

# MORRIS BROWN COLLEGE



643 Martin Luther King Jr. Drive, N.W.  
Atlanta, Georgia 30314-4140

Website Address: [www.morrisbrown.edu](http://www.morrisbrown.edu)

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## INQUIRIES FOR COLLEGE INFORMATION

College campus phone extensions can be converted into direct-dial, off-campus numbers by dialing the area code (404), Morris Brown College (458-6085), and the desired unit's extension. Please call the Morris Brown College for any offices and extensions not mentioned below: 404-458-6085.

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Academic Affairs, Office of the Vice President .....	2003
Admissions, Recruitment, and Campus Tours.....	2012
Alumni Affairs.....	2020
Campus Ministry .....	2024
Commuter Student Services .....	2024
Departments, Academic	
Business Administration.....	2005
Facilities/Plant Operations.....	2022
Fiscal Affairs .....	2016
Financial Aid .....	2015
Health Services .....	2024
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Human Resources.....	2017
Institutional Advancement, Office of the Vice President .....	2019
Institutional Research and Planning .....	2019
Library (AUC Woodruff Library).....	404-522-8980
President's Office .....	2001
Public Safety/Security, Morris Brown .....	1500
Registrar's Office .....	2012
Student Accounts & Collections .....	2022
Student Affairs, Office of the Vice President .....	2024
Student Government Association.....	2024

## **ABOUT THE MORRIS BROWN COLLEGE CATALOG**

Every reasonable effort has been made to present information herein that, at the time of printing, accurately described the College's curriculum, regulations, and requirements; no responsibility, however, is assumed for editorial or printing errors. The statements set forth in this catalog are for information purposes only; statements in this catalog do not establish contractual relationships. *The College reserves the right to make changes as required in the curriculum, in academic policies, and in other rules and regulations affecting students, to become effective whenever determined by the College.* Students are ultimately responsible for knowing and observing all regulations that may affect their status at Morris Brown College.

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## Academic Calendar 2016-2017

<b>Fall Semester 2016 Academic Calendar (Revised)</b>	
01. Faculty and Staff Workshop	Monday-Tuesday, August 8-9, 2016
02. New Student Orientation	Thursday – Sunday, August 11-14, 2016
03. Registration, 11:00 am – 7:00 pm	Monday – Tuesday, August 15-16, 2016
04. Placement Tests New Students, 10:00 a.m.	Tuesday, August 15, 2016
05. Seniors Submit Graduation Applications for May 2017	Tuesday, August 16, 2016
06. First Official Day of Classes	Wednesday, August 17, 2016
07. Begin Withdrawal Period with a Grade of W	Tuesday, August 23, 2016
08. Labor Day Holiday	Monday, September 5, 2016
09. Last Day to Add/Drop a Class	Wednesday, September 14, 2016
10. Fall Opening Convocation	Thursday, September 15, 2016
11. Mid-Term Examinations	Monday – Friday, October 10-14, 2016
12. Homecoming Week	Sunday, October 16– Sunday, October 23, 2016
13. Second 8 – Week Session Begins	Monday, October 17, 2016
14. Last Day to Withdraw from a Course	Friday, October 28, 2016
15. Spring 2017 Pre-Registration	Monday – Friday, October 31-November 4, 2016
16. Thanksgiving Holidays Begin After Last Class	Tuesday, November 22, 2016
17. Classes Resume at 8:00 am	Monday, November 28, 2016
18. Last Day of Classes	Wednesday, November 30, 2016
19. Reading Period	Thursday – Friday, December 01-02, 2016
20. Final Examinations	Monday – Friday, December 05-09, 2016
21. Final Grades Due By 12:00 Noon	Tuesday, December 13, 2016

## Academic Calendar 2016-2017

### Spring Semester 2017 Academic Calendar (Revised)

01. Faculty and Staff Workshop	Friday, January 06, 2017
02. Placement Tests for New Students, 9:00 am	Monday, January 09, 2017
03. Registration, 11:00 am – 7:00 pm	Monday – Tuesday, January 09-10, 2017
04. New Student Orientation, 4:00 pm	Tuesday, January 10, 2017
05. First Official Day of Classes	Wednesday, January 11, 2017
06. Last Day to Pay Senior Fees for May 2017 Graduates	Wednesday, January 11, 2017
07. Opening Convocation	Thursday, January 12, 2017
08. Last Day to Add/Drop a Class	Friday, January 13, 2017
09. Martin Luther King, Jr. Holiday	Monday, January 16, 2017
10. Begin Withdrawal Period with a Grade of W	Tuesday, January 17, 2017
11. Black History Convocation	Thursday, February 16, 2017
12. Mid-Term Examinations	Monday – Friday, February 27-March 03, 2017
13. Spring Break	Monday – Friday, March 06-10, 2017
14. Classes Resume at 8:00 am	Monday, March 13, 2017
15. Second 8 – Week Session Begins	Monday, March 13, 2017
16. Founder's Day Convocation	Friday, March 17, 2017
17. Pre-Registration for Fall 2017 Semester	Monday – Friday, April 03-07, 2017
18. Last Day to Withdraw from a Course	Wednesday, April 12, 2017
19. Good Friday – No Classes	Friday, April 14, 2017
20. Last Day of Classes	Wednesday, April 26, 2017
21. Reading Period	Thursday – Friday, April 27 - 28, 2017
22. Final Examinations	Monday – Friday, May 01-05, 2017
23. Final Grades Due By 4:00 pm	Tuesday, May 09, 2017
26. Commencement Exercises, 4:00 pm	Saturday, May 20, 2017

## 1.0

### GENERAL INFORMATION

#### Historical Information

Morris Brown College is a private, coeducational, four-year, degree-granting institution consisting of a faculty and staff of fewer than 50 and a student body of less than 100 students from throughout the nation. The College's history is contained in *Morris Brown College: The First Hundred Years* by George A. Sewell and Cornelius V. Troup.

The College was founded in 1881 by the African Methodist Episcopal (A.M.E.) Church "for the Christian education of Negro boys and girls in Atlanta." This statement was appropriate at the time because of the limited educational opportunities for newly emancipated African Americans.

A site was selected, and construction began the next year at Boulevard and Houston Streets in northeast Atlanta. On October 15, 1885, under the charter granted by the state of Georgia, Morris Brown College opened with two teachers and 107 students.

Until 1894, the school operated on the primary, secondary, and normal school levels. Tailoring, dressmaking, nursing education, home economics, printing, and commerce were offered, as well as other academic programs. Nursing education was housed separately in the George B. Dwelles Infirmary.

The College Department was established in 1894 and graduated its first class in 1898. A Theological Department of the College was established in 1894 for the training of ministers. Six years later, its name was changed to Turner Theological Seminary in honor of the Senior Bishop of the African Methodist Episcopal Church. In 1960, the Turner Theological Seminary was separated from the College and became a member of the Interdenominational Theological Center (ITC).

A 1913 charter amendment expanded the operational parameters of Morris Brown College to a status of University with the right and responsibility for the establishment and operation of "branch institutions of learning." Branches were successfully established and operated in Cuthbert, Georgia and Savannah, Georgia through 1929 when in the best interest of strengthening its core mission, the University discontinued the operation of its branches and legally restored its name, Morris Brown College.

The Charter of Incorporation in 1913 for Morris Brown College provided that the Executive Board of Trustees should have the authority to select officers, teachers, and all other employees that the corporation deemed necessary for the institution's advancement, expansion, and development. Today, the Board of Trustees maintains its role of governance of Morris Brown College. This role encompasses the responsibility to set policy; generate sufficient funds to deliver and maintain a state of fiscal institutional solvency; provide oversight of the administration of the College through its responsibility for the election of a College President who serves as the Chief Administrator of the College.

The Board, sanctioned by institutional by-laws, is designed to establish and maintain an administrative organization that will bring together and augment the various resources of the institution so that it can achieve its purpose.

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## MISSION STATEMENT

Morris Brown College was founded on Christian principles in 1881 by the African Methodist Episcopal Church and is chartered by the State of Georgia as a private, coeducational, liberal arts college engaged in teaching, research, and public service in the arts, humanities, social and natural sciences and professional programs.

The mission of Morris Brown College is to provide educational opportunities in a positive and nurturing environment that will enable its students to become fully functional persons in our global society. The College prepares graduates to live meaningful and rewarding lives, thereby enabling them to make socially constructive and culturally relevant contributions to society.

The College accepts the obligation to place events and points of view in the context of humanity's long intellectual history and to expose both to the light of humanity's best thinking. To that end, the College must maintain the distance that will permit engagement with contemporary events only to the extent that such a focus does not interfere with the ability to study with objectivity and to reflect upon such events dispassionately.

Morris Brown College, in its commitment to academic excellence, provides experiences that foster and enhance intellectual, personal, and interpersonal development for students who have demonstrated the potential to compete in a challenging undergraduate liberal arts program of study.

Because the most universal criterion by which Morris Brown College and any other institution may be measured is the achievement of its alumni, the College seeks to provide its students with:

1. An environment that will foster the development of a wholesome attitude toward, and a full appreciation for, the cultural heritage of the human race as epitomized in the major intellectual and/or cultural disciplines;
2. Knowledge that represents a comprehensive understanding of the fundamentals of the intellectual and cultural disciplines embodied in the Liberal Arts tradition of the General Education Program;
3. Experiences that will promote an awareness of, and sensitivity to, the societal structures and processes which persistently provoke the climate and substance of social change;
4. An understanding of, and respect for, the ethical, moral and spiritual values of the Christian Faith;
5. A set of skills that will equip them to negotiate effectively the cultural, economic, global, political, and social environments;

6. Preparation in the scholarly tradition that will support graduate and professional studies;
7. Training that prepares them for active participation as intellectually competent, proficient individuals in a scientific and technologically advanced society;
8. Opportunities to contribute to research, artistic and other intellectual endeavors; and
9. Opportunities for public service and experiential training to enrich the lives of citizens in local, state, national and international communities.

### **Institutional Goals**

1. To enroll and retain academically and culturally diverse student populations;  
*Academic Affairs Division*  
*Student Affairs Division*
2. To help underachieving students overcome academic deficiencies and persist to graduation;  
*Academic Affairs Division*
3. To help academically talented students achieve their full potential;  
*Academic Affairs Division*
4. To help students acquire the general knowledge and skills required to function effectively as adults in a global science and technology-based society;  
*Academic Affairs Division*
5. To prepare students for graduate and professional study consistent with their desires and abilities;  
*Academic Affairs Division*
6. To help students acquire the knowledge and skills required for satisfying professional careers;  
*Academic Affairs Division*
7. To enhance students' cultural, psycho-social, moral, intellectual, and physical development, and to develop leadership skills;  
*Student Affairs Division*
8. To provide opportunities for faculty, staff, and students to contribute to the research, artistic, and other intellectual endeavors of the local, national, and international community of scholars;  
*Academic Affairs Division*

9. To assist local, national, and international communities with problem solving and other services that enrich the lives of their citizens;  
*Academic Affairs Division*
10. To maintain an efficient system for establishing and monitoring implementation of broad institutional policy;  
*Board of Trustees*
11. To maintain an efficient and effective organization for administrative processes;  
*Central Administration*
12. To manage institutional financial resources efficiently and effectively;  
*Finance Division*
13. To maintain a physical environment conducive to effective teaching and learning; and  
*Finance Division*
14. To generate the financial resources necessary for educational program support and administrative processes;  
*Institutional Advancement Division*

### **Motto**

*Deo Ac Vertati ~ "With God and Truth"*

### **Location**

Morris Brown College is located in Atlanta, Georgia, often called "the fastest growing international city in the nation." With a population of over three million, metropolitan Atlanta provides college students with abundant advantages that enhance the college experience: access to rich educational resources; diverse social, cultural, and recreational opportunities; and many exciting career fields.

### **Charter**

Morris Brown College received its registration in 1906 from the State of Georgia and has been authorized to offer the baccalaureate degree since that time.

### **Policy on Non-Discrimination**

Morris Brown College subscribes to all state and federal regulations prohibiting discrimination on the basis of race, color, sex, religion, age, physical handicap, and national or ethnic origin. The non-discrimination policy of Morris Brown College complies with all current statutes and applies to admissions, employment, and access to all programs, services, and activities of the institution.

## **Security Services Policy**

Morris Brown College maintains 24-hour security services that protect the personal welfare of its students, faculty, and staff, as well as all College property. *The College disavows and disclaims any and all liability or responsibility for property damage or loss due to theft or vandalism and for bodily injury suffered by its students, faculty, and staff as a result of wrongful or negligent acts committed by persons who are not employees or agents of the College.*

The College also similarly disavows and disclaims any and all liability or responsibility for property damage and bodily injury suffered by its students, faculty, and staff by virtue of any act of God, riot, or the criminal activity of any person or persons, whether or not they are College employees or agents. The foregoing should not be construed, however, as the elimination or diminution of any rights of any College employee under the Georgia Workers' Compensation Statute.

## **Office of Alumni Affairs**

The Office of Alumni Affairs serves as the primary liaison between the College and its alumni constituency. Its function is to develop and maintain a network of support to the College. The Office of Alumni Affairs plans and implements a comprehensive alumni relations program, including: (a) supporting reunion classes; (b) overseeing the development and maintenance of all alumni records; (c) assisting with the development and implementation of fund-raising strategies; and (d) providing technical support to the National Alumni Association. The Morris Brown College National Alumni Association structure consists of eight regions, 39 chapters throughout the United States and two foreign nations, reunion classes, and eight other support groups.

The Office of Alumni Affairs networks with the National Alumni Association to support the College's efforts with recruitment and retention of students and the development of alumni through sponsorship of pre-alumni activities. Annually, local chapters host current and new student activities, participate in college recruitment fairs, and provide scholarships.

## **The Robert W. Woodruff Library**

The Robert W. Woodruff Library is a modern facility designed to serve the instructional, informational, and research needs of the six-member institutions within the Atlanta University Center (AUC). The AUC member institutions have access to services 86 ½ hours per week during the regular academic year.

The Woodruff Library collection exceeds one million items including over 500,000 volumes; 800,000 microforms; 300,000 government documents; 17,000 theses and dissertations; 50,000 bound periodicals; 5,000 compact discs; over 21 databases; and approximately 7,000 cubic feet of archival collection. The library is automated, and resources can be assessed on-line at the library and at remote locations. Additionally, the library participates in an active interlibrary loan service conducted with libraries throughout the United States and abroad, and an interlibrary use program that permits graduate students and faculty access to the collections of 19 other libraries that participate in the Atlanta Regional Consortium for Higher Education. The library offers a user education program that teaches students and others to utilize its resources.

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## **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), Morris Brown College has established policies concerning the confidentiality of student educational records. In accordance with FERPA, students have the right to:

1. inspect and review information contained in their education records;
2. challenge the contents of their educational records;
3. request a hearing if the outcome of the challenge is unsatisfactory to the student;
4. submit an explanatory statement for inclusion in the record if the outcome of the hearing is unsatisfactory to the student;
5. prevent disclosure, with certain exceptions, of the contents of their records;
6. secure a copy of the institution's policy that includes the location of all education records; and
7. file complaints with the U.S. Office of Education.

The following information may be disclosed unless a student specifically requests in writing that it not be released: student enrollment status, dates of enrollment, degree earned, major, honors, and awards. Requests must be submitted in writing to the Office of the Registrar by October 1 annually. Additionally, the College will comply with applicable federal and state laws and with court orders that require the release of information under legal compulsion or in cases in which the physical well-being or safety of persons or property is involved.

