletion of resources, forest management, endangered species, energy and food shortages.

**BUSINESS ADMINISTRATION (BUS)**

303. **Foundations of Marketing.** Cr. 3.
Prerequisite: ECO 201 recommended, but not required.
An institutional and functional study of the distribution of goods and services; consumer motivation and behavior.

311. **Foundations of Finance.** Cr. 3.
Prerequisite: ACT 201 and either ECO 201 or 202.
Financing business. Special attention to internal financial structure.

322. **Legal Environment of Business.** Cr. 3.
The philosophy and evolution of law is examined. The first part of the course focuses on the legal rights and responsibilities of individuals under and before the law: torts, property, contracts, and agency. The second part of the course focuses on the legal rights and responsibilities of the businessman and the firm: negotiable instruments, partnership and corporation law, equity, and related subjects.

329. **Foundations of Quantitative Methods.** Cr. 3.
Descriptive statistics; probability and probability distributions; statistical inferences and hypothesis testing; simple regression analysis. Also, the course will cover various statistical applications in quality control, marketing, finance, economics and other areas of business.

**COMMUNICATION STUDIES (CMST)**

201. **Introduction to Communication.** Cr. 3.
Introduces students to communication as a process and its applications in interpersonal, group, public, and mass communication situations. Focuses on the relationship between the practice of human communication and theoretical explanations offered in the field of communication studies. Asks students to explore, question, and understand the world around us.

220. **Media in Society.** Cr. 3.
This course focuses on the impact of the mass media on society, including television, radio, print journalism, and the Internet. Emphasis on the development of television, radio, and print journalism in our society, the way our society uses them, and how the Internet has emerged as a powerful medium. Students will focus on elements such as news, entertainment, and other functions of the media.

233. **Effective Public Communication.** Cr. 3.
An interpersonal approach to the study of verbal persuasive communication. Traditional study of rhetoric and public speaking with regard to organization, evidence, and delivery.

242. **Interpersonal Communication.** Cr. 3.
Studies the aspects of interpersonal communication in personal and professional dyadic and group contexts. Specially designed to impart a general understanding of the dynamics involved in interpersonal relations in both structured and unstructured situations, and to improve communication skills in negotiating within those contexts. The course considers such topics as conflict management and resolution, nonverbal communication, conversational analysis, stages and phases of interpersonal relations, and responsive listening.

305. **Theories of Communication and Persuasion.** Cr. 3.
An exploration of the evolution of persuasion theories including learning, consistency, information processing, and cognitive theories as well as structural, attitudinal, interpretive, cultural, and critical approaches to communication studies. Sites for investigation include interpersonal, mediated, campaign, and movement messages.
332. Business and Professional Communication. Cr. 3.
Prerequisite: 233 or 242 recommended, but not required.
A focus on acquiring the communicative competencies necessary in business and professional careers. Focuses
on communicative situations and skills in the workplace, such as team building, interacting in meetings,
interviewing, written communications, superior-subordinate interactions, and effective listening.

342. Leadership Principles. Cr. 3.
This course looks at the evolution of leadership from a theoretical perspective with a focus on contemporary
leadership. Topics of discussion include management versus leadership, gender differences, power and social
influences, ethics and values, culture and the key communication competencies of leadership. Students will
evaluate and enhances personal leadership skills. In addition, students will develop a personal model of
leadership.

343. Decision Making/Problem Solving. Cr. 3.
One of the primary functions of members of an organization or for managers of projects is to make decisions
and solve problems using constructive organizational processes. When obstacles arise that may prevent the
organization from achieving its goals, project managers must engage in effective problem solving to overcome
these barriers. This course examines involvement of stakeholders in decision processes, models for decision-
making, decision trees, risk analysis, and issues associated with implementation of decisions.

344. Persuasion, Influence and Motivation. Cr. 3.
Students will examine the general theories that explain persuasion and one’s ability to influence others.
Discussion will identify communication skills, attitudes, and competencies associated with persuasion,
influence and motivation. In-class activities will enable students to learn and practice powerful persuasion
communication skills that will enhance both personal and professional success.

375. Public Relations. Cr. 3.
Prerequisite: 201 recommended, but not required.
Introduces students to the principles, techniques, and types of public relations. Concentrates on exploring the
role of public relations in our society, analyzing the public relations audience, and examining the mass media
as public relations vehicles.

Computer Literacy (COMP)

105. Computers and Society. Cr. 3.
A survey of computers and their impact on society. Includes the history of computing, philosophical and
ethical issues of computer applications, basic terminology and technological concepts, and an introduction to
common computer applications, computer programming, and web page construction.

Economics (ECO)

201. Foundations of Microeconomics. Cr. 3.
The understanding of the economic way of thinking and decision-making related to individuals and business
units. The knowledge of the theories, concepts, and tools of economic analysis such as demand and supply,
estensitivity, production, costs, profits, returns to scale, and their application in competitive markets. An
introduction to imperfect markets.

Prerequisite: 201 recommended, but not required.
The understanding of the theories, concepts, and tools of economic analysis related to achieving macroeconomic
goals such as economic growth, price stability and full employment. The analysis of Classical and Keynesian
theories as well as fiscal and monetary policies in today’s global environment.

English (ENGL)

103. English Composition I. Cr. 3.
The principles of expository writing with weekly assignments in composition.

104. English Composition II. Cr. 3.
Prerequisite: 103.
Critical compositions on fiction, poetry, drama, and film. This course will also include research methods and
the research paper.

213. Literature by Women. Cr. 3.
Prerequisite: 104 recommended.
An examination of works by women writers. Selections vary with each offering of the course.

312. 18th and 19th Century British Literature. Cr. 3.
Prerequisite: 104 recommended.
A study of poets, novelists, essayists and/or playwrights. Writers may include Swift, Pope, Doctor Johnson,
Austen, Wordsworth, Coleridge, Keats, Tennyson, Dickens, the Brontes, the Brownings, Arnold, and Hardy.

315. Film Studies. Cr. 3.
Prerequisite: 104 recommended.
This course will examine the artistic and cultural importance of film. The content of the course may vary, possibly
focusing on such topics as the history of film, films of a specific style or period, the relationship between prose
narrative and film, gender and film, or race and film. May be repeated once for credit with different topic and
permission of school. (Does not satisfy core literature requirement of core curriculum.)
324. Literature of the American South. Cr. 3.
Prerequisite: 104 recommended.
Representative writers, artistic and cultural characteristics, and developmental trends from a regional literary tradition.

331. Contemporary Literature. Cr. 3.
Prerequisite: 104 recommended.
An examination and analysis of literature since World War II. In addition to European and American literature, students will interpret contemporary developments in literature and culture such as post-Colonial studies, ethnic literatures from around the world, postmodernism, and debates about "literature" itself.

355. Critical Reading and Writing. Cr. 3.
Prerequisite: 104 recommended.
Studies expository writing, concentrating on the longer critical essay. (Does not satisfy basic English composition or literature requirements of core curriculum.)

HISTORY (HIST)

302. Europe, 1914 to the Present. Cr. 3.
The political, social, and economic developments in Europe, from World War I to the present, with emphasis on the diplomatic backgrounds of the two world wars, the postwar recovery, and the cold war.

314. Contemporary World History. Cr. 3.
The important events and movements of recent decades which have shaped today’s world, with emphasis on the years since World War II.

315. Alabama History. Cr. 3.
The political, social, and economic development of Alabama, with concern, as well, for the interaction between Alabama and the remainder of the United States.

341. Social Justice in the Workplace. Cr. 3.
Examines the sociological aspects of work from the personal viewpoint of the individual in the workplace, as well as the greater impact and implications of societal norms and expectations within the workplace.

342. History of the American Worker. Cr. 3.
Explores the history of working people in the United States from cultural, political and social justice perspectives.

402. The United States Since 1900. Cr. 3.
The political and cultural relations with Europe since 1900; participation in World War I; economic and political reactions to the war, culminating in depression and change of political administration; the Roosevelt Administration and the extension of social control; impact of world politics on the United States; factors working for and against solidarity of the Americas; rise and decline of isolationism; World War II; cold war.

405. History of the South. Cr. 3.
A survey of the social, economic, and political development of the South. Special attention given to the plantation society of the antebellum period and its political and social consequences, and to the “New South” changes which continue into modern times.

407. The Civil War and Reconstruction. Cr. 3.
Two crucial eras of American development: the war which sought to divide the Union and the postwar attempts to reconstruct both the South and the United States as a whole, in economic, social, political, and ideological terms.

411. Social and Intellectual History of the United States I. Cr. 3.
An exploration of the important social and intellectual concerns and movements in American history from the Colonial Period to 1860.

412. Social and Intellectual History of the United States II. Cr. 3.
An exploration of the important social and intellectual concerns and movements in American history from 1860 to the present.

INTERDISCIPLINARY (INDP)

201. Cultural Issues in International Business. Cr. 3.
An introductory course with emphasis on meaning and impact of culture and its elements (religion, politics, language, education, social institutions, and technology) on business activities.