FERPA regulations also require that the College inform students on an annual basis of the method it will use to inform them of their FERPA rights. The College's policy is distributed via the *College Catalog* and other publications available to students and families.

### **Nondiscrimination on the Basis of Sex (Title IX) Education Amendment of 1972**

Morris Brown College will notify all parties—applicants for admission and employment, students, and employees—that the College does not discriminate on the basis of sex in its admissions or employment policies or its educational programs and activities.

### **Nondiscrimination on the Basis of Handicap Rehabilitation Act of 1973**

Morris Brown College will notify all parties—applicants for admission and employment, students, and employees—that the College does not discriminate on the basis of handicap in its admissions or employment policies or its educational programs and activities. Information is available about the existence and location of services, activities, and facilities that are accessible to, and usable by, handicapped persons.

## 2.0

### ADMISSIONS

Morris Brown College admits students on the basis of individual merit and without regard to race, color, national origin, creed, gender, or physical disability.

#### Applying for Admission

Students interested in applying for admissions may complete the application on the MBC website: [www.morrisbrown.edu](http://www.morrisbrown.edu)

Admission applications may also be obtained from high school and junior/community college counselors or by writing to the

Office of Admissions  
Morris Brown College  
643 Martin Luther King Jr. Drive, NW  
Atlanta, GA 30314

All applicants will be notified, in writing, of the College's admission decision. Individuals who wish to visit the campus or to speak to an admissions officer may call (404) 458-6085 extension 2011 for an appointment or come to the Office of Admissions.

**Deadlines.** Completed applications must be returned to the Office of Admissions by May 1 for fall semester admission or by December 1 for spring semester admission.

**Accuracy of Information.** An applicant who knowingly withholds information or gives false information on an application may become ineligible for admission or readmission to the College or may be subject to disciplinary action.

**Admissions Tests.** All applicants for admission to Morris Brown College who have graduated from high school or successfully completed the GED are required to take the SAT or ACT. Likewise, transfer applicants with less than 30 semester credit hours or 45 quarter credit hours must submit SAT or ACT scores.

#### Requirements for Admission

Admission to Morris Brown College is based on a decision scale that considers a combination of high school grade point average and SAT/ACT scores. Additionally, students must show at least fifteen (15) Carnegie units\* successfully completed on their high school transcript. At least twelve of the 15 Carnegie units should be in the following academic subjects: English, mathematics, natural sciences, and the social sciences.

\*Carnegie units represent the completion of a core of high school courses. Carnegie units are used to set national norms for curriculum and course time and are named after the *Carnegie Foundation for the Advancement of Teaching* which first used the system.

## **New Student Applicants**

Prospective high school graduates may be considered for admission any time after their sixth semester in high school.

High school graduates must submit the following:

1. A completed and signed admission application;
2. An official high school transcript signed and bearing the official school seal, applicant's class rank, class size, date of graduation, and SAT or ACT scores;
3. Official SAT or ACT scores;
4. Two (2) letters of recommendation from appropriate high school officials;
5. An autobiography or essay (100-300 words); and
6. A non-refundable \$30 application fee.

GED applicants must submit the following:

1. A completed and signed admissions application;
2. Official GED test results;
3. Official SAT or ACT scores;
4. Two (2) letters of recommendation;
5. An autobiography or essay (100-300 words); and
6. A non-refundable \$30 application fee.

## **Transfer Student Applicants**

Transfer applicants must submit the following:

1. A completed and signed admission application;
2. An official transcript from each college attended;
3. An official high school transcript with date of graduation, or a GED score report, and official SAT or ACT scores (if less than 30 semester credit hours or 45 quarter credit hours of college level coursework);
4. Financial Aid transcripts from all previously attended colleges and universities (forwarded to the Morris Brown College Office of Financial Aid);

5. One letter of recommendation;
6. An autobiography or essay (100-300 words); and
7. A non-refundable \$30 application fee.

### **Adult Education Program Applicants**

Adults who are 23 years of age or older who have completed 45 semester credit hours in General Education from a postsecondary educational institution may seek admission to the Organizational Management and Leadership (OML) Program. All Adults will enroll in the Prior Learning Assessment course at the beginning of their course of study in the OML Program. Adults who have earned less than 45 semester credit hours will be required to enroll in the General Education Program; they may enroll in Prior Learning Assessment; and they may enroll in Pre-Organizational Management and Leadership courses, depending on the number of General Education courses that are required. OML Program applicants must submit the following:

1. A completed and signed admissions application
2. Two letters of recommendation from a professional administrator, an academic administrator, and/or a religious leader
3. Verification of age
4. A non-refundable \$30 application fee

### **Transient Student Applicants**

Students who are enrolled in another institution may seek transient (temporary) admission to Morris Brown College. Transient applicants must submit the following:

1. A completed and signed admissions application
2. An approval letter from the student's home institution
3. A non-refundable \$30 application fee

### **Non-Degree Applicants**

Individuals wishing to take courses but not to obtain a degree may seek non-degree admission to Morris Brown College. Non-degree applicants must submit the following:

1. A completed and signed admission application;
2. Official transcripts from each college attended; and
3. A non-refundable \$30 application fee.

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### **Students on Academic Suspension Who Seek Readmission**

Students who have been suspended for poor academic performance may apply for readmission. Applicants must:

1. Complete a readmission application and a letter of academic intent and submit it to the Vice President for Academic Affairs;
2. Submit to the Office of the Registrar all transcripts of academic and remedial work completed since the time of suspension (e.g., courses from junior or community colleges, continuing education courses); and
3. Submit to the Vice President for Academic Affairs a physician's statement (with complete signature) if illness was a contributing factor in the applicant's poor academic performance.

### **Students on Disciplinary Suspension Who Seek Readmission**

Students who have been suspended for disciplinary violations for at least one academic year, must apply for readmission. Applicants must:

1. Complete a readmission application and submit it to the Vice President for Academic Affairs; and
2. Submit to the Vice President for Academic Affairs a letter of reference from a person familiar with the applicant's activities during the period of suspension.

### **Readmission Procedures for Former/Returning Students in Good Standing**

Students whose enrollment is disrupted for more than one year may seek readmission to the College. Applicants must:

1. Complete a readmission application and submit it to the Office of the Registrar; and
2. Submit to the Office of the Registrar all transcripts of academic work completed since the time of departure from Morris Brown College.

### **Conditional Admission**

The College may grant conditional admission to an applicant whose SAT/ACT score or grade point average falls outside of the various admission decision scale intervals, but who has the minimum Carnegie units, acceptable letters of recommendation, and the required essay. Conditional admission is considered for applicants who show evidence of a strong motivation for achievement and future academic growth.

Upon admission to the College, all new students are classified as “General Education” students, including students admitted conditionally. Students admitted conditionally are regarded as regular students of the College. Students who remove the conditions for admission may choose a major.

Students who are admitted conditionally

1. Must take the College's placement test and must take the appropriate basic skills courses if placement test scores fall below the minimum standards on any component of the placement test;
2. Will be limited to registering for 12 credit hours each semester for the first year of matriculation;
3. Will be advised by academic advisors in the General Education Department; and
4. Will have one academic year to achieve a cumulative grade point average of 1.5. If the 1.5 grade point average is not achieved in the first semester, the student will be sent an academic warning letter from the Office of Academic Affairs. If the 1.5 is not achieved by the end of the student's second semester, the student will be dismissed from the college.

A letter delineating the above conditions will be sent to the student upon acceptance.

## OFFICE OF THE REGISTRAR

### How to Order Transcripts

1. Send in writing the following information: Maiden name (if married), social security number, dates of attendance or year of graduation, address where you wish for transcripts to be sent, your return mailing / e-mail address, telephone number and the name of the individual, company or institution you desire the transcript to be issued to.
2. We do not process telephone transcript requests. All requests must be made in writing. You may send by:

**E-Mail:** [toledo.riley@morrisbrown.edu](mailto:toledo.riley@morrisbrown.edu)

**On-Line:** [www.morrisbrown.edu](http://www.morrisbrown.edu)

**Mail:** **Morris Brown College**  
Office of the Registrar  
643 Martin L. King, Jr. Dr., NW  
Atlanta, GA 30314

3. Personal checks will not be accepted. Students may pay with a credit card, cashier's check, a money order or cash (exact amount in cash). For transcript requests by **E-Mail or On-Line**, it is the student's responsibility to call the **Cashier** at 404-458-6085 Extension 2017 to pay with a credit or debit card.
4. Students with balances will not be issued transcripts. If you are paying your balance to receive a transcript, it must be paid with "Certified Funds."

### **Cost of Transcripts**

The (online) transcript order form and the cost of transcripts are given on the next page.

**Transcript and Verification Request Form ~ ~ Date Requested \_\_\_\_\_**

**Please write the name you used while enrolled at Morris Brown College:**

\_\_\_\_\_

First                                      Middle                                      Maiden                                      Last

Attendance Dates     /    /     -     /    /     Graduation Date     /    /     Social Security #     -    -    

From                                      To                                      Month      Year

**Current Name** \_\_\_\_\_

First                                      Middle                                      Last

**Current Address** \_\_\_\_\_

Number                                      Street                                      (Apt. or Bldg. #)

**City/State/Zip** \_\_\_\_\_

**Email** \_\_\_\_\_ **Cell**     -    -     **Phone**     -    -    

**Issue Transcript to Current Name and Current Address above:**    Yes \_\_\_\_\_    No \_\_\_\_\_

**Issue Transcript to Institution or Company as listed below:**    Yes \_\_\_\_\_    No \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

<u>Transcript Type</u>	<u>Fees Per Copy</u>	<u>Processing Time*</u>	<u>Office Hours</u>
____ Emergency Official	\$ 25.00	1-3 Business Days	(Monday--Thursday) 10AM - 3:00 PM
____ Official	\$ 10.00	7-14 Business Days	10AM - 3:00 PM
____ Unofficial	\$ 5.00	1-7 Business Days	10AM - 3:00 PM

\*Processing Time begins after payment of Fees. Processing Time may increase for students enrolled prior to 1999.