303. Current Affairs. Cr. 3.
A current affairs course, covering rotating topics in the news, emphasizing global public affairs, especially national and international political and economic stories. The course may be taught both in a classroom and via bidirectional video link, emphasizing seminar discussion and the writing of essays and papers.

311. Interdisciplinary Humanities: Cultural Roots and Continuities for the 21st Century Cr. 3
This course is designed to introduce students to college-level study in the humanities. The course treats five roots of modern American culture: Earliest Civilizations, The Greco-Roman Roots, Medieval Cultures, The Western African Cultural Root, and The Asian Cultural Root. It examines cultural products (art, architecture, literature, music, philosophy, and religion) from these roots in an interdisciplinary context with emphasis on the interrelationships among the disciplines of the humanities. It encourages students to have recourse not only to the thoughts, ideals, and artistic creations of others in different cultures and eras but also to their own unique skills, talents, and powers.
LIBRARY (LIBR)

303. Library Research Methods. Cr. 3.
Explores scholarly research available to liberal arts students including library, Internet and primary services. Focuses on research writing and correct style and citation requirements.

MANAGEMENT (MGMT)

211. Introduction to Health Care. Cr. 3.
Survey of various health care professions, both from an academic and from a practical perspective. This course is designed to introduce students to the various academic disciplines in health care, and to acquaint students with the different organizations that deliver health care services.

312. Foundations of Management.
Prerequisite: Economics 201 recommended, but not required.
The fundamentals of management, such as the processes of planning, organizing, coordinating, and controlling in light of distinct schools and bodies of management thought.

315. Organizational Theory and Behavior.
Prerequisite: 312.
Focuses on the behavior and interaction of individuals, groups, and organizations in the production of goods and services. The course uses the scientific method, is interdisciplinary, draws heavily on behavioral sciences theories, models, and concepts, is contingency oriented, and emphasizes applications in the world of work.

Prerequisite: 211.
Review of managerial activities related to the management of human resources in the health care industry (recruiting, interviewing, firing, compensation, etc.). Also, this course will focus on the use of scheduling techniques. Finally, various operational functions such as work design and quality improvement techniques will be covered.

Prerequisite: 211.
Overview of major laws related to the health care industry with a focus on patients rights, confidentiality, informed consent, and other human resource issues. Also, this course will cover various ethical theories and decision-making models.

330. Project Management.
Prerequisite: Business Administration 329 with a grade of C of higher.
The first part of the course will focus on scheduling techniques. CPM and Pert will be covered, including the various floats. The second part of the course will focus on linear programming. The Simplex Method in linear programming will be covered and followed by linear programming applications in Marketing, Finance and Production Management. The emphasis will be on the formulation of linear programming problems. The last part of the course will cover inventory methods and their use in business.

331. Management Information Systems.
Prerequisite: 312.
This course provides an executive perspective on management information systems, their general design, hardware/software issues, and will develop a strategic understanding of their application in business to achieve competitive advantage.

333. Entrepreneurship.
Prerequisite: 312.
This course introduces the concept of entrepreneurship as a component of contemporary business practice. Pathways from concept to operation and beyond are explored, including the fundamentals and management of creativity, innovation, and risk. Tools such as market and feasibility analysis are examined. Viability analysis, including development of a business model and plan are explored and practiced. Management and leveraging of funding and staffing resources, and the effective management of growth as elements of success are pursued, specifically through case analyses and completion of a team project. Financial, legal, and governmental issues of particular to concern to the entrepreneurial firm are discussed. Upon completion of the course, the student will be able to understand the strategies and fundamental elements of building a viable entrepreneurial business, more specifically outlined below.

Prerequisite: 312.
The nature of personnel administration, such as the activities of work analysis, staffing, training and development, appraisals, compensation, health and safety, and unionism.

408. Ethics in Management.
Prerequisite: 312 and PHIL 250 or REL 250 recommended, but not required.
Ethical questions as managerial dilemmas, what is good and bad, right and wrong; moral duty and obligation in areas such as foreign bribery, truth in advertising, environmental impact of business enterprises, working conditions, and pricing levels.

497. Research and Application in Health Care.
Prerequisite: Completion of 318 and 319 with a grade of C of higher in each course and student must be in his/her terminal semester.
Supervised internship with a health care organization, or investigation of an approved research topic.

Prerequisite: Business Administration 303, 311, 322, Management 312 with a grade of C of higher in each course and student must be in his/her terminal semester. For students seeking the Health Management concentration, Management 319 with a grade of C of higher substitutes for the Business Administration 322 prerequisite.
The course focuses on corporate strategy. Using the case method, students are required to apply the concepts of accounting, finance, marketing and management to the development of a strategic plan.
**MATHEMATICS (MATH)**

171. **Introduction to Statistics.** Cr. 3.
Basic concepts of statistical analysis, distribution and sample statistics, inference and hypotheses testing, and the use and application of statistical software.

175. **Mathematical Concepts for the Natural and Social Sciences.** Cr. 3.
An exploration of the nature and structure of mathematical thought from an historical and intuitive perspective using elementary mathematical models. Topics include: basic management science models such as planning and scheduling, and linear programming; basic probability and statistics; basic growth and decay models.

176. **Mathematical Concepts in the Digital Age.** Cr. 3.
An exploration of the nature and structure of mathematical thought from an historical and intuitive perspective using elementary mathematical models. Topics include: basic digital applications such as identification, information transmission, and logic; decision making models such as voting systems and basic game theory; mathematical patterns such as symmetry and tiling.

**MUSIC (MUS)**

209. **Introduction to Jazz History**
Cr. 3
An introduction to jazz history, studying of the evolution of jazz from its origins to the present. The course emphasizes how each period developed both musically and historically, as well as an analysis of its major performers, arrangers and composers. An emphasis is also placed on developing listening skills.

223. **Music in Worship**
Cr. 3

306. **Music and the Christian Faith.** Cr. 3
The relationships between musical art and the Christian faith. The music of the church, past and present. Christian folk music of the twentieth century in relation to the Christian musical tradition and to biblical expressions of faith. Previous study of music not required.

312A. **Music of World Cultures.** Cr. 3
This course is an overview of several representative cultures, including regions such as Africa, India, Asia, and cultures in the Americas.

340. **History and Literature of Music of the Middle Ages to 1775.** Cr. 3
A survey of the principal composers and their works, as well as the various historical styles of the music of western Europe from approximately 600 AD through the Rococo Period.

341. **History and Literature of Music from 1775 to the Present.** Cr. 3
A survey of the principle composers and their works, as well as the various historical styles of the music of western and eastern Europe and of the United States of America from the Classical Period to the present.

**PHILOSOPHY (PHIL)**

250. **Ethics: Theory and Application.** Cr. 3.
An overview of the philosophical discussion of the science of human conduct, involving: normative standards versus relativistic perspectives, ethical and metathetical issues, determinism and freedom, egoism versus altruism, deontology versus teleology. This theoretical approach is balanced by the study of practical issues in contemporary life, such as: religious, social, medical, sexual, political, economic, ecological, and peace matters.

**PHYSICAL SCIENCE (PHSC)**

301. **Natural Science.** Cr. 3.
Introduces physical geology, earth materials, history of the earth, geophysics, and geochemistry. Examines the topography and structural features of the earth soils, and soil formation and the geological processes involved in their development.

**POLITICAL SCIENCE (PSC)**

201. **American Government.** Cr. 3.
Principles of American government, framing of the United States Constitution; basic structure and functions of the federal legislature, executive and judiciary; the articulation of public opinion via interest groups and parties to political leaders and legislation.

212. **American Policy System.**
Prerequisite: 201 recommended, but not required.
The system of making and implementing public policy with case studies of public policy such as foreign policy, economic policy and civil rights. State and local government with Alabama as a particular example.

305. **Presidency and Congress.** Cr. 3.
Analysis of the two dominant federal institutions and their processes; contrasting methods of election, constituencies served, goals, staff, and time horizon. Characteristics and operation of government in foreign and domestic policy making, budgeting, and the instruments of conflict and cooperation.

311. **Voters, Parties & Elections.** Cr. 3.
Influence, structure and operation of the American party system; evaluation of major parties in historical context, and factors weakening parties today. Voter behavior, electoral processes, interest groups and the mass media.

306. **Public Organizations.**
Prerequisite: 201, 207 or 212 recommended, but not required.
Major theories and case studies of complex public organizations in the public environment in the United States and abroad. Attention to bureaucratic rivalry, staffing and promotion, hierarchy, communications, open government, and current reform movements contrasted with classical theories.
PSYCHOLOGY (PSYC)

307. Theories of Personality. Cr. 3.
Prerequisite: 201 recommended, but not required.
Theories and constructs relating to the development of personality. Classical and neo-psychoanalytic, interpersonal, humanistic, cognitive, and behavioristic perspectives.

308. Human Relations in Organizations. Cr. 3.
Prerequisite: 201 recommended, but not required.
Focuses on the behavior and interaction of individuals, groups, and organizations in the production of goods and services. The course uses the scientific method, is interdisciplinary, draws heavily on behavioral sciences' theories, models, and concepts, is contingency oriented, and emphasizes applications in the world of work.