**Please indicate below your preferred "method of delivery" for Transcript (s) .**

\_\_\_\_\_ **Mail Transcript (s)**                      \_\_\_\_\_ **Call for Pick-Up of Transcript (s)**

~~~~~

\_\_\_\_ Educational Verification                      \$ 5.00                      1-7 Business Days                      10AM - 3:00 PM

\_\_\_\_ Diploma Back-Order                      \$ 50.00                      8 Weeks for delivery from Vendor

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## 3.0

### ENROLLMENT

#### For an Accurate Enrollment with Minimal Delays

1. Applicants for admission to the College should see that all required records are in the Office of Admissions by May 1.
2. Financial aid processing should be completed well ahead of the registration period because documents must be fully processed and approved before enrollment can be completed.
3. Completed health forms must be on file in the Morris Brown College Health Services Office before registration will be permitted.
4. Upon arrival at the College, students should have completed all financial aid requirements and should report to the Office of Student Accounts to pay fees.
5. The dates for freshman orientation and registration, and returning students' registration, are specified in the College's academic calendar. Students will be charged for registering or making changes in their registration after the published dates.
6. Course credit is stated in semester hours. One fifty-minute recitation/lecture period per week for eighteen weeks, or the equivalent in laboratory work, constitutes a semester hour. Generally, two hours of laboratory work in science count as an hour of lecture work.
7. An opportunity for pre-registration is provided for students.
8. Students who have been accepted into a major should report to their major departmental offices for academic advisement. New students and General Studies majors should report to the office of Academic Affairs for academic advisement.
9. Students with disabilities should contact the Office of Student Affairs if assistance is needed in registering.
10. Students who are on academic probation should report to the Office of Academic Affairs for academic advisement.
11. Students or who are seeking readmission after academic suspension or disciplinary suspension should report to the Office of Academic Affairs and bring all documents required for readmission.

#### Enrollment Categories

**Full-time Students:** Students who are enrolled with a minimum of 12 semester hours during a particular semester are regarded as full-time students.

**Half-time Students:** Students who are enrolled in six to eleven semester hours during a particular semester are regarded as half-time students.

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**Less Than Half-time Students:** Students who are enrolled in one to five semester hours during a particular semester are regarded as less than half-time students.

**Transfer Students:** Students who have been enrolled in an accredited college or university may be admitted to the College. Transfer credits accepted will not exceed 92 semester hours. Courses with grades below “C” will not be accepted.

**Transient Students:** Students who have enrolled temporarily in Morris Brown College and who plan to return to their home institution are regarded as transient students. Transient permission must be obtained from the student’s home institution.

**Non-Degree Students:** Students who are pursuing studies at the College but are not candidates for a degree are regarded as non-degree students.

### **Schedule Changes (Drop/Add)**

Students in need of schedule changes must wait until the drop/add period. Students may make changes in class schedules during the official drop/add period without any permanent record of their having enrolled in the dropped course(s). Students must complete the drop/add form and secure all required signatures. Students who wish to exit a course after the official drop/add period must complete a course withdrawal form, secure all required signatures, and submit the form to the Office of the Registrar.

If students drop courses that result in a course load of less than 12 credit hours, their enrollment status will change from full-time to part-time. If dropping courses results in less than 12 credit hours, students should see their financial aid advisor.

### **Late Registration**

Registration for courses after the time period specified in the College calendar is considered as “late registration.” A fee is charged for late registration.

### **Course Loads**

**Regular/Full-time Course Load:** The regular or normal course load for a full-time student is 15 to 18 credit hours. Twelve (12) hours is the minimum course load a student can take to be considered full-time. Students may register for a maximum of 18 hours without being charged for an overload.

**Overload:** A semester course load of more than 18 credit hours is regarded as an overload. Students must obtain permission from their academic advisor and approved by the department chairperson to register for an overload. Students must have a minimum cumulative grade point average of 3.00 to be approved for an overload. The maximum number of credit hours a student can register for in an overload status is 24 credit hours. Additional fees will be charged for overload credit hours.

**Part-time Course Load:** A semester course load of less than 12 credit hours is regarded as a part-time course load.

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## 4.0

### TUITION, FEES, AND OTHER EXPENSES

The tuition, fees, and other expenses listed in this Catalog represent those that are required of each student who enrolls in Morris Brown College under the stated categories. The costs for books, transportation, and personal expenses are not paid directly to the College and therefore are not listed. However, these costs should be included by the student in estimating the total costs that might be incurred during a school year.

#### Regulations

1. The academic year is divided into two semesters, fall semester and spring semester. Tuition, fees, and other expenses are charged and payable by the semester since each semester constitutes a separate unit of operation. A student may enroll at the beginning of either semester.
2. Students are responsible for meeting all financial obligations to the College when they are due.
3. All expenses listed in this catalog are for the academic year 2016-2017. The College reserves the right to change its fees, charges, rules, and regulations at the beginning of either semester, without previous notice. If the College changes any of these amounts for the academic year 2016-2017, it will publish notice of such changes in an addendum to this Catalog.
4. A student is not enrolled officially in the College until all fees and charges have been paid.
5. All first-year students (those attending college for the first time or those transferring from another college or university with fewer than 28 semester hours of transferable credits) are encouraged to live in College-owned or operated housing facilities for one academic year.
6. Students who are enrolled in internships and who are registered for less than 12 semester credit hours, will be classified as full time students and will be required to pay full tuition, fees, and room and board as applicable.
7. A reduction of \$100 will be made if the total cost per semester is paid by July 31 for the fall semester of matriculation and December 1 for the spring semester of matriculation.
8. Payment of tuition and fees may be made by cash, check, or money order. The College accepts VISA, MasterCard, American Express, and Discover in payment of College expenses.
9. Morris Brown College reserves and exercises the right to deny admission, to cancel the enrollment, to withhold transcripts and other educational records, or to delay graduation of students who fail to meet their financial obligations to the College.

#### Categories of Expenses, Fees, and Deposits

##### Application Fee

An application fee of \$30.00 is required for all students applying to the College for the first time. The fee should be submitted with the official application for admission. The

application fee is non-refundable and is not credited to the student's account upon admission.

## **Tuition**

Tuition is defined as the "charges for instruction." The tuition is \$4,250.00 per semester for full time students enrolled in 12-18 semester credit hours. The tuition is \$1,062.51 per three semester credit hours or \$354.17 per semester credit hour for part-time students enrolled in less than 12 semester credit hours. Students taking overloads (over 18 semester credit hours) will be charged \$354.17 for each additional semester credit hour over 18.

The College does not provide room and board. The College will assist the student by providing a list of housing opportunities in the areas.

|         | <u>Per Semester</u> | <u>Per Year</u> |
|---------|---------------------|-----------------|
| Tuition | \$4,250.00          | \$8,500.00      |

## **Student Activity Fee, Health Services, and Insurance Fee**

The student activity fee must be paid irrespective of the level of participation in student activities covered by the fee. The student activity fee is non-refundable. This fee covers the cost of an accident and health insurance policy, as well as services at the on-campus Student Health Center. The health services and insurance fee is non-refundable.

## **Laboratory Fees**

Courses that require laboratory classes or special equipment may require an additional fee that is charged after the student registers for the course.

## **Late Registration Fee**

A fee of \$50.00 is charged to any student who fails to register for courses on the day(s) scheduled in the College catalog for registration.

## **Replacement Identification Card Fee**

A fee of \$25.00 is charged to replace a lost identification card.

## **Transcript Fee**

A fee of \$10.00 is charged for each copy of an official transcript requested after the first copy. A fee of \$5.00 is charged for each copy of an unofficial transcript. Only cash and credit cards are accepted for payment. Transcripts will not be released to students with outstanding balances. A fee of \$25.00 is charged for each copy of an emergency official transcript.

## **Graduation Fee**

A \$150.00 graduation fee will be charged to graduating seniors for cap and gown rental, and other ceremonial activities.

### Payment of Tuition and Fees

1. All tuition and fees are due and payable at the time of registration.
2. Students who receive financial aid must pay the difference between the financial aid awards (excluding CWSP) and the total cost of tuition and fees before being permitted to enroll for a given semester.
3. Payment of fees by mail should be made by check or money order made payable to

MORRIS BROWN COLLEGE  
 Student Accounts  
 643 Martin L. King, Jr. Drive, N.W.  
 Atlanta, GA 30314-4140

### Refund of Tuition, Fees, and Other Charges

The following regulations apply with respect to refunds and adjustments in charges.

1. There will be no refund of tuition, fees, charges, or any other payments made to the College in the event the College's operation is suspended because of a strike, disruption, act of God, or any other reason beyond the College's control.
2. If a student desires to withdraw officially from the College at any time during the semester, he/she must apply formally to the Registrar and obtain clearance from the offices of the Vice President for Academic Affairs, the Vice President of Student Affairs, and the Vice President of Fiscal Affairs.
3. Students who stop attending class at any time during the semester without withdrawing officially will be charged for the entire semester. No remission of fees will be allowed to students who withdraw unofficially or who are dismissed from the College.
4. No adjustments are made to a student's account if he/she moves off campus or withdraws from the College 30 days after registration. If a student moves off campus within 30 days after registration, the student's account will be prorated 25% per week.
5. Students are eligible for refunds if official withdrawal is made according to the following schedule: (a) 1<sup>st</sup> week of semester = 80%; (b) 2<sup>nd</sup> week of semester = 70%; (c) 3<sup>rd</sup> week of semester = 50%; (d) 4<sup>th</sup> week of semester = 20%; and (e) after 4<sup>th</sup> week of semester = 0%.

The refund amount for online students is given in the chart below.

| <b>Withdrawal Chart</b>                                                                 | <b>Refund Amounts</b> |
|-----------------------------------------------------------------------------------------|-----------------------|
| Before the 1 <sup>st</sup> day of a term                                                | %100 Tuition          |
| During the 1 <sup>st</sup> 6 calendar days of the first term (first time students only) | %100 Tuition          |
| During the first day through the first 5 days of class                                  | %100 Tuition          |
| After the 6 <sup>th</sup> day of class                                                  | % 0 Tuition           |

The College reserves the right to change or otherwise modify any charge or fee noted herein.

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## 5.0

### FINANCIAL AID

#### Satisfactory Academic Progress

To maintain eligibility to be considered for financial aid, students must meet the standards set forth in Morris Brown College's Financial Aid Policy on Satisfactory Academic Progress (SAP). Three components of a student's records are used to determine if SAP standards are met: credits, grade point average, and time frame. The requirements in each area vary according to a student's status, such as enrollment status (full-time, half-time, or less than half-time).

The college's SAP policy includes, but is not limited to, the following aid programs:

- Morris Brown College: All institutional Scholarships and Grants
- Student Loans
- Work-Aid Program

#### SAP Criteria

##### Minimum Credits Earned

Each student's enrollment status is reviewed at the end of each academic year to verify that required minimum number of credits has been earned during fall and spring semesters. Students are required to earn at least 21 credits each academic year for a full-time status, 12 credits for a half-time status, and six for a less than half-time status.

##### Minimum Cumulative GPA

Each student's cumulative grade point average (GPA) will be reviewed at the end of each academic year. Students are required to earn at least a 2.0 cumulative GPA at the end of their second year of attendance (fourth semester of enrollment) and each subsequent academic year. At each review point, students are required to maintain a 2.0 or higher GPA (depending on the program of study).

##### Maximum Time Frame

A student can be considered for financial aid eligibility for only a limited time. At the end of each academic year, each student's credits attempted are reviewed to ensure that satisfactory academic progress is occurring at the required rate. Students will be notified when they are within two semesters of reaching the expiration of the allowable time frame. Once the time frame has expired, one's own funds must be used to continue matriculation in school. No exceptions can be made.

##### Financial Aid Probation

Students who fail to earn the required GPA and/or the minimum number of credits needed for a particular attendance status will be placed on financial aid probation for the next semester of attendance. *Students may still receive financial aid while on financial aid probation.* To be removed from financial aid probation, students must achieve the required GPA and/or complete the minimum number of credits that were attempted the semester preceding the probation. If these conditions are met, the financial aid probationary status will be removed at the end of the probationary semester.

##### Financial Aid Suspension

Students who fail to earn the required credits or to achieve the required GPA while on financial aid probation will be placed on financial aid suspension. *Students are no longer eligible to receive aid*

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from *any Financial Aid Programs while on financial aid suspension*. To resume eligibility to receive financial aid, students must complete—at their own expense—a regular semester at the College in the status from which they were originally suspended (full-time, half-time, or less than half-time) and attain the minimum credits required and/or achieve the required cumulative GPA.

### **De-matriculation/Suspension**

Students who have been academically suspended from the College are not eligible for financial aid. Once re-matriculated (re-admitted) by the College, students must complete the financial aid SAP appeal process. Students must submit an SAP appeal form and Verification of Academic Standing Form. Financial aid status and eligibility will be determined based on the College's SAP standards through a review of the academic transcript and the Verification of Academic Standing Form.

### **Excluded Grades**

The following types of grades cannot be used to remove financial aid probation or suspension or to fulfill re-matriculation requirements: credits by audit or special examination; grades earned from advanced placement or CLEP exams for which prior approval was not obtained; withdrawal or incomplete grades; and grades earned in zero-credit courses.

### **Additional SAP Requirements**

1. Students who are not receiving financial aid will still be evaluated for financial aid eligibility on the same basis as students who receive federal, state, or institutional aid. Should such students apply for financial aid, eligibility will be based on their past performance as measured by the SAP standards for financial aid.
2. Students who are enrolled in a dual degree program may request in writing an extension of the maximum time frame provision of the SAP policy. Such requests will be evaluated on an individual basis.
3. Students who are pursuing a second degree will be given the equivalent of six (6) full-time semesters to complete the program, including prerequisite courses.
4. Transfer students will be placed within the policy's maximum time-frame level based on the number of transfer credits accepted by Morris Brown College.
5. Credits earned at foreign institutions are included in the financial aid SAP evaluation if the college accepts the credits.
6. Courses in which a grade of 'I' was given will count toward the academic year attempted minimum and will influence the GPA in the semester the course was taken. All attempted and earned credits are counted in time-frame determination.
7. Credit for remedial courses will count toward determination of enrollment status, minimum credits, and maximum time frame.
8. Courses that are repeated will count toward enrollment status and maximum time frame. For purposes of financial aid SAP, only credits adding to the cumulative credits earned will be acceptable toward the required minimum number of credits earned each year. Repeat courses for which a student previously received a passing grade will not count.

### **Right to Appeal**

1. Students may appeal the SAP decision regarding financial aid probation or suspension status by submitting a completed appeal form to the Financial Aid office within ten calendar days of notification.
2. Students placed on financial aid suspension due to insufficient GPA or minimum credits earned must submit a SAP appeal and a current MBC official academic transcript.

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3. De-matriculated students (students on academic suspension) who have been re-admitted to the college must submit a SAP appeal form and Verification of Academic Standing Form.
  4. Students who fail to achieve financial aid SAP due to mitigating circumstances should submit the SAP appeal form, a current MBC transcript, and a letter of explanation with all appropriate documentation attached. Mitigating circumstances would include extreme illness or injury, family crises, or additional credits earned from incomplete courses.

Appeals and supporting documentation should be mailed to the following address:

The Office of Student Financial Aid  
Morris Brown College  
643 Martin Luther King Jr. Drive, N.W.  
Atlanta, GA 30314.

The Financial Aid Appeals Committee will review the request and make a decision within ten business days of the receipt of the appeal. Written notification of the decision will be forwarded to the student. The decision of the committee is final.

## **Financial Aid**

### **Institutional Financial Aid Programs**

Morris Brown College offers or administers several scholarships and financial programs, including institutional academic scholarships, grants-in-aid, and scholarships from private sources. Inquiries should be directed to the Financial Aid Office.

## 6.0

### STUDENT AFFAIRS

The Office of Student Affairs provides programs and services that focus on students' personal, interpersonal, intellectual, spiritual, social, emotional, and physical development. In conjunction with the functions of the Office of Academic Affairs, the functions of the Office of Student Affairs enable students to benefit maximally from their college experiences. Policies about student life are outlined in the *Morris Brown College Student Handbook*. Students should obtain a copy of the *Student Handbook* and become familiar with these policies.

The Office of Student Affairs oversees numerous programs, services, and activities, including the following:

- |                                     |                                                 |
|-------------------------------------|-------------------------------------------------|
| 1. New Students Orientation Program | 6. Residential Living and Dining Services       |
| 2. The Counseling Center            | 7. Judicial Affairs                             |
| 3. The Leadership Program           | 8. Student Health Services                      |
| 4. Excuse Validation                | 9. The Student Government Association           |
| 5. Office of Campus Ministry        | 10. Organizations, Activities, and Publications |

#### **New Student Orientation Program**

At the beginning of each fall semester, a comprehensive New Student Orientation Program is provided for incoming freshmen. The program consists of a full schedule of activities, placement testing, and opportunities for new students and parents to become acquainted with the College.

#### **The Leadership Program**

The Leadership Program is designed to develop and nurture leadership skills in students at Morris Brown College. The program is a critical element in the actualization of the broad goals of Morris Brown College to prepare its students to lead and to serve in their communities.

The program offers a series of workshops and other leadership-training experiences designed to help students to identify their leadership strengths. These activities also help students to develop critical thinking skills, communication skills, team building strategies, and organizational management skills and to learn about leadership theories and styles. The Leadership Program is open to students who aspire to leadership positions or who already serve in a leadership capacity.

#### **Excuse Validation**

The excuse validation process is designed to respond to students' requests for excused absences from classes for approved school-related activities, documented illnesses, and other circumstances as evaluated by the Vice President for Student Affairs.

Students must obtain an Excuse Data form from the Office of the Vice President for Student Affairs and attach the appropriate documentation. All documentation is subject to verification. Any documentation found to be forged, falsified, or containing unauthorized alterations will be addressed.

It should be noted that receiving an excused absence and presenting it to instructors does not automatically entitle a student to make up missed work. Although instructors are encouraged to afford the student an opportunity to make up missed major examinations in the case of excused

absences, it is still at the discretion of the instructor to allow the student to make up any missed assignments, laboratory work, quizzes, or major examinations.

### **Campus Ministry**

The College imposes no denominational requirements on its students, faculty, or staff. The College Minister employs an ecumenical approach to the development of services, programs, and ministries. The Office of Campus Ministry is designed to respond to the needs of the campus community through various activities and programs, including

- |                                                                                                                                                                       |                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Religious Emphasis Week</li> <li>2. Bible Study</li> <li>3. Pastoral Counseling</li> <li>4. Weekly Hour of Power</li> </ol> | <ol style="list-style-type: none"> <li>5. Prayer Meeting/Prayer Request</li> <li>6. Sunday Morning Worship Service</li> <li>7. Workshops on Ethics and Spirituality</li> </ol> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **Commuter Student Services**

The Office of Student Affairs also coordinates residential living away from the campus for students who desire to live off campus but near the campus. The Office provides an off-campus housing directory for students who need assistance in locating housing. Additionally, the Office develops working relationships with landlords and housing complexes, coordinates commuter student activities, and responds to commuter student concerns.

### **Judicial Affairs**

The Chief Judicial Coordinator supervises the student judicial affairs of the school in conjunction with the **Vice President for Student Affairs**, the Office of Public Safety, and the Judicial Affairs Committee. Refer to the *Student Handbook* for detailed information on the judicial process, including prohibited behaviors, sanctions, hearings, and appeals.

### **Student Health Services**

Health services are available for all enrolled, full-time and part-time, on- and off-campus students. The Student Health Services Department is staffed by a licensed physician and a professional nurse, located in the Administration Building.

**Schedule:** The Health and Wellness Center is open from 9:00 a.m. to 5:30 p.m., Monday through Friday, when school is in session. Medical personnel are on call 24 hours each day for emergencies. Except for scheduled appointments, students are served on a first-come, first-served basis.

**Health Insurance and Medical Expenses:** All students are required to pay a health services and insurance fee, regardless of additional medical coverage they may have. The fee covers the cost of an accident and health insurance policy, as well as services at the on-campus Student Health Center. All medical expenses, including physician and hospital costs that exceed the insurance benefits, or which are not covered by the insurance, are the responsibility of students and their parents or guardians.

To process the payment of a medical claim, students must present an itemized bill and completed claim form to Student Health Services no later than 90 days after incurring the expense. Insurance claim forms can be secured from the Student Health Center.

Students are encouraged to use the resources of the Student Health Center for treatment and referrals. With the exception of verified emergencies, expenses incurred for medical treatment

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rendered outside of the Student Health Center, for which no approval or referral is obtained, are excluded from coverage.

**Medical Excuses:** On-campus students with medical illnesses that prevent them from attending classes must be seen by Student Health Services staff the day of the absence from class. Off-campus students with medical illnesses must call the Student Health Center prior to missing the first class and must be seen within a 24-hour period or as soon thereafter as is medically possible.

Documentation of a medical illness is given to students who receive treatment, observation, or consultation, and whose symptoms warrant missing classes. Medical documentation is given at the discretion of the Student Health Services staff. It is not within the purview of Student Health Services to issue excused absences from class.

All medical documentation must be taken to the Vice President for Student Affairs for issuance of excuses. It should be noted that presenting a medical excuse to an instructor without an authorized and signed excuse form from the Vice President for Student Affairs is unacceptable. Also, it should be noted that presenting a medical excuse to an instructor does not automatically entitle a student to make up missed work. Required Medical Forms: Before a student can register officially for classes, a completed Immunization Record, signed by a licensed physician, must be on file with the Student Health and Wellness Center. Medical conditions that require special treatment or medication must be listed on the student's medical form. The Student Health Services staff can provide additional information.

### **The Student Government Association (SGA)**

When students become enrolled officially in Morris Brown College, they become members of the student body. The Student Government Association (SGA) is the governing organization of the student body. The SGA is recognized by the College as the official "voice" of the student body and the channel for expressing student concerns. The role of the SGA is (a) to help implement school policies, practices, and College traditions; (b) to encourage projects and activities which foster social development and cultural enrichment; (c) to promote among students a positive self-image and spirit of unity; (c) to help students develop leadership skills; and (d) to help students develop opportunities for creative involvement in campus life.

### **Student Organizations, Activities, and Publications**

The Department of Student Activities is responsible for the coordination and implementation of all cultural, social, personal development, and extra-curricular activities of the College. The department also registers and monitors the activities of all campus organizations, including the Wolverine OBSERVER Newspaper, Brownite Yearbook, and News Letter.

The various campus organizations are established to ensure a well-rounded educational experience, to augment classroom instruction, and to provide opportunities for personal development. Students should refer to the *Student Handbook* for information on regulations governing student organizations, chartering procedures for student organizations, conditions that lead to the revocation of an organization's charter, and procedures for scheduling events and programs. All campus organizations must be registered with the Department of Student Activities to be sanctioned officially as a student organization.

**Admission to Student Activities:** A current Morris Brown College identification card and/or an admission fee permits admission to all campus activities.

**Participation in Student Activities:** Students are encouraged strongly to participate in extracurricular activities and to gain membership in campus organizations in order to develop special talents and skills, as well as to increase their potential for leadership and social development.

The college urges students—especially new students and freshmen—to limit their participation in extracurricular activities and to choose membership into campus organizations carefully, taking into consideration their academic priorities, interests, and other personal concerns.

Students on academic or disciplinary probation are ineligible to participate in extra-curricular activities or to maintain membership in campus organizations.

### **Publications**

The *Brownite* Yearbook  
Wolverine OBSERVER Newspaper

### **Intramural Sports and Recreation**

Intramural sports and recreation activities are available for students, faculty, staff, and alumni, including weight training, swimming, basketball, and bowling.

## 7.0

### ACADEMIC AFFAIRS GLOSSARY

Students should be familiar with the following terms as they are used at Morris Brown.

**Academic Advisor** – A faculty or staff member designated to help students plan and select appropriate courses for their programs of study/majors and help them engage in informed career decision-making.

**Academic Advisement** – The process of helping a student plan and select appropriate courses in correct sequence, and providing relevant information for career decision-making.

**Academic Assessment** – Upon admission to the college, the process of testing and evaluating a student's level of competence in verbal and quantitative skills necessary to satisfy formal entry requirements to a major program of study.

**Academic Dishonesty** – Breaking the Morris Brown College Honor Code.

**Academic Dismissal** – After academic probation and academic suspension, the permanent dismissal of a student from the College due to failure to achieve the requirements for satisfactory academic progress.

**Academic Probation** – A status that indicates that the students failed to achieve the requirements for satisfactory academic progress. During the academic probation period, a student will be allowed to continue to take course at a reduced load and will be expected to achieve a designated grade point average. A student on academic probation who does meet the requirements for satisfactory academic progress will be placed on academic suspension for the following academic year.

**Academic Suspension** – After failure to meet the requirements for satisfactory academic progress during the academic probation period, a student is not allowed to enroll in the college for the following academic year.

**Advanced Placement** – Eligibility for enrollment in courses beyond the entry level through appropriate entrance and/or placement testing.

**AUC** – The Atlanta University Center, comprised of Clark Atlanta University, Morehouse College, Morris Brown College, Spelman College, the Morehouse School of Medicine, and Interdenominational Theological Center.

**Baccalaureate Degree** – The degree granted by Morris Brown College after completion of at least 120 semester credit hours and fulfillment of all other graduation requirements.

**Classification** – The designation of Freshman, Sophomore, Junior, or Senior based on the number of semester credit hours earned. Note being a senior does not mean that you are eligible to graduate.

**Concentration** – A specialization area within some majors.

**Core Curriculum** – A group of courses required of all students regardless of major, in the areas of humanities, natural sciences, mathematics, and social sciences. Some departments also have core Curriculum.

**Co-Requisite** – A required course that must be taken during the same semester as another required course.

**Course Code** – The course prefix and course number (e.g., HIST 201) that represents a course.

**Course Number** – A three-digit code number (e.g., 201) that represents a course, when combined with a course prefix.

**Course Prefix** – An abbreviated letter series (e.g., HIST) that represents a course, when combined with a course number. The course prefix indicates the department that offers the course.

**Credit by Examination/CLEP** – Course credit received upon the completion of a standardized examination offered through the College Level Examination Program (CLEP). The grade “P” is recorded on the student’s transcript.

**Credit Hour** – A unit of academic credit measured in semester hours. One 50-minute recitation or lecture period constitutes a semester hour, while two hours of laboratory work generally count as an hour of lecture time.

**Credit/Course Load** – The total number of credit hours for which a student registers during a given semester.

**Cumulative Grade Point Average** – The overall grade point average that is based on courses completed during the student’s matriculation at the College.

**Deadline** – The date by which certain information must be received by a given office of the College or by which certain responsibilities must be fulfilled by students (in class, etc) or staff.

**Declaration of Major** - Making formal application to a major program of study at the end of the student’s second semester, but no later than the fourth semester of matriculation. To be accepted as a major, the student must meet the department’s program entry criteria.

**Department** – One’s conduct or behavior.

**Developmental Courses** – Courses with number below 100 that must be taken if score on placement tests are below minimum standards. Developmental courses are for institutional credit only; credit does not apply to hours required for graduation.

**Drop/Add** – The process of making changes in a course schedule, either reducing the course load (dropping a course) or increasing the course load (adding a course). Dropping or adding.

courses can be done only within the specific time period indicated on the College calendar. A fee is assessed for each change made in a student's course schedule after completion of registration.

**Dual Degree Program** – A program within some departments in which a student may obtain a degree from both Morris Brown College and an affiliated institution upon completion of requirements at both institutions.

**Early Admission Student** – A high-achieving high school senior who is admitted to MBC prior to graduating from high school.

**Electives** – The term “elective” generally means “option” or “choice.” “Major electives” are choices of non-required courses within the major. “General or free electives” are choices of any non-required courses. The number of major electives and/or general electives is specified in each program description.

**Enrollment** – To be officially enrolled at the College, the student must select courses, have the courses entered in the registration system, complete all required forms, pay the appropriate fees, and receive verification of their enrollment. No credit will be awarded if the student is not officially enrolled.

**Entry Criteria for a Major** – Specific requirements that must be met in order for a student to be accepted as an official major in a program of study. Entry criteria are specified in each program description.

**Exit Criteria for a Major** – Specific requirement that must be met in order for a student to graduate with a degree in a designated program of study. Exit criteria are specified in each program description.

**Final Examination** – At the end of each semester, test or other evaluative measures are administered in all classes. The results of these evaluations contribute to the student's final average and grade.

**Full-time Student** – A student enrolled with a minimum of 12 semester hours during any particular semester.

**General Education Courses** – A group of courses required of all students regardless of major; see “Core Curriculum.”

**Good Standing** – A designation that indicates that a student is in good academic standing by having a 2.0 cumulative GPA or the required GPA for the number of hours attained.

**GPA** – Grade Point Average. The GPA is the numerical value of a student's academic performance. A semester GPA and a cumulative GPA are calculated and recorded each semester on a student's transcript.

**Grade Point** – A numerical value assigned to each course completed and used in computing the GPA. Each letter grade is assigned a numeric value: A = 4; B = 3; C = 2; D = 1; F = 0. The number of grade points assigned is determined by multiplying the value of the letter grade by the number of hours of the course.

**Grading** – MBC uses a grading system based on the following letters and scholastic value: A (excellent), B (above average), C (average), D (passing, but poor), F (failure), I (incomplete), and W (withdrawal).

**Hardship** – For the purpose of making an appeal for a withdrawal from a course after the deadline, "hardship" is defined as any of the following: a) family problems [e.g., death in the immediate family]; b) illness or accident that required reasonably lengthy hospitalization or confinement; or c) personal hardship [e.g., loss of property or personal support].

**HBCU** – Historically Black College and University. Morris Brown College is an HBCU.

**Home Institution** – The institution in which the student is principally enrolled.

**Honor Code** – A code of conduct for MBC students which specifies behavioral expectations of students during examinations and in presentation of their work.

**Honors List** – A list of high achieving students published every semester. The list is divided in three categories: Highest Honors (4.00 GPA), High Honors (3.50-3.99 GPA), and Honors (3.00-3.49 GPA).

**Honors Program** – A program of the College that recognizes and provides special opportunities for high achieving students.

**Honors for Graduating Seniors** – The following honors may be awarded to graduating seniors: Summa Cum Laude (With Highest Honors) for those with a GPA of at least 3.9; Magna Cum Laude (With High Honors) with a GPA of at least 3.4; and Cum Laude (With Honors) for those with a GPA of at least 3.0.

**Host Institution** – The institution at which the student cross-registers.

**Incomplete** – A temporary grade awarded if a student cannot take a final examination due to a verified emergency. This grade allows the student to take the final examination the following semester and receive a permanent grade in the course.

**Institutional Credit** – Credit hour that is not applied to the hours required for graduation.

**Joint Enrollment** – Enrollment by a high school senior in courses at the College concurrently with remaining high school classes. College credit is received upon satisfactory completion of the College courses.

**Late Registration** – Registration for courses in a given semester after the period specified in the College calendar. A fee is charged for late registration.

**Major** – A course of study in a knowledge field offered by an academic department and in which the student engages in advanced work in that field during the Junior and Senior years.

**Major Courses** – Courses specific to the discipline and to the designated program of study. No credit will be granted in major courses for grades below “C”.

**Master Plan** – The outline and record of the requirements for a particular major.

**Matriculation** – The process of enrolling and taking classes at the College.

**MBC** - Morris Brown College.

**Midterm** – The middle of a semester. Tests or other evaluative measures are given at midterm to enable students to judge the quality of their work up to that point in the semester.

**Minor** – An optional secondary academic field intended to complement and buttress a student’s major academic field. Completion of minors is not a graduation requirement.

**Minor Courses** – Courses specific to the secondary academic field. No credit will be granted in minor courses for grades below “C”.

**Non-degree Student** – A student who is pursuing studies at the College but is not a candidate for a degree.

**Overload** – A course load of more than 18 hours. Permission must be obtained in order for a student to register for an overload.

**Part-time Student** – A student enrolled in less than 12 semester hours during a particular semester.

**Plagiarism** – Presenting or otherwise submitting oral or written work as one’s own when it is not entirely one’s own work.

**Pre-registration** – The process of signing for courses during the semester before the semester in which the courses will be taken.

**Prerequisite** – A course that must be completed before a student can register for a designated course.

**Program of Study** – The requirements outline to complete a major; see “Major.”

**Reading Period** – The period between the last day of classes and the first day of final examinations that is used to prepare for final examinations.

**Readmission** – Reinstatement in the College after having withdrawn or after having been suspended for academic or disciplinary reasons.

**Registration** – The process of signing up for courses and having the courses entered into the registration process.

**Regular Course Load** – The normal course load for a full-time student, which is 15 to 18 credit hours. Twelve (12) hours is the minimum course load a student can take to be considered full-time. Up to 18 hours may be taken without being charged for an overload.

**Required Courses** – Specified courses, beyond the general education core requirements, which are required for the completion of the program of study.

**Retention Criteria for a Major** - Specific requirements which must be met in order for a student to remain as a major in a designated program of study. Retention criteria are specified in each program description.

**Semester Grade Point Average** – The grade point average that is based on courses completed during a particular semester during the student’s matriculation at the College.

**Supportive Course** – Course related to the major as outlined in the program of study.

**Transcript** – The record of a student’s academic performance during his/her matriculation at the College.

**Transfer Student** – A currently enrolled student who has been enrolled previously in another accredited college.

**Transient Student** – A student who has temporarily enrolled in another institution and who plans to return to his/her Home Institution. Transient permission must be obtained from the Home Institution.

**Withdrawal** – After the official drop/add period, students may be permitted to withdraw from a course up to 5:00 p.m. on the 14<sup>th</sup> school day following the last official day of mid-semester examinations. If a student stops attending class, but does not officially withdraw, a grade of “W” will not be awarded.

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## 8.0