311. Psychology of Women. Cr. 3.
Prerequisite: 201 recommended, but not required.
This course will focus on areas of psychological and social functioning most relevant to women. The following topics will be discussed: child development, sexuality, work, development of self, gender and psychological disorders, relationships and friendships, violence, motherhood, and images of women in culture. Important works from psychodynamic, social learning, developmental, and cognitive perspectives will form the foundation of the course.

325. Psychology of Change. Cr. 3.
Prerequisite: 201 recommended, but not required.
Examines change from personal and organizational perspectives. Explores principles of change, sources of resistance and strategies for overcoming resistance.

327. Lifespan Development. Cr. 3.
Prerequisite: 201 recommended, but not required.
Lifespan development includes physiological, perceptual, cognitive, social, and affective change from conception to death, with an emphasis on transitions and developmental challenges throughout the lifespan.

RELIGION (REL)

101. Survey of Hebrew Scriptures. Cr. 3.
An overview of the biblical heritage found in the Hebrew Scriptures, outlined in eight periods: primal history, patriarchal history, exodus, conquest, kingdom, exile, restoration and struggle for independence. Historical, cultural, ethical and theological concerns. Relevance of Old Testament and intertestamental periods to later Jewish history and to the New Testament world. Concepts and concerns, such as creation, covenant, righteousness, holiness, wisdom, salvation, history and messianic hope.

An overview of the biblical heritage found in the Christian Scriptures growing out of the Old Testament and intertestamental periods. Three basic types of literature: Gospels, Pauline letters and post-Pauline works. Centers on the person and work of Jesus of Nazareth, and the interpretation of him as the Christ by the early Christian community. Theological, philosophical and ethical concerns. Concepts such as discipleship, redemptive community, self-sacrificial love, evangelism, service and mission.

201. Introduction to Christian Theology. Cr. 3.
An examination of the basic doctrines of the Christian Church as they find expression in contemporary theological dialogue. Topics will include the doctrine of God (Trinity), Christology, soteriology, eschatology and ecclesiology.

211. Introduction to Religious Studies. Cr. 3.
An introduction to methodologies for the critical study of religion and to the study of those characteristics of religion and the religious experience which seem to pervade a variety of religious traditions. Developing a working definition of religion as well as an appreciation for the cross-cultural dimension of the religious experience and the role this experience plays in self and social development.

233. World Religions. Cr. 3.
An introduction to the history, traditions and beliefs of the world’s major religions and to how these traditions interact with the forces of modernity and post-modernity. Christianity, Judaism, Islam, Hinduism, Buddhism, Chinese and Japanese religions.

250. Christian Ethics. Cr. 3.
An introduction to contemporary Christian ethics and to the various methodologies employed by contemporary Christian ethicists to derive their distinctive ethical standpoint.

311. Torah and Prophets (Hebrew Scriptures). Cr. 3.
Prerequisite: 101 recommended, but not required.
A study of the Torah and of the Israelite prophetic movement with special emphasis on such classical prophets as Amos, Hosea, Isaiah of Jerusalem, Micah, Jeremiah, Ezekiel, and Isaiah of the exile; the religious, social, political and economic background of their message and its implications for today.

Prerequisite: 102 recommended, but not required.
The Christ of faith/Jesus of history question. Jesus and his message are examined in relation to Jewish/Israelite backgrounds. Special attention is given to the various portrayals of Jesus and his significance – in the Gospels, Christian theology, literature, art and film.

313. Wisdom and Poetic Literature (Hebrew Scriptures). Cr. 3.
Prerequisite: 101 recommended, but not required.
The characteristics of Hebrew poetry and wisdom writings. A study of the priestly and wisdom traditions as preserved in the books of Psalms, Proverbs, Job, Ecclesiastes, and Song of Songs. Consideration of God as the unifying theme.
321. History of Christianity I. Cr. 3.  
Prerequisite: 233 recommended, but not required.  
An in-depth examination of Christianity. The course will focus on the history of Christian thought and affairs, but pays particular attention to challenges and issues that shaped religious thought and expression in the early centuries of the Christian era (first to sixteenth centuries). The course will examine the formative influence of such Early Fathers as Justin Martyr, Irenaeus, Athanasius, Tertullian, Augustine, Anselm, Thomas Aquinas and many others.

322. History of Christianity II. Cr. 3.  
Prerequisite: 233 recommended, but not required.  
An in depth examination of Christianity. The course will focus on the history of Christian thought and affairs, but pays particular attention to the challenges and issues that shaped religious thought and expression from the time of the Protestant Reformation to the present era (sixteenth to twenty-first centuries). The course will examine issues such as the conflict between faith traditions and the scientific revolution, concepts of peace and warfare, liberal and conservative debate, and the theological issues raised by the modern and post-modern world.