### ACADEMIC AFFAIRS

The Academic Affairs Division has the primary responsible for implementing the mission of the College: Teaching/Learning, Research, and Public Service. Thus, the Academic Affairs Division has the responsibility for all educational programs and services, as well as the development, implementation, and monitoring of academic policies and procedures. This division is responsible for recruiting, admissions to the College, and all student records as well as all Pre-College Programs.

The Academic Affairs Division includes the Office of Academic Affairs, the Business Administration Department, the General Studies Department, the General Education Department, and the Admissions and Records Department.

#### Office of Academic Affairs

**Gloria L. Anderson, Ph.D., FAIC, Vice President**

**Jo Ann Googer, Administrative Assistant**

The Vice President of Academic Affairs provides the leadership for program planning, implementation, and evaluation. The Vice President also has the responsibility for selecting faculty members, recommending faculty promotion and tenure, recommending faculty/staff terminations, evaluating and improving curricula, and recommending changes for enhancing the integrity of academic programs.

The Vice President is responsible for achieving the following division goals:

1. To enroll and retain academically and culturally diverse populations;
2. To help underachieving students overcome academic deficiencies and persist to graduation;
3. To help academically talented students achieve their full potential;
4. To help students acquire the general knowledge and skills required to function effectively as adults in a global science and technology based society;
5. To prepare students for graduate and professional study consistent with their desires and abilities;
6. To help students acquire the knowledge and skills required for satisfying professional careers;
8. To provide opportunities for faculty, staff, and students to contribute to the research, artistic, and other intellectual endeavors of local, national, and international community of scholars; and
9. To assist local, national, and international communities with problem solving and other services that enrich the lives of their citizens.

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The Office of Academic Affairs also includes Academic Support and Adult and Continuing Education.

### **General Education Department**

#### **Gloria L. Anderson, Ph.D., Acting *Chair***

The Director of the General Education Department provides leadership in the development and implementation of the General Education Program. The Director also provides the leadership in efforts to achieve the departmental objectives.

**Division Goal 2.** To help underachieving students overcome academic deficiencies and persist to graduation;

**Division Goal 3.** To help academically talented students achieve their full potential;

**Division Goal 4.** To help students acquire the general knowledge and skills required to function effectively as adults in a global science and technology based society

**Objective 1.** To ensure that 100 % of Morris Brown College students can write at the college level before exiting the general education program as measured by the writing rubric by Fall Semester 2016

**Objective 2.** To ensure that 100 % of Morris Brown College students can read at the college level before exiting the general education program as measured by the reading rubric by Fall Semester 2016

**Objective 3.** To ensure that 100 % of Morris Brown College Students can make oral presentations at the college level before exiting the general education program as measured by the oral presentation rubric by Fall Semester 2016

**Objective 4.** To ensure that 100 % of Morris Brown College students can solve personal and mathematical problems at the college level before exiting the general education program as measured by the mathematics reading rubric by Fall Semester 2016

**Objective 5.** To ensure that 100 % of Morris Brown College students can use computer software to solve personal and business application problems at the college level before exiting the general education program as measured by the computer literacy rubric by Fall Semester 2016

The faculty and staff within the General Education Department are responsible for placement testing upon admission, academic advisement of new students and general education students, teaching the developmental/basic skills courses, teaching general education courses, and individualized and small group tutoring.

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## Business Administration Department

### Vacancy, Chairman

The Chair of the Business Administration Department provides the leadership in the development and implementation of the Business Administration and the Organizational Management and Leadership Programs within the Business Administration Department. The Chair also provides the leadership in efforts to achieve the departmental objectives.

**Division Goal 5.** To prepare students for graduate and professional study consistent with their desires and abilities

**Division Goal 6.** To help students acquire the knowledge and skills required for satisfying professional careers

**Division Goal 8.** To provide opportunities for faculty, staff, and students to contribute to the research, artistic, and other intellectual endeavors of local, national, and international community of scholars; and

**Division Goal 9.** To assist local, national, and international communities with problem solving and other services that enrich the lives of their citizens.

**Objective 1.** To provide students with a thorough understanding of the business management theory and the market economy in a global workplace setting;

**Objective 2.** to provide students with competences in business and organizational analysis to enable them to formulate and analyze business policies that impact on business, social and legal environments;

**Objective 3.** to acquaint the student with the process of business administration and organizational growth and development;

**Objective 4.** to prepare students with a balanced background of organizational management and leadership methods to function as entrepreneurs;

**Objective 5.** to equip students with the management, marketing and financial skills to enable them to operate within the different dimensions of administrative practices and challenges in our competitive and uncertain business environment; and

**Objective 6.** to prepare students for possible employment in private business, government services and to pursue advanced degrees.

The faculty within the Business Administration Department is responsible for advising majors, teaching all business administration and organizational management and leadership courses, developing and monitoring the curricula, and developing and monitoring supporting activities of programs within the department. The programs within the Business Administration Department are the following: (1) Business Administration

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and (2) Organizational Management and Leadership.

### **General Studies Department**

#### **Gloria L. Anderson, Ph.D., Acting Chair**

The Chair of the General Studies Department, along with the Coordinators of the Concentrations, provides leadership in the development and implementation of the General Studies Program.

**Division Goal 5.** To prepare students for graduate and professional study consistent with their desires and abilities

**Division Goal 6.** To help students acquire the knowledge and skills required for satisfying professional careers

**Division Goal 8.** To provide opportunities for faculty, staff, and students to contribute to the research, artistic, and other intellectual endeavors of local, national, and international community of scholars; and

**Division Goal 9.** To assist local, national, and international communities with problem solving and other services that enrich the lives of their citizens.

**Objective 1.** To prepare students academically for graduate or professional study;

**Objective 2.** To prepare student academically and experientially for employment;

**Objective 3.** To allow students to explore a variety of knowledge areas thereby enabling students to acquire a broad-based education;

**Objective 4.** To give students a large measure of control over their own education.

### **Music and Music Industry Concentrations**

**Sharon J. Willis, D.M.A., Coordinator**

**Stacey Barrett, MA, Co-Coordinator**

The Coordinator of the Music and Music Industry Concentrations provides leadership in the development and implementation of the Music and Music Industry Programs.

#### **Music Concentration**

**Objective 1.** To teach basic musicianship skills [notation, reading, terminology, key signatures and chord analysis].

**Objective 2.** For students to demonstrate ability to complete and file five Music Business Forms [copyright, mechanical license, performing rights license, performing rights membership, mechanical royalties calculation chart].

- Objective 3.** For students to study, listen to, and identify conventional composers, music and basic characteristics of music from European and Afro-Centric traditions.
- Objective 4.** To provide performance opportunities in ensembles and applied study.
- Objective 5.** To develop basic skill level in Music Technology: notational systems and sequencing for songwriting.
- Objective 6.** To provide capstone recital and special recording project for the purpose of allowing a student to present culminating activity that demonstrates student's artistic ability and musicianship in a public forum; to experience a real Music Industry working environment; and to provide a network that fosters career opportunities for the student.

### **Music Industry Concentration**

- Objective 1.** To teach basic musicianship skills [notation, reading, terminology, key signatures and chord analysis].
- Objective 2.** For students to demonstrate ability to complete and file five Music Business Forms [copyright, mechanical license, performing rights license, performing rights membership, mechanical royalties calculation chart].
- Objective 3.** For students to have a literal understanding of three basic Music Industry Contracts and a working knowledge of 50 Music Industry Terms [recording contract, artist contract, management contract].
- Objective 4.** To develop the students basic skill level in songwriting [compositional notation, chord realization and/or vocalization, repertoire].
- Objective 5.** For students to study, listen to, and identify composers, music and basic characteristics of music from European and Afro-Centric traditions.
- Objective 6.** To provide performance opportunities in ensembles and applied study.
- Objective 7.** To develop basic skill level in Music Technology: notational systems and sequencing for songwriting.
- Objective 8.** To provide Music Industry Internship(s) for the purpose of allowing student to experience a real Music Industry environment; and to provide a network that fosters career opportunities for the student.

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## Psychology Concentration

### Jamie V. Mitchell, Ph.D., Coordinator

The Coordinator of the Psychology Concentration provides leadership in the development and implementation of the Psychology Program.

- Objective 1.** To prepare students academically for graduate study in Psychology or professional schools in fields such as law, medicine or business;
- Objective 2.** To prepare students academically and experientially for employment in mental health and related fields;
- Objective 3.** To expose students to applied psychology through clinical internships and cooperative education placements;
- Objective 4.** To expose students to research psychology through research training in the laboratory and in the field; and
- Objective 5.** To expose students to state-of-the-art computer techniques used in research and in the application of psychology.

## Admissions and Records Department

### Toledo Riley, Director and Registrar

The Director of the Admissions and Records Department provides leadership in the development and implementation of policies and procedures related to recruiting, admissions, enrollment, and records. The Director also provides leadership in efforts to achieve the departmental objectives. **The Registrar is the only authorized custodian of student records.**

**Division Goal 1.** To enroll and retain academically and culturally diverse populations

- Objective 1.** To ensure that 100 % of Morris Brown College students satisfy the admissions criteria as outlined in the College Catalog prior to admission by Fall Semester 2016
- Objective 2.** To increase the full-time student enrollment at Morris Brown College to seventy five (75) students by Fall Semester 2016
- Objective 3.** To maintain an annual student retention rate greater than sixty (60) percent by Fall Semester 2016

**Office of Admissions:** The Office of Admissions is responsible for receiving and evaluating all applications for admission to Morris Brown College. To obtain an application for admissions and general information regarding the admissions process, applicants should contact:

Office of Admissions  
Morris Brown College  
643 M. L. King Jr. Dr., NW  
Atlanta, GA 30314  
404-458-6085 x 2012  
[www.morrisbrown.edu](http://www.morrisbrown.edu)

Applicants will receive written notification of the College's decision. Individuals may visit the campus or speak to an admissions counselor to schedule a campus tour.

**Office of the Registrar:** The Office of the Registrar has oversight of the registration process and is responsible for maintaining students' records. All requests for student transcripts must be made in writing to the College on site or by mail, e-mail or online @[www.morrisbrown.edu](mailto:www.morrisbrown.edu). Students may call the cashier at 404-458-6085 Ext. 2017. Students may pay with a credit/debit card, cashiers check, money order or cash. Personal checks will not be accepted. Students must have a zero balance in order to receive a transcript. Students may mail requests to

Morris Brown College  
Office of the Registrar  
643 Martin L. King, Jr. Dr., NW  
Atlanta, GA 30314  
[www.toledo.riley@morrisbrown.edu](mailto:www.toledo.riley@morrisbrown.edu)

### Cost of Transcripts and Educational Verification

| <u>Transcript Type</u>              | <u>Fees</u>     | <u>Processing Time*</u>   |
|-------------------------------------|-----------------|---------------------------|
| ___ <b>Emergency Official</b>       | <b>\$ 25.00</b> | <b>1-3 Business Days</b>  |
| ___ <b>Official</b>                 | <b>\$ 10.00</b> | <b>7-14 Business Days</b> |
| ___ <b>Unofficial</b>               | <b>\$ 5.00</b>  | <b>1-7 Business Days</b>  |
| ___ <b>Educational Verification</b> | <b>\$ 5.00</b>  | <b>1-7 Business Days</b>  |

(\*Processing Time begins after payment of Fees. Processing Time may increase for students enrolled prior to 1999. Please indicate below your preferred "method of delivery".)

## 9.0

### ACADEMIC POLICIES AND PROCEDURES

The following academic policies and procedures are described in this section:

- |                                                               |                                      |
|---------------------------------------------------------------|--------------------------------------|
| 1. General Rules and Regulations                              | 14. Student Tenure/Degree Completion |
| 2. The Honor Code                                             | 15. Classification                   |
| 3. Placement Testing Upon Admission                           | 16. Good Academic Standing           |
| 4. Academic Credit by Examination                             | 17. Academic Probation/Suspension    |
| 5. Transfer Credit                                            | 18. Class Attendance                 |
| 6. Academic Advisement                                        | 19. Class Tardiness                  |
| 7. Acceptance in a Major                                      | 20. Requesting an Incomplete         |
| 8. Majors and Concentrations                                  | 21. Abandoning a Course              |
| 9. The Curriculum                                             | 22. Dropping a Course                |
| 10. Grade Reports                                             | 23. Withdrawing from a Class         |
| 11. Grading System                                            | 24. Requirements for Graduation      |
| 12. Course Repeat Policy and<br>Computation of Cumulative GPA | 25. Preparation for Graduation       |
| 13. Grade Appeal/Grade Change                                 | 26. Honors Awarded to Seniors        |

#### General Academic Rules and Regulations

It is the aim of the College to admit those students who demonstrate the intellectual ability and personal motivation to take full advantage of the experiences and opportunities that the College offers. Therefore, the following general academic rules and regulations apply:

1. The President and the faculty reserve the right to approve or disapprove of the work and conduct of students in all areas of college life.
2. In compliance with the Privacy Act of 1974, the College honors a student's right to prevent disclosure of personally identifiable information, with certain exceptions. In this respect, no student's grades or disciplinary report may be sent to the student's parents, guardian, other individuals, or group unless the student waives his/her right of privacy to this information on the original entrance application to the college, or on another official document thereafter.
3. The College reserves the right to make changes as required in curricula, academic policies, and other rules and regulations affecting students, to become effective whenever determined by the College.
4. Students are ultimately responsible for knowing and observing all regulations that may affect their status at Morris Brown College.
5. Students may be denied the privileges of the College, or may forfeit their connection with it, upon the commission of any act specifically forbidden by College regulations or otherwise involving moral turpitude, destruction of property, disorderly conduct, academic dishonesty, or other conduct deemed inappropriate by the College.
6. Students should be aware of, and abide by, the Morris Brown College Honor Code.
7. The College reserves the right to withhold the privilege of further registration from students who, in the judgment of faculty or administrators, are considered incompetent in scholarship or otherwise unfit to continue work at the institution.

8. Deficient scholarship shall be sufficient cause for academic probation, suspension, or dismissal from the College.
9. Students whose scholarship or deportment is deficient may be denied the privilege of representing the school in any public exercise or athletic contest.
10. Students who have been admitted conditionally, or who are on probation, and who fail to show evidence of their aptitude for successful college work, may be dismissed before the end of the semester without the privilege of subsequent registration.
11. All students who matriculate in the College must undergo a physical examination and present documentation of such before formal admission is completed.
12. Other rules and regulations are described in this and other sections of the *Catalog*, as well as in the *Student Handbook*.

### **The Honor Code**

As members of the Morris Brown College academic community, students are expected to abide by and uphold standards of academic and intellectual integrity. To this end, students are expected to be aware of and adhere to the Morris Brown College Honor Code.

1. Students must not ask for, give, or receive information or any other form of help in an examination or test administered by a representative of the College.
2. Students must maintain responsible behavior during examinations and conform to the conditions established by the College representative in charge of the examination.
3. Students must refrain from plagiarism. Plagiarism is defined as presenting or otherwise submitting another person's oral or written work as one's own work. Plagiarism includes either quoting or paraphrasing another's work without properly citing or acknowledging the author or source. Students must also refrain from inadvertently creating the appearance of plagiarism or contributing to plagiarism on the part of others.
4. All members of the Morris Brown College academic community are expected to report violations of the Honor Code to the Vice President for Academic Affairs.

Students charged with violating the Morris Brown College Honor Code will be referred to the Vice President for Academic Affairs. The Vice President will thoroughly review the charge. Lack of knowledge about the Morris Brown College Honor Code is not an acceptable defense to a charge of violation of the Honor Code. Students found guilty of breaking the Honor Code will be penalized; penalties may include receiving an "F" grade in the course in question or suspension from the College.

### **Placement Testing Upon Admission**

Upon admission to Morris Brown College, new students and transfer students are required to take a placement exam that assesses students' level of reading, writing, algebra, and geometry skills. The College's placement exam is administered by the Department of

General Education. See section 10.0, Academic Support, for more details about placement testing and basic skills courses.

### **Academic Credit by Examination**

Morris Brown College is a participant in the Advanced Placement Program (AP) and the College Level Examination Program (CLEP) of the College Entrance Examination Board. Students may receive academic credit by examination through these programs. Additionally, some academic departments provide opportunities for college credit or course exemption based on performance on approved departmental examinations.

#### **Advanced Placement Examinations (AP)**

Under AP Program standards, a score of 3 or higher on an AP examination may be submitted as evidence of a college level course completed in high school. A minimum score of 3 on an AP examination earns three semester credit hours in a relevant Core Curriculum course.

In order for credit by AP examination to be applied to transcripts, students must complete an Application for Credit by Examination and attach a copy of the official AP test score report. Applications and supporting documentation should be submitted to the Office of the Vice President for Academic Affairs.

College credit by AP examination can be awarded as follows:

| AP Examination            | Score   | MBC Course Credit |                             |
|---------------------------|---------|-------------------|-----------------------------|
| History of Art            | 3, 4, 5 | GED 225:          | Humanities Art              |
| General Biology           | 3, 4, 5 | BIO 101:          | Biological Science          |
| General Chemistry         | 3, 4, 5 | CHE 101:          | General Chemistry           |
| Intro to Computer Science | 3, 4, 5 | CIS 100:          | Intro to Computer Science   |
| English Lang & Comp       | 3, 4    | ENG 101:          | College Composition I       |
| English Lang & Comp       | 5       | ENG 101/102:      | College Composition I or II |
| American History          | 3, 4, 5 | HIS 203:          | Survey of US History        |
| Calculus AB               | 3, 4, 5 | MAT 111:          | Pre-Calculus                |
| Music Listening & Lit     | 3, 4, 5 | GED 226:          | Humanities Music            |
| Amer Govern & Politics    | 3, 4, 5 | POL 111:          | American Government         |
| Psychology                | 3, 4, 5 | PSY 101:          | General Psychology I        |
| French Language           | 3       | FRE 101:          | Elementary French I         |
| French Language           | 4       | FRE 101/102:      | Elementary French I or II   |
| French Language           | 5       | FRE 102/201       | Ele Fren II or Inter Fren I |
| Spanish Language          | 3       | SPA 101:          | Elementary Spanish I        |
| Spanish Language          | 4       | SPA 101/102:      | Elementary Spanish I or II  |
| Spanish Language          | 5       | SPA 102/201       | Ele Span II or Inter Span I |
| German Language           | 3       | GER 101:          | Elementary German I         |
| German Language           | 4       | GER 101/102:      | Elementary German I or II   |
| German Language           | 5       | GER 102/201       | Ele Ger II or Inter Ger I   |

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## **The College Level Examination Program (CLEP)**

The College Level Examination Program (CLEP) is a national program through which a student can obtain course credit through two types of examinations: General Examinations and Subject Examinations.

**General Examinations** are one-hour objective tests that measure achievement in the liberal arts, including English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences.

**Subject Examinations** measure achievement in specific college-level courses. Each Subject Examination is a 90-minute objective test; optional 90-minute essay exams are also available for some subject areas.

### **Credit through CLEP**

1. The minimum score for awarding credit will be the mean test score indicated on the student's test score report.
2. Students who earn at or above the mean score on a CLEP examination will receive credit for the corresponding courses as indicated on the chart below.
3. A student is limited to 30 hours of credit through CLEP testing.
4. A student may receive up to 6 hours credit in any one field, with the exception of Chemistry, where the total may be up to 8 hours.
5. The grade "P" is recorded on the student's transcript for successful completion of a CLEP examination.
6. In the event that a student transfers to another institution, the College is not responsible for CLEP credit not accepted by schools that do not participate in the College Level Examination Program.
7. Students must receive approval from the major department chairperson before registering for a CLEP examination.
8. In order for credit by CLEP examination to be applied to transcripts, students must complete an Application for Credit by Examination and attach a copy of the official CLEP test score report. Applications and supporting documentation should be submitted to the Office of the Vice President for Academic Affairs.

**Registration and Fees for CLEP Exams:** Information about registration and fees for CLEP exams can be obtained from the Office of the Vice President for Academic Affairs.

The following is a list of the CLEP General Examinations, the course credit awarded, and the corresponding equivalent core curriculum course.

| <b>General Examinations</b> | <b>Credit Awarded</b> | <b>Core Course Equivalent</b> |
|-----------------------------|-----------------------|-------------------------------|
| Humanities                  | 3 hours               | Humanities Requirement        |
| Mathematics                 | 3 hours               | Math Requirement              |
| Natural Sciences            | 3 hours               | Natural Science Requirement   |
| Social Sciences and History | 3 hours               | Social Science Requirement    |

The following is a list of the CLEP Subject Examinations, the course credit awarded, and the corresponding equivalent course.

| <b>Composition &amp; Literature</b> | <b>Credit Awarded</b> | <b>Course Equivalent</b>          |
|-------------------------------------|-----------------------|-----------------------------------|
| Freshman English*                   | 3 hours               | ENG 101                           |
| College Composition*                | 3 hours               | ENG 102                           |
| English Literature*                 | 6 hours               | ENG 331, 333, 335, or 337 (any 2) |
| American Literature*                | 3 hours               | ENG 338 or 339                    |
| Analysis & Interpretation of Lit.*  | 3 hours               | ENG 201                           |

| <b>Foreign Languages</b>     | <b>Credit Awarded</b> | <b>Course Equivalent</b> |
|------------------------------|-----------------------|--------------------------|
| College French—Levels 1 & 2  | 3 hours               | MFL-FR 101-102           |
| College German—Levels 1 & 2  | 3 hours               | MFL-GR 101-102           |
| College Spanish—Levels 1 & 2 | 6 hours               | MFL-SP 101-102           |

| <b>History &amp; Social Science</b>  | <b>Credit Awarded</b> | <b>Course Equivalent</b> |
|--------------------------------------|-----------------------|--------------------------|
| American Government*                 | 3 hours               | POLSC 111                |
| American History I (to 1877)*        | 3 hours               | HIS 211                  |
| American History II (from 1877)*     | 3 hours               | HIS 212                  |
| Educational Psychology*              | 3 hours               | EDU 202                  |
| General Psychology*                  | 3 hours               | PSY 101                  |
| Human Growth & Development*          | 3 hours               | ECE 205                  |
| Introductory Macroeconomics*         | 3 hours               | ECO 241                  |
| Introductory Microeconomics*         | 3 hours               | ECO 242                  |
| Introductory Sociology*              | 3 hours               | SOC 201                  |
| Western Civilization I (to 1648)*    | 3 hours               | Determined by department |
| Western Civilization II (from 1648)* | 3 hours               | Determined by department |

| <b>Science &amp; Mathematics</b>     | <b>Credit Awarded</b> | <b>Course Equivalent</b> |
|--------------------------------------|-----------------------|--------------------------|
| Calculus w/Elementary Functions*     | 3 hours               | Determined by department |
| College Algebra                      | 3 hours               | MAT 102                  |
| College Algebra-Trigonometry         | 3 hours               | MAT 111                  |
| General Biology* (Essay is required) | 3 hours               | BIO 101                  |
| General Chemistry*                   | 3 hours               | CHE 101                  |

| <b>Computer Science</b>      | <b>Credit Awarded</b> | <b>Course Equivalent</b> |
|------------------------------|-----------------------|--------------------------|
| Computers & Data Processing* | 3 hours               | CIS 101                  |

| <b>Business</b>             | <b>Credit Awarded</b> | <b>Course Equivalent</b> |
|-----------------------------|-----------------------|--------------------------|
| Introduction to Management* | 3 hours               | BUS 331                  |
| Introductory Accounting*    | 3 hours               | BUS 213                  |

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|                            |         |         |
|----------------------------|---------|---------|
| Introductory Business Law* | 3 hours | BUS 321 |
| Introductory Marketing*    | 3 hours | BUS 335 |

\*An optional essay exam is available for this subject examination.

### **Transfer Credit**

Effective fall semester 2002, the following policies and procedures apply to transfer credit. The official transcript(s) must be submitted no later than mid term of the semester in which the transfer student enrolls,

#### **Policies for Awarding Transfer Credit**

1. Upon admission, transfer credit will be awarded for equivalent coursework earned at a college or university that is accredited by its regional accrediting agency; coursework completed at a non-accredited institution will not be accepted.
2. Transfer credits awarded will not exceed the equivalent of ninety two(92) semester hours or the equivalent quarter hours, or the amount of credit based on a previously negotiated articulation agreement between the particular institution and Morris Brown College.
3. Only courses in which a grade of "C" or better was earned will be considered for transfer credit. Developmental/remedial courses—courses numbered below 100—will not be accepted for transfer credit.
4. Only official transcripts from other institutions will be accepted by the Morris Brown College Office of the Registrar for evaluation. Transcripts issued to students or those in unsealed transcript envelopes will not be accepted.
5. Credits from one former institution appearing on the transcript of another institution can neither be officially evaluated for admission nor accepted for credit until an official transcript has been received from the institution originating the credit.
6. The registrar will determine the acceptance of transfer courses and credit that is to count towards the core curriculum. Academic departments retain final authority in determining the acceptance of transfer courses and credit that is to count towards the major.
7. Some courses accepted as transfer credits may not be relevant to the particular degree sought. Thus, the College does not guarantee that credit will be awarded toward graduation in a particular major for all transferred courses.
8. Students must submit course descriptions and/or course syllabi when requested in order to facilitate the transfer course evaluation and course substitution process.
9. Accepted transfer credits may count toward graduation but will not be computed into the student's cumulative grade point average. Only the hours and quality points earned while attending Morris Brown College will constitute the student's cumulative grade point average at Morris Brown.
10. In order for a transfer student to graduate from Morris Brown College, he or she must

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complete the courses prescribed for the completion of a degree.

### **Procedures for Awarding Transfer Credit**

1. Transfer applicants should request that the registrar of each college attended send an official transcript to the Morris Brown College Office of the Registrar.
2. The Morris Brown College Registrar will conduct a “Level 1 Review of Transfer Credits”; that is, the registrar will:
  - a. determine the accreditation status of institutions from which students are seeking to transfer credits;
  - b. evaluate the transcript(s) of transfer students to determine course equivalents for core curriculum requirements; and
  - c. list on the Transfer Course Evaluation Form (a) equivalent core curriculum courses and (b) other courses in which a grade of “C” or better was made which may be approved by a department chairperson as applicable to a particular degree.
3. In order to ensure that transferred coursework accepted for credit toward a degree represents coursework relevant to the Morris Brown College degree, the respective department chairperson will conduct a “Level 2 Review of Transfer Credits for the Major”; that is, the department chairperson will
  - a. review the Transfer Course Evaluation Form to determine course equivalents for departmental/major requirements;
  - b. evaluate the level of instruction (e.g., course number) and course content (e.g., course description) of transferred course work vis-à-vis major course work taught at MBC; and
  - c. list transfer course equivalents to be accepted for credit toward the degree on the Course Substitution Form (the registrar, the department chairperson and the student must sign this form).

### **Academic Advisement**

Academic advisement is mandatory for all students at Morris Brown College who are seeking degrees. Although academic advisors will endeavor to provide timely and accurate information and advisement to students, ultimately, students are responsible for knowing and observing all regulations that may affect their status at the College and all requirements for completion of a degree.

### **The Student’s Responsibility in Academic Advisement**

1. Students should meet with their academic advisor at least once a semester to gain an understanding of the requirements for their major, to plan course sequences, to plan for the next semester’s coursework, to keep records up-to-date, and to discuss career goals.
2. Students should be thoroughly aware of, and maintain records of, the requirements

of their major program of study, all academic rules and regulations, and any changes made in curricula and academic policies and procedures.

### **Identifying and Meeting with an Academic Advisor**

Steady and appropriate matriculation through a major is possible only if students maintain frequent interactions with academic advisors who are knowledgeable about core curriculum and major program requirements.

1. Academic advisors will assist students in planning and fulfilling their graduation requirements. In addition, academic advisors have the responsibility of approving all changes to students' registration schedules.
2. All new students and transfer students are classified as General Studies majors and should be advised by academic advisors in the General Education Department.
3. New students and transfer students who have an interest in a specialized major also should register with the respective department as a "Pre-Major," at which time they will be assigned to an academic advisor.
4. Students who wish to major in a specialized field must apply to an academic department and meet the specific entry requirements for the particular major.
5. Students who have been accepted in a specialized major will be assigned to an academic advisor within their major department.
6. Students who choose to remain as General Studies majors should be advised by academic advisors in their area of concentration.
7. In order to ensure that students meet with academic advisors to plan for the next semester's coursework, registration may be delayed for those who do not obtain academic advisement.
8. Although students are assigned to academic advisors, ultimately, students are responsible for being aware of all academic rules and regulations and for knowing and fulfilling all requirements for completion of their major program of study.

### **Acceptance in a Major**

Upon admission to the College, each student is classified as a General Studies major. Students may choose to remain in this program of study and earn a B.A. or B.S. degree in General Studies or students may choose a more specialized major. It is strongly recommended that students make formal application to the desired major program at the end of the second semester of enrollment, but no later than the fourth semester of matriculation. To be accepted formally in a major, a student must fulfill the specific entry requirements for the particular major.

Each academic department reserves the right to approve or decline a student's application to major in an area in its department based on the department's program entry criteria. If declined, students may make a formal appeal to the department or may re-assess their career goals with academic advisors in the General Studies department.

The specific entry requirements for each major are delineated in sections on the majors.

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## Majors and Concentrations

**Major:** A major is defined as a course of study in a field of knowledge offered by an academic department and in which the student engages in advanced work in that field during the junior and senior years. A major requires a minimum of 30 semester credit hours earned in a single department or in closely related departments. *No credit will be granted in major courses for grades below “C.”*

**Concentration:** Some major fields of study include areas of concentration. An area of concentration is a specialization area within a major.

### The Curriculum

The curriculum at Morris Brown College is organized under lower and upper divisions.

#### The Lower Division: The Core Curriculum

The lower division includes courses within the core curriculum and other courses numbered between 100 and 299. The lower division courses are designed (a) to prepare students for active participation in society as citizens and (b) to furnish students with a foundation necessary for successful completion of upper division courses.

#### The Upper Division: The Major Program of Study

The upper division courses are those that pertain to the student’s major program of study, including courses in the major and courses related to or supporting the major. The upper division courses are numbered 300 – 499. The upper division courses allow students (a) to concentrate in selected fields of study and (b) to develop a knowledge base and skills required in certain professional fields.

### Course Numbering

The initial digit of numbers assigned to courses indicates the recommended year that the student takes the course. Thus, courses with numbers between 100 and 199 should be taken in the first year, those between 200 and 299 in the second year, and courses with numbers between 300 and 499 should be taken during the third and fourth year. Additionally,

1. Courses with numbers below 100 (e.g., 099) are considered “basic skills” courses and are for institutional credit only; credit for these courses does not apply to hours required for graduation.
2. Courses with a single three-digit number are semester courses. These courses may be offered either the first semester or the second semester or both semesters.
3. Courses with a hyphenated number (e.g., 101-102) are year-long courses that will count toward graduation only upon completion of the entire year's work.
4. Courses with double numbers (e.g., 101, 102) are year courses that are so organized that either semester may count toward graduation without completing the entire year's work.

## Grade Reports

Final grades are submitted to the Office of the Registrar at the end of each semester. Prior to mid-semester, students whose work is below the standards and criteria established by Morris Brown College and the respective course(s) will be referred to the Academic Support Department for tutoring and academic advisement. At mid-term, faculty must inform students in writing of their standing in the class to date.

## Grading System

Morris Brown College uses a grading system based on the letters A, B, C, D, F, I, W. The significance of these letters is as follows:

| <u>Grade</u> | <u>Scholastic Value</u> | <u>Grade Point Value</u> |
|--------------|-------------------------|--------------------------|
| A            | Excellent               | 4                        |
| B            | Above Average           | 3                        |
| C            | Average                 | 2                        |
| D            | Passing, but Poor       | 1                        |
| F            | Failure                 | 0                        |
| I            | Incomplete              | 0                        |