323. Paul and His Letters. Cr. 3.  
Prerequisite: 102 recommended, but not required.  
An evaluation of Paul’s letters, including their distinctive theological positions and interpretation of the Christ. Emphasis on the position of Paul in the history of the church and theology.

Prerequisite: 102 recommended, but not required.  
An examination of selected Johannine texts and/or catholic epistles. Emphasis placed on the influence of Greco-Roman society and culture on these texts’ understanding of Christ and the early church.

331. Religions of the Book (Judaism, Christianity, Islam). Cr. 3.  
Prerequisite: 233 recommended, but not required.  
An in depth examination of either Judaism, Christianity or Islam. The course will focus on the history of a particular tradition, but pay particular attention to contemporary challenges and issues that shape religious thought and expression.  
331A is Religions of the Book - Judaism; 331B is Religions of the Book - Christianity; and 331C is Religions of the Book - Islam.

345. Methodism. Cr. 3.  
Prerequisite: 201 recommended, but not required.  
A study of the life and thought of the Wesley brothers, John and Charles, and of their influence upon the Methodist revival in England and in America. An examination of the development of Methodism into a world church defined by distinctive social institutions and polity. A critical assessment of the role the Wesleyan theological tradition plays in contemporary Methodist related theology.

351. Religions of the Far East (Hinduism, Buddhism). Cr. 3.  
Prerequisite: 233 recommended, but not required.  
An in depth examination of either Hinduism, Buddhism, Chinese, Korean or Japanese religion. The course will focus on the history of a particular tradition, but pay particular attention to contemporary challenges and issues that shape religious thought and expression.

360. Religion in America. Cr. 3.  
Investigates selected patterns of religious phenomena manifested in American culture, history, and practice.

400. Special Topics – Theology & Ethics. Cr. 3.  
Prerequisite: 200 level course prerequisite recommended, but not required.  
Advanced topics in theology and ethics. Topics may include: Liberation Theology, Fundamentalism, Science and faith, genetic engineering, medicine and faith, Christology, Holocaust theology. May be repeated for credit with each change of title.

401. Special Topics – Bible. Cr. 3.  
Prerequisite: 300 level course prerequisite recommended, but not required.  
Advanced topics in Bible. Topics may include: Parables, Archaeology and the Bible, Pentateuch, Exegesis of a particular book or books. May be repeated for credit with each change of title.

SCHOOL OF BUSINESS AND PROFESSIONAL STUDIES (SBPS)

301. Introduction to the School of Business and Professional Studies. Cr. 0.  
Designed to familiarize new students with the policies and procedures that govern the SBPS program. Students are given a copy of their current catalog and topics are highlighted to ensure proper orientation to the program.

THEATER (THEA)

414. History of Theater and Acting Styles. Cr. 3.  
Theater the world over, from its ritualistic origin in ancient times to the late twentieth century.
STUDENT RESOURCES

LIBRARY RESOURCES

The resources and services of the Houghton Memorial Library of Huntingdon College that support the School for Business and Professional Studies (SBPS) are primarily available in electronic format. However, the Library’s online catalog (called Countess) will allow students and faculty to peruse its print, non-print and electronic holdings. The Library currently provides access to numerous electronic databases, all of which are available through the Huntingdon College computer network and through the Internet.

Faculty who teach in SBPS, as well as students enrolled in the degree completion program, will be authorized to access the Huntingdon College Library’s electronic resources and the Alabama Virtual Library (AVL). The first step to gain authorization is to establish an account with the Library. An account allows a student to borrow (check out) physical items from the Huntingdon Library and will provide the student with the password and log-in name needed to access many of the Library’s electronic resources. Upon establishing an account, the Library will send to SBPS faculty and students a welcome letter and printed user guide that explains library policies and procedures, including instructions for accessing the collections and contacting library personnel for assistance. For those SBPS faculty and students who are unable to physically visit the Huntingdon Library, materials may be borrowed using the Library’s document delivery service. For items such as books, the Library uses United Parcel Service (UPS) or U.S. mail. For photocopies of journal articles, the Library uses fax services.

LIBRARY COOPERATIVE AGREEMENTS

Students and faculty of Huntingdon College also have circulation privileges at the following libraries in Montgomery: Auburn University at Montgomery, Alabama State University, Faulkner University, Troy State University Montgomery, and the Alabama Public Library Service. To take advantage of this cooperative agreement, SBPS faculty and students must acquire a consortium sticker from the Huntingdon Library, which must then be placed on the faculty or student’s Huntingdon Identification (ID) card. (Note that the Alabama Public Library Service is not the same as the Montgomery Public Library system. Anyone wishing to borrow materials from a library in the Montgomery City/County system must be a resident of the area and personally make arrangements for a Montgomery city/county library card.) Faculty and students hosted from a partner location (e.g. Enterprise) also have library privileges at that partner location. The Huntingdon Library is an affiliate of the Network of Alabama Academic Libraries, through which it has been able to license many of its electronic databases.

BOOKSTORE POLICIES

Students are responsible for obtaining the correct book (e.g. edition) for classes in which they officially enroll. The e-Follett bookstore maintains the book list with this information; however, students are not required to purchase books from this location.

All SBPS students can order books online with home delivery and a buyback option. Generally, courses require that students read chapters of the required text before the first class. There are several convenient ways for students to obtain textbooks, including through the local partner bookstores. To order books through e-Follett, simply go to the website (www.efollett.com). On the drop down bar, select Alabama, then select Huntingdon College from the next drop down bar. Then, choose SBPS and select the appropriate courses. Complete the order with credit card information and address. e-Follett will ship books within 2 business days. e-Follett will make every effort to provide a used copy of the requested book(s) to help save students money.

Students may also call the Huntingdon College (HC) Bookstore at (334) 833-4482 and place an order over the phone. The HC Bookstore will be glad to ship the books to the student’s home address.

The HC Bookstore will ship the order via UPS for free regardless of how many textbooks are purchased. After the course has been completed, the HC Bookstore will buy the textbooks back (provided the textbook is a current edition). If the student chooses to do so, he/she may come to the Montgomery campus HC Bookstore or mail the textbooks to the HC Bookstore. The HC Bookstore can pay up to 50% of the purchase price provided that same text will be required in the upcoming session and that the HC Bookstore has a book order at the time the book is being sold back. The HC Bookstore will provide the students with current wholesale pricing on any books. The HC Bookstore will send the buy back amount in the form of a money order directly to the student’s home.

Regardless of where the textbook was purchased, the e-Follett Bookstore will buy them back. The e-Follett Bookstore will offer buyback services every business day (during business hours) throughout the year.

Please feel free to call the Huntingdon College main campus Bookstore (334-833-4482) with any questions. Hours of operation are 8:30-4:30 Monday through Friday.

At some sites students may be able to purchase textbooks for their classes from the campus bookstore.

STUDENTS WITH DISABILITIES/LEARNING ASSISTANCE

Huntingdon College is strongly committed to providing equal access to all facilities, programs, and services of the College. Our goal is to foster an environment free of discrimination and bias in which all qualified students have access to educational opportunities.
SECTION 504/ADA COORDINATOR
The Special Assistant to the President for Learning Enrichment is the official Section 504/ADA compliance officer for the College. The Business Manager is the contact for all matters concerning the physical plant facilities for Huntingdon and for matters relating to staff personnel at the College. The Special Assistant to the President for Learning Enrichment is the contact person for faculty for matters relating to specific academic requests. The Dean of Students is the contact person for students with specific non-academic requests. The persons in these positions are responsible for assisting with the coordination of efforts to comply with federal regulations which require equal access to all programs and services of the College to individuals with disabilities with respect to his or her assigned area(s). Any student, faculty or staff member may contact any one of the persons in the named positions for clarification, appeal or resolution of a disability-related issue.

The Director of Health Services is the Intake Coordinator for students with disabilities who request services and/or accommodations to minimize the effects of their disabilities. Students must voluntarily identify themselves and provide current, official documentation of disability in order to become eligible for reasonable accommodations. If documentation is inadequate, the student may be asked to provide additional information/evaluation.

STUDENT BEHAVIORAL EXPECTATION

STUDENT RESPONSIBILITIES
As with any community, it is necessary to have guidelines and directions which will enable each person to achieve their optimal potential. Students are responsible for acquainting themselves with the College policies and requirements in this catalog.

EXPECTATIONS OF STUDENTS
All Huntingdon College students are expected to conduct themselves according to the Judeo-Christian values which reflect the commitment of the College community and to develop the personal character and social attributes that reflect full maturity.

Respect for human dignity, for the rights and views of others, regardless of race, sex, religion, or social position, manifests the intellectual vision valued by Huntingdon College men and women. All members of the Huntingdon College community have an obligation for the intellectual, social and spiritual development of their fellow students. Their ultimate responsibility is to prepare themselves to work now and in the years ahead, regardless of the personal sacrifice involved, for their own good and for the good of their fellow humans.