| P            | Pass                    | 0                        |
| W            | Withdrawal              | 0                        |
| WP           | Withdrawal<br>Passing   | 0                        |
| WF           | Withdrawal<br>Failing   | 0                        |

1. No credit will be granted in major or minor courses for grades below "C."
2. Grades earned at other colleges by MBC transient students will be assigned grade point value in terms of the Morris Brown College grading system.
3. A grade of "P" will be assigned to earned academic credit by examination.
4. Instructors are required to provide their students with a written grading system/scale at the beginning of each semester. Students have the right to appeal their grades if they have probable cause or documentation that their work deserves a higher grade.

## Course Repeat Policy and Computation of Cumulative GPA

The following policies apply to repeated courses and the cumulative grade point average:

1. A course may be repeated no more than three times.
2. The repeated course grade becomes the official grade for the course, even if the repeated course grade is lower.
3. The repeated course grade replaces the original course grade in the computation of the cumulative grade point average. However, the original course grade will remain on the academic transcript and will be marked with an "E" to designate that the course is excluded from the cumulative grade point average.

4. The repeated course must be the same as the original course. If the repeated course is taken at another institution, prior approval to enroll in the course and to use the course as a “repeated course”, must be granted by the department chairperson, academic advisor, or person designated by the department. Approval must be indicated in writing and made a part of the student’s academic advisement file.

### **Grade Appeal Process—Student Initiated**

Students have the right to appeal a grade if they believe that a grade has been awarded in error.

1. Students must initiate the appeal process within the semester immediately following the semester in which the grade was awarded or the student forfeits the right to appeal.
2. If students initiate an appeal after one semester in which the grade was awarded, they must first provide to the Vice President for Academic Affairs (VPAA) a written explanation and documentation as to the nature of the delay in initiating the appeal. If approved, the student may proceed with the appeal.

Students must follow several steps to appeal a grade.

**Step 1.** Within the first semester following the awarding of a disputed grade, the student must prepare a written appeal, with supporting documentation, and meet with the instructor. At this meeting, the student and instructor must make every effort to arrive at a mutual consensus. If the instructor is no longer employed by the College, the student must meet with the Department Chairperson.

**Step 2a.** If mutual consensus is reached that there are grounds for a grade change, the instructor must complete a Change of Grade form indicating the grade change and the reason(s) for the change. The Change of Grade form must be signed by the instructor and the department chairperson and forwarded to the VPAA with supporting documentation, including a copy of the student’s written appeal, a copy of the final grade roster, a copy of the course syllabus, and a copy of the grade-book. A copy of these supporting documents must also be maintained in the departmental office.

**Step 2b.** If mutual consensus is not reached, the student may submit the written appeal and supporting documentation to the department chairperson. The department chairperson must meet with the student and instructor individually or jointly to review the student’s appeal and any materials needed to form an objective decision.

**Step 3a.** If the department chairperson determines that there grounds exist for a grade change, either the instructor or the chairperson must complete a Change of Grade form indicating the grade change and the reason(s) for the change. The form must be signed by the instructor and department chairperson and forwarded to the VPAA with supporting documentation, including a copy of the student’s written appeal, a copy of the final grade roster, a copy of the course syllabus, and a copy of the grade-book. A copy of these supporting documents must also be maintained in the departmental office.

**Step 3b.** If the department chairperson determines that grounds do not exist for a grade change, the student may submit the written appeal and supporting documentation to the VPAA. The Vice President for Academic Affairs must

meet with the student, instructor, and department chairperson individually or jointly to review the student's appeal and any materials needed to form an objective decision.

- Step 4.** If the Vice President for Academic Affairs determines that grounds exist for a grade change, either the instructor, the chairperson, or the VPAA must complete a Change of Grade form indicating the grade change and the reason(s) for the change.

### **Change of Grade Process—Faculty Initiated**

An instructor may request permission to change a grade when he/she discovers that an error has been made in the determination of a student's final grade.

1. Such a request and change must be clearly substantiated by the instructor's class records.
2. The instructor should complete a Change of Grade form indicating the grade change and the reasons for the change.
3. The form must be signed by the instructor and the department chairperson and forwarded to the VPAA with supporting documentation, including a copy of the final grade roster, a copy of the course syllabus, a copy of the grade-book, and the formula for calculating the final grades.
4. A copy of these documents must also be maintained in the departmental office.
5. No change of grade will be permitted without proper supporting documentation.

### **Student Tenure/Degree Completion Period**

Full-time or part-time students who maintain continuous enrollment from their initial matriculation date at the College must complete their prescribed degree requirements, according to the catalog for the initial year of matriculation—or any year thereafter—within eight (8) years after initial enrollment at the College.

1. Failure to complete the prescribed degree requirements in eight years may result in loss of eligibility for a degree in the current major. However, credit for some of the courses previously completed may be awarded, depending on a departmental evaluation and the approval of the Vice President for Academic Affairs.
2. If, as a result of curriculum improvement, an original course is no longer offered at the College within the eight-year time frame, the department may substitute an equivalent course.
3. A student who discontinues attending Morris Brown College for one or more years may return within eight years of first enrollment in the College but must adhere to the current major program course requirements for the major in which the degree will be awarded.

## Classification

A student is classified as either a First-Year Student, a Sophomore, a Junior, or a Senior. A student's annual classification is determined by the number of semester hours and grade points earned by the beginning of the academic year.

**First-Year Student:** A student who has fulfilled all admissions requirements and has earned 27 or fewer semester credit hours

**Sophomore:** A student who has earned at least 28 semester credit hours and at least 56 grade points

**Junior:** A student who has earned at least 60 semester credit hours and at least 120 grade points

**Senior:** A student who has earned at least 90 semester credit hours and at least 180 grade points

**Non-Degree:** A student who is pursuing studies at the College but is not a candidate for a degree

## Good Academic Standing (Full-time Students)

To be in good academic standing and continue matriculating at the College, a student must show satisfactory academic progress by achieving the following:

1. a cumulative GPA of at least 1.50 and earn at least 21 semester hours during the 1st year of enrollment;
2. a cumulative GPA of at least 1.75 and earn at least 21 additional semester hours during the second year and 2.00 each succeeding academic year of enrollment leading to the graduation year;
3. a cumulative GPA of at least 2.00 during the graduation year of enrollment.

## Academic Probation, Suspension, and Dismissal

Students who fail to make satisfactory academic progress and to remain in good academic standing will be placed on academic probation, will be suspended, or will be dismissed from the College. Based on the student's total credits earned, academic probation, suspension, or dismissal will be enforced if the cumulative GPA falls below the required standards:

| <b>Classification</b> | <b>Total Credit Hours Earned</b> | <b>Minimum Cum. GPA</b> | <b>Below Minimum</b>             |
|-----------------------|----------------------------------|-------------------------|----------------------------------|
| First-Year Student    | 0-27                             | 1.50                    | Probation                        |
| Sophomore             | 28-59                            | 1.75                    | Probation, Suspension            |
| Junior                | 60-89                            | 2.00                    | Probation, Suspension, Dismissal |
| Senior                | Over 90                          | 2.00                    | Probation, Suspension, Dismissal |

### **Academic Probation**

1. During the academic probation period, students will only be permitted to register for a maximum of 12 credit hours.
2. Students who are on academic probation must maintain a grade point average of at least 2.00 each semester until their cumulative GPA is raised to the required minimum for their classification.
3. Students who do not achieve a semester grade point average of at least 2.00 any semester before the required cumulative GPA is reached will be placed on academic suspension for the following academic year.
4. Students will remain on probation as long as their cumulative GPA is below the minimum required, even if their semester grade point average is at least 2.00.
5. Students who have been on academic probation return to academic good standing only when their cumulative GPA is raised to the required minimum for their classification.

### **Academic Suspension**

1. Students will be placed on academic suspension if, during the period of probation, they fail to meet the requirements for satisfactory academic progress, including failing to achieve a semester grade point average of at least 2.0.
2. A status of academic suspension means that a student is not allowed to enroll in the College for at least one academic year.
3. During the year of suspension, students must engage in an academic enrichment experience that is designed to strengthen academic skills and to increase the probability of success if re-admitted to Morris Brown. Examples of enrichment experiences are enrollment in relevant courses at a junior or community college and enrollment in a relevant continuing education class.
4. Students are eligible to apply for readmission at the end of the period of academic suspension. The application for readmission must be accompanied by documentation of completion of an academic enrichment experience; both must be submitted to the

Office of the Vice President for Academic Affairs.

### **Academic Dismissal**

If, after being readmitted from academic suspension, the requirements for satisfactory academic progress are not met, a student may be dismissed permanently from the College.

### **Appeal of Academic Probation, Suspension, or Dismissal**

Students who have been placed on probation, suspension, or dismissal may appeal this action to the Academic Appeals Committee. Supporting documentation must be included with the appeal.

### **Seeking Readmission After Academic Suspension**

Students on academic suspension may apply for readmission. Applicants must

1. complete a readmission application and a letter of academic intent and submit it to the Vice President for Academic Affairs;
2. submit to the Office of the Registrar all transcripts of academic and remedial work completed since the time of suspension (e.g., courses from junior or community colleges; continuing education courses); and
3. submit to the Vice President for Academic Affairs a physician's statement if illness was a contributing factor in the applicant's poor academic performance.

### **Class Attendance**

Class attendance is a vital aspect of the educational process; therefore, students must attend class regularly and arrive on time for each class. Instructors are required to keep accurate, up-to-date attendance records for all of their classes.

Students are expected to abide by the specific class attendance requirements for each course as determined by the individual instructor. Instructors are required to delineate specific class attendance requirements and penalties on each course syllabus and to discuss their class attendance policy with students at the beginning of each semester.

Absence from class may be necessitated by illness, family emergency, accidents, or official student participation in events. In such cases, a student may receive an excused absence from class from the Office of the Vice President of Student Affairs, if valid documentation and verification of the stated reason for absence is provided.

An excused absence will not count against a student. However, an excused absence does not automatically entitle a student to make up missed work. Although instructors are encouraged to allow the student to make up missed requirements in the case of an excused absence, it is still at the discretion of the instructor to allow the student to make up any missed requirements, even in the case of an excused absence.

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## Class Tardiness Policy

Students are required to attend all classes promptly and regularly. Doors to classrooms may be closed/locked ten (10) minutes after class begins. After this time, a student may be permitted into the classroom only at the discretion of the instructor.

## Request for an Incomplete Grade

1. A request for a grade of "I"/Incomplete may be submitted to the Vice President for Academic Affairs (VPAA) if a student is doing satisfactory work, but, for non-academic hardship reasons, the student is unable to complete the final requirements for the course.
2. Non-academic hardship reasons are defined as any of the following:
  - a. family problems (e.g., death in the immediate family);
  - b. illness or accident that requires hospitalization or confinement; and
  - c. personal hardship (e.g., loss of property or personal support).
3. The possibility that a student may fail the course, a student's inability to meet any set deadline for course requirements, and other academic reasons, are not appropriate grounds for awarding a grade of "I."
4. The student must initiate the request for the incomplete grade and must provide documentation to the instructor of the non-academic hardship reason for the request for an "I"; the instructor must verify the hardship.
5. If verified, the instructor and the student must complete and sign the Request for Incomplete form that indicates the outstanding requirement(s), the arrangements for removing the incomplete grade, and the student's average and grade without the outstanding requirements, including zeros for missing requirements.
6. The instructor should keep the original Request for Incomplete form and supporting documentation and the student should keep a copy of each. Additionally, one copy of the form and supporting documentation should be maintained in the departmental office attached to the final grade roster for the course and one copy of the form and supporting documentation should be forwarded immediately to the VPAA for review.
7. Upon review, the VPAA can overrule the awarding of an "I" grade if it is determined that the specified grounds for the request do not meet the criteria or cannot be verified. The VPAA will then inform the instructor and the student, in writing, that the "I" grade will not be honored and a grade based on the completed requirements must be submitted on the Change of Grade form.
8. The student has one year (two consecutive semesters) to complete the requirement(s) for the removal of the "I" grade. If the student completes the requirements for the removal of the "I" grade, the instructor must complete a Removal of Incomplete form. If the "I" grade is not removed within the specified time, the "I" grade will be changed to a grade of "F."

### **Abandoning a Course**

Students who stop attending class after the drop/add period, and who do not follow official course withdrawal procedures, will be considered as abandoning a course. Abandoning a course instead of officially withdrawing will result in a final grade of "F". It is the student's responsibility to initiate and follow-through with all course withdrawals.

### **Dropping a Course**

Students may make changes in class schedules during the official drop/add period without any permanent record of their having enrolled in the dropped course(s). Students must complete the drop/add form and secure all required signatures. Students who wish to exit a course after the official drop/add period must complete a course withdrawal form.

### **Guidelines for Withdrawing from a Course**

Students must receive official permission to withdraw from a course. Students who stop attending a course without officially withdrawing, will be considered as abandoning a course and will receive an "F" in that course. Formal application for withdrawal from the College must be made to the Registrar and permission granted by the Vice President for Academic Affairs and other College officials, before a student leaves the College. No remission of fees will be allowed students who do not formally withdraw.

Students must follow specific procedures for withdrawal.

1. After the Official drop/add period, students may be permitted to withdraw from a course up to 5:00 p.m. on the 14th school day following the mid-term period.
2. The College shall designate withdrawal as "W," meaning without penalty.
3. If a student is registered for a course but never attends or stops attending without officially withdrawing from the course, the instructor will award the grade "F." The grade "W" will only be awarded if a student officially withdraws from the course.
4. After the deadline for requesting a withdrawal, the Vice President for Academic Affairs shall approve the awarding of a grade of "W" only on the basis of documented hardship. However, after this date, the VPAA may recommend an Incomplete ("I") grade if the student is in good academic standing at the time of proven hardship.
5. "Hardship" is defined as any of the following:
  - a. family problems (e.g., death in the immediate family);
  - b. illness or accident that requires lengthy hospitalization or confinement; or
  - c. personal hardship (e.g., loss of property or personal support)The student must provide adequate documentation for any form of hardship.

### **General Requirements for Graduation**

In order to graduate from Morris Brown College with a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.), candidates must fulfill specific requirements.

1. Complete a minimum of 120 or 126 semester credit hours with a cumulative grade point average of at least 2.0. and earn the number of grade points that equal at least twice the number of credit hours earned.
2. Fulfill all requirements for completion of the designated major.
3. Meet all financial and other obligations to the College.

### **Preparation for Graduation**

#### **Procedural Requirements**

1. Prospective graduates should meet with their major advisor to complete a Transcript Review Form and an Application for Graduation, prior to registering for the first semester of their senior year. Both forms should be submitted to the department chairperson. Students should keep copies as well.
2. Prospective graduates should attend monthly senior class meetings.
3. Prospective graduates must complete all forms in the Placement Office.
4. Prospective graduates are encouraged strongly to participate in the Founders Day ceremony and in all commencement activities.
5. Senior class officers are responsible for notifying prospective graduates—in writing—of all senior class activities and of designated dates for ordering invitations, class rings, and other graduation paraphernalia.

#### **Financial Requirements**

1. Prospective graduates should ascertain and fulfill all financial obligations and expectations to the College at least one month prior to their final examinations.
2. All students filing for a diploma must pay senior class dues. Students who pay class dues but who do not graduate will not have to pay dues when they graduate; that is, class dues are paid only once.

### **Honors Awarded to Graduating Seniors**

The following honors are awarded to eligible graduating seniors:

- Summa Cum Laude (With Highest Honors) - cumulative GPA of 3.90 – 4.00
- Magna Cum Laude (With High Honors) - cumulative GPA of 3.40 – 3.89
- Cum Laude (With Honors) - cumulative GPA of 3.00 – 3.39

## 10.0

### ACADEMIC SUPPORT

The Office of Academic Support is responsible for the academic advisement of new students and General Education majors, and is responsible for providing a comprehensive academic and learning support system that includes programs, services, and opportunities designed to increase the retention and graduation rates of Morris Brown students.

The academic and learning support services include placement testing upon admission; teaching the developmental/basic skills courses; individualized and small group tutoring; workshops on such topics as time management, test taking, and study skills; the use of print, audio-visual, and computer-assisted learning materials; and the College Level Examination Program (CLEP).

#### Placement Testing Upon Admission

A function of the Office of Academic Support is to assess students' levels of competence in verbal and quantitative skills necessary to satisfy formal entry requirements to the various majors. This assessment is made via the College's placement examination. The verbal component of the placement exam is designed to assess students' level of reading and writing skills. The mathematics component of the placement test is designed to assess students' level of algebra and geometry skills.