It is expected that students coming to the College will actively participate in the endeavors of the College community to reach beyond itself in the care and concern for others through education for service. Students are expected to design, to create, and to participate in educational opportunities outside of the classrooms with and for other members of the College and the civic community. It is to be clearly understood that the educational process at the School of Business and Professional Studies is not limited to, or confined by, classroom activity. The commitment to and the involvement in the educational process at the College means that all aspects of human living are to be viewed as opportunities to teach, to learn, and to grow. It is expected that students clearly understand that while they are enrolled at Huntingdon College, they bear the College’s name. All behavior, therefore, must reflect this reality in the social, civic, educational, and living environments in which they find themselves.

HONOR CODE
The Honor Code is founded on the principle that the ultimate responsibility of abiding by the Behavioral Expectations of Huntingdon College lies with the student.

“I, as a student and citizen of the School of Business and Professional Studies, do hereby dedicate myself to the principles of the Honor Code which pervades all aspects of my life. I resolve to keep myself above reproach and to help my fellow students maintain the ideals of Huntingdon College.”

The following is an accepted interpretation of the Honor Code statement above: The College is dedicated to learning and the advancement of knowledge, as well as to the development of ethically sensitive and responsible persons. In accepting membership in this educational community, the student assumes personal responsibility to abide by the College’s academic performance standards and social regulations. The Honor Code also impels the student to accept the social responsibility to challenge and help fellow students maintain the ideals of the College. Students are expected to confront other students who do not behave ethically or responsibly and, when necessary, ask the College to intervene for the good of the affronting student and the College community. When students conduct themselves in accord with the Honor Code, the College community has the confidence and respect necessary among its members for true learning, free expression and personal development.

In those situations in which a student does not conduct him or herself in accordance with the Honor Code, the student is subject to disciplinary action through an established procedure of due process.

It is not possible or desirable to outline all behavioral expectations the College has for students. It is hoped that students will be guided by an internalized set of values and principles consistent with the ideals of the College.

GRIEVANCE POLICIES
Inquiries regarding grievance policies should be addressed to the Director of Operations and Enrollment Management.
MATTERS OF RECORD

THE ADMINISTRATION

EXECUTIVE OFFICERS

Jay A. Dorman, B.S., C.P.A. ............................................................... Senior Vice President and Treasurer, 1992
Thomas G. Dismukes, Jr., B.A. ....................................................... Vice President for Enrollment Management, 2004
Anthony J. Carlisle, B.A., M.B.A., M.S., Ph.D. ............................................ Vice President for Academic Affairs/Dean of the Faculty, 1978
Sidney J. Stubbs, B.S., M.S., Ph.D. ........................................ Associate Vice President for Records, Assessment and Accreditation/Registrar, 1988

ACADEMIC OFFICERS

Samir R. Moussalli, B.S., M.S., M.B.A., Ph.D. ...................... Associate Dean of the School of Business and Professional Studies for Faculty and Curriculum, 1990

ADMINISTRATIVE STAFF

Maryann Mooney Beck, B.A. .............................................................. Associate Registrar, 2006
Rick Bruner ....................................................... Network Administrator/Campus Technology Team, 1994
Belinda Goris Duett, B.A. .............................................................. Director of Student Financial Services, 1999
Laura H. Duncan, B.A, M.P.A. .......................................................... Director of Operations and Enrollment Management for SBPS, 1994
Karen Graham ............................................................................ Student Account Manager, 2006
Maureen Hallman, B.A. ......................................................... Assistant Site Coordinator – JSCC partnership, 2006
Donna Hartley .............................................................................. Cashier, 2007
Larry C. Hicks, B.S., M.S. ......................................................... Site Coordinator – EOCC partnership, 2004
Sandra Kelser ............................................................................ Executive Assistant to the President, 1997
Glea Norris Larsen ......................................................... Assistant Site Coordinator – JSCC partnership, 2005
Patsy Maddox, B.A. ............................................................... Assistant Site Coordinator – JSCC partnership, 2006
Sandra R. Montgomery .............................................................. Administrative Assistant to the Registrar/Transcript Clerk, 2004
Katie Penn, B.S. ............................................................ Assistant Site Coordinator – JSCC partnership, 2005
Douglas Rogers, B.A., J.D. .......................................................... Site Coordinator – JSCC partnership, 2006
Catherine E. Reinehr, B.A. .......................................................... Webmaster/Publications, 2006
Heather Slagle, B.A. ............................................................... Administrative Assistant to the Senior Vice President and Treasurer/Payroll Clerk, 1997
Kristy Sharpe .......................................................... Academic Records Representative I, Office of the Registrar, 2007
Charles N. Stanton, Jr., B.S. .......................................................... Supervisor of Print Shop and Mailroom/Campus Technology Team, 1998