Students entering Morris Brown College for the first time, including transfer students, are required to take the three-part placement test to assess verbal and quantitative skills: English, Reading Comprehension, Basic Mathematics and Algebra. Class assignments are made based on performances on the placement test. Students who perform at an unsatisfactory level on the placement test will be required to enroll in basic skill courses designed to strengthen underdeveloped basic skills.

#### Basic Skills Courses

Students who perform below minimum standards on any component of the placement test are required to enroll in an appropriate "basic skills" course. The courses are "Basic Reading," "Basic Writing," and "Introduction to Algebra."

- Basic skills courses have a course number below 100 (e.g., RDG 099).
- Basic skills courses are for institutional credit only; the earned credit does not apply toward graduation.
- Each developmental course is worth three (3) semester credit hours.
- Students must earn a grade of "C" or better in basic skills courses.

- Students who do not pass a basic skills course after three attempts will be suspended from the College for a year. An “attempt” is defined as a semester in which a student receives any grade except “W.”
- Students enrolled in a basic skills course must successfully complete it before being allowed to enroll in the college-level equivalent of the course.

### **Basic Skills Course Descriptions**

**RDG 099: Basic Reading (3)**

A course designed to address study skills, vocabulary development techniques, and literal comprehension skills. The course includes a computer-assisted learning laboratory that provides specialized instruction and practice experiences. This course is for institutional credit only; the course cannot be counted toward graduation hours.

**ENG 099: Basic Writing (3)**

A course that covers the fundamentals of English grammar, mechanics, and composition. The course includes a computer-assisted learning laboratory that provides specialized instruction and practice experiences. This course is for institutional credit only; the course cannot be counted toward graduation hours.

**MAT 099: Introduction to Algebra (3)**

A course that covers concepts such as whole numbers, fractions, decimals, percents, and elementary geometry. The course includes a computer-assisted learning laboratory that provides specialized instruction and practice experiences. This course is for institutional credit only; the course cannot be counted toward graduation hours.

### **Academic Advisement**

New students should meet with academic advisors in the General Education Department to (a) review placement test results, (b) review course requirements for basic skills courses, (c) review core curriculum requirements, (d) review requirements for all majors, (e) register for courses, and (f) explore career goals.

New students who have an interest in a specialized major also should register with the respective department as a “Pre-Major.” Students must apply to an academic department and meet the specific entry requirements for a major before being accepted officially in a major. Students should meet with their academic advisor at least once a semester to plan for the succeeding semester’s coursework.

### **The Tutorial Center**

The Tutorial Center offers individual and group tutoring in basic skills courses, many core curriculum courses, and other courses within the curriculum. Faculty and staff within the Office of Academic Support, as well as trained peer tutors, guide and assist students to develop content area knowledge and skills.

## The Career Services Center

Services of The Career Services Center include career counseling and placement, a career library, workshops, recruitment fairs, on-campus interviewing, cooperative education and internship programs, and community service learning opportunities.

Through **career counseling**, students are assisted in obtaining full-time, part-time, and summer employment, as well as co-op and internship opportunities.

**Cooperative education and internship placements** are designed to provide practical, hands-on experiences for students.

The **Community Service Learning Program** is designed to instill community service attitudes and practices into the lives of students while impacting positively the lives of the community.

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## 11.0

### THE CURRICULUM

The curriculum at Morris Brown College is organized under two divisions: lower and upper.

#### **The Lower Division: The General Education Curriculum**

The lower division embraces all work of the first two years that is designed to acquaint the student with those fields of human interest that influence present-day living. The lower division courses are a part of the General Education Program and together are referred to as the Core Curriculum. The lower division courses are designed

1. To prepare student for active participation in society as citizens
2. To furnish students with the background necessary for advanced study in selected subject matter areas of technical and professional specialization in accordance with their interest and aptitudes

#### **The Upper Division: The Major Programs of Study**

The upper division courses are those that pertain to the student's major program of study, including courses in the major and courses related to or supporting the major. The upper division courses allow students

1. To concentrate in selected fields of study important in the pre-service preparation of technical training and professions
2. To develop a knowledge base and skills required in certain professional fields

#### **Course Numbering**

The initial digit of numbers assigned to courses indicates the year in which it is most desirable that the courses be taken. The curriculum of the lower division presents courses numbered from 100 to 299 and the curriculum of the upper division presents courses numbered from 300 to 499. Thus, course with numbers between 100 and 199 should be taken in the first year, those between 200 and 299 in the second year, and courses with numbers between 300 and 499 should be taken during the third and fourth year.

Courses with number below 100 (e.g., 099) are considered "developmental" or basic skills" courses and are for institutional credit only; credit does not apply to hours required for graduation.

Courses with a single three-digit number are semester courses. These courses may be offered either the first semester or the second semester, or both semesters.

Courses with a hyphenated number (e.g. 101-102) are year-long courses that will count toward graduation only upon completion of the whole year's work.

Courses with double numbers (e.g. 101, 102) are year courses that are so organized that either semester may count toward graduation without completing the whole year's work.

The number in parentheses after the course title indicates the number of semester credit hours granted upon completion.

## **Academic Programs: Majors and Concentrations**

### **Major**

At Morris Brown College, a "major" is defined as a course of study in a knowledge field offered by an academic department and in which the student engages in advanced work in that field during the Junior and Senior years. A major requires a minimum of 66 semester credit hours earned in a single department or in closely related departments.

*No credit will be granted in major courses for grades below "C."*

### **Concentration**

Major fields of study require "areas of concentration." An area of concentration is a specialization area within a major.

### **Declaration of Major**

Each student should make formal application to a major program of study at the end of the student's second semester, but no later than the fourth semester of matriculation. A "Declaration of Major" or "Change of Major" form must be filed with the Office of the Registrar and the appropriate academic department. Each academic department reserves the right to approve or decline the student's application to major in that department based on the department's program entry criteria.

### **List of Majors**

Morris Brown College awards the Baccalaureate degree—Bachelor of Science (B.S.)—in the following majors:

#### **Bachelor of Science (B.S.)**

- Business Administration
- Organizational Management and Leadership
- General Studies

## **Bachelor of Arts (B.A.)**

- General Studies

## **List of Concentrations**

The Bachelor of Science degrees offer the following concentrations:

### **Business Administration Major: Concentrations**

1. Business Law
2. Community Program Management
3. Hospitality Management
4. Music Industry Administration
5. Small Business Management
6. Sports Management

### **Organizational Management and Leadership Major: Concentrations**

1. Business Law
2. Childcare Management
3. Ethical Leadership
4. Executive Leadership
5. Professional Development
6. Religious Administration

### **General Studies Major: Concentration**

1. Music
2. Music Industry
3. Psychology

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## 12.0

### GENERAL EDUCATION CURRICULUM

The General Education Program is designed to prepare students for a workforce that demands intelligent team players, global thinkers, critical thinkers, problem solvers, and lifelong learners with excellent communication, interpersonal, and leadership skills. The program will prepare individuals who are inquisitive, analytical, and creative in their everyday lives as well as their professional lives. The graduates will be keenly aware of the social, ethical, and political implications of what they do. The General Education core provides in depth exposure to a range of intellectual disciplines within the humanities, social and behavioral sciences, natural sciences, and mathematics.

#### Policies Regarding the Core Curriculum

1. All students admitted to Morris Brown College, including transfer students, must successfully complete the core curriculum.
2. A total of 48 core curriculum credit hours is required for all students, irrespective of major (the one-hour difference depends on the science course taken).
3. All majors require 48 core curriculum credit hours.
4. Transfer credits may be approved as appropriate course substitutions for various courses within the core curriculum.
5. Transfer students who have earned fewer than 30 transferable semester credit hours must take “GED 100: New Student Success,” even if they took a similar “Freshman Orientation” course at a previous institution.
6. Transfer students who have earned more than 30 transferable semester credit hours that include a Freshman Orientation course may use this course as a substitution for GED 100.
7. The two required PE courses must be activity courses. Requests for alternative courses must be made in writing to the Office of Academic Affairs.

#### General Education Program Competencies

1. Students completing the general education core curriculum will be able to **write** an essay using the correct grammar, spelling, and punctuation.
2. Students completing the general education core curriculum will be able to **read** a scholarly article and offer a critical interpretation of its meaning.
3. Students completing the general education core curriculum will be able to deliver a ten-minute **oral presentation** before an audience using correct grammar, word pronunciation, and eye contact.

4. Students completing the general education core curriculum will be able to solve personal and business **mathematical** application problems.
5. Students completing the general education core curriculum will be able to use **computer software** to solve personal and business application problems.

## General Education Core Courses

### General Requirements

#### Components of the General Education Curriculum

The core curriculum is divided into five areas with a predetermined number of hours required in each area. All majors must comply with the credit hours in each area.

|          |                          |                                                      |           |                     |
|----------|--------------------------|------------------------------------------------------|-----------|---------------------|
| Area I   | General Requirements     | =                                                    | 3         | credit hours        |
| Area II  | Communication Skills     | =                                                    | 18        | credit hours        |
| Area III | Humanities               | =                                                    | 6         | credit hours        |
| Area IV  | Math and Natural Science | =                                                    | 15        | credit hours        |
| Area V   | Social/Behavior Science  | =                                                    | 6         | credit hours        |
|          | <b>TOTAL</b>             | <b>=</b>                                             | <b>48</b> | <b>credit hours</b> |
| GED      | 100                      | New Student Orientation                              |           | 1                   |
| GED      | 100A                     | New Student Orientation for Non Traditional Students |           | 1                   |
| PED      | 102                      | Physical Education                                   |           | 1                   |
| PED      | 104                      | Physical Education                                   |           | 1                   |

#### Communication Skills

|     |     |           |  |   |
|-----|-----|-----------|--|---|
| RDG | 101 | Reading   |  | 3 |
| ENG | 101 | English 1 |  | 3 |
| ENG | 102 | English 2 |  | 3 |
| ENG | 103 | Speech    |  | 3 |
| FLS | 101 | Spanish 1 |  | 3 |
| FLS | 102 | Spanish 2 |  | 3 |

#### Humanities

|     |     |              |  |   |
|-----|-----|--------------|--|---|
| HUM | 201 | Humanities 1 |  | 3 |
| HUM | 202 | Humanities 2 |  | 3 |

**Social and Behavioral Sciences**

|     |     |                                                                  |   |
|-----|-----|------------------------------------------------------------------|---|
| SOC | 101 | Introduction to Social Science                                   | 3 |
| PSY | 200 | General Psychology                                               | 3 |
| SOC | 201 | Business and Society                                             | 3 |
| SOC | 211 | American Government                                              | 3 |
| HIS | 229 | Survey of African-American History<br>(Complete any two courses) | 3 |

**Science, Mathematics, and Technology**

|              |     |                                                     |           |
|--------------|-----|-----------------------------------------------------|-----------|
| MAT          | 101 | College Algebra 1                                   | 3         |
| MAT          | 102 | College Algebra 2                                   | 3         |
| BIO          | 101 | Biological Science (Complete Any 2 Science Courses) | 3         |
| BIO          | 102 | Biological Science                                  | 3         |
| CHE          | 101 | Chemical Science                                    | 3         |
| PSC          | 102 | Physical Science                                    | 3         |
| CIS          | 101 | Computer Applications                               | 3         |
| <b>Total</b> |     |                                                     | <b>48</b> |

**Electives**

|     |     |                           |   |
|-----|-----|---------------------------|---|
| MUS | 110 | Concert Choir             | 1 |
| MUS | 103 | Marching Band             | 1 |
| ART | 100 | Art                       | 1 |
| PED | 103 | Dance                     | 1 |
| CIS | 100 | Intro to Computer Science | 1 |
| MUS | 127 | Jazz Ensemble             | 1 |

**General Education Course Descriptions****GED 100 New Student Seminar (1)**

The class seeks to help entering students meet the demands of college life. It covers the broad areas of personal adjustment and educational and vocational planning. This course provides opportunities which can be readily understood and applied to everyday life. Mastering note taking, effective listening and concentration, as well as attacking difficult subjects help to increase overall academic performance. In addition the class provides assistance with career awareness, exploration, decision-making and job preparation.

**PED 102 Physical Education (1)**

Phase I of the freshman physical education activities is designed to develop higher levels of physical fitness, body coordination and cardiovascular endurance as it fosters both physical and social skills through selected games and sports.

**PED 104 Physical Education (1)**

Phase II of the physical education service for second semester freshmen is a continuation of phase I.

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**RDG 101 College Reading (3)**  
A one semester course that focuses on interpretive comprehension skills, critical thinking/reading skills, and flexibility in the selection rates of reading.

**ENG 101 English 1 (3)**  
The course introduces students to the essentials of reading, writing, listening, analyzing, and speaking. It emphasizes the fundamental principles and practices of critical thinking and writing, public speaking, systematic library research, analysis and synthesis of topics, organization, language, delivery, audience adaptation, reasoning, arguments and supporting materials.

**ENG 102 English 2 (3)**  
The course introduces students to how to engage in college-level research and incorporate these skills into a final argumentative research paper. Students will practice and refine expository writing skill and compose critical reviews of different types of media. Instruction emphasizes the writing of a research paper as a process which includes, but is not limited to learning how to use the library and how to use technological tools to amass material appropriate for a thoughtful, critical, logical, and well-substantiated written work. **Prerequisite: ENG 101**

**ENG 103 Speech (3)**  
A course designed to introduce students to the essentials of speech communication. Content emphasizes basic theoretical concepts, the development of personal and public communications skills, including public address, small-group communication and interviewing techniques. **Prerequisites: ENG 101**

**FLS 101 Spanish 1 (3)**  
The course introduces students to the study of the Spanish as well as Spanish-speaking cultures in an interdisciplinary and multicultural approach. Emphasis is placed on the conversation skills with attention to reading, writing, and listening comprehension. Students will learn how the various people speaking the language conduct their lives. The majority of the class will be spent working on speaking Spanish. Students will develop the other skills primarily through assignments. To achieve these goals, the instructors will conduct class in Spanish. The course is limited to students with little or no training skills in the language.

**FLS 102 Spanish 2 (3)**  
This course is designed for students who have completed one semester of SPA 101. Special emphasis will be placed on oral Spanish, a comprehensive but concise review of grammatical principles, verbs and idioms while promoting the basic language skills with special emphasis on video and audio-lingual practice. The course makes use of dialogue adaptation, grammatical explorations, pattern drills, demonstrations, discussions, reading sections, personalized questions, and compositions. **Prerequisite: FLS 101**

**HUM 201 Humanities Art and Music (3)**  
The humanities include the arts of literature, painting, music, sculpture, architecture, and dance, and the discipline of philosophy which permeates all of the arts and finally unites them. The goal of this course is to concentrate on the great creative production of a small number of Black artists and musicians who achieved international fame during the Harlem Renaissance. These men and women were responsible for several movements of major historical, political, social and cultural significance. **Prerequisite: ENG 102**



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**BIO 102      Biological Science      (3)**  
This course encompasses an overview of the entire field of animal and plant life and provides a foundation for advance studies in the biological sciences and medicine.

**CHE 101      Chemical Science      (3)**  
The course covers the basic concept of chemistry from a forensic perspective. It is designed for liberal arts students to enhance their scientific literacy and to help them develop their ability to engage in scientific discussions and decision-making.

**PSC 102      Physical Science      (3)**  
This course will survey the basic concepts in the physical sciences, their historical development, and the methods of scientific inquiry with direct applications to everyday life. Students who successfully complete this course will be prepared to participate in our nation's technical and scientific decision-making. **Prerequisites: MAT 101 and MAT 102.**

**CIS 101      Computer Applications      (3)**  
This course is a concise treatment of the important and still-growing role of computers in virtually every aspect of the current and future technological advancing global society. Computer applications will be discussed and analyzed in business, education, government, industry, medicine, science, the household, and other areas. The basics of computer hardware and software will be reviewed. Students will be introduced to the fundamental concepts of computer organization and high level programming as well as data communications and networking.

**CIS 100      Introduction to Computer Science      (1)**  
This course is comprised of a wide range of experiments designed to introduce the student to many different features and applications of computers.

**MUS 110      Concert Choir      (1)**  
This course is devoted to the study and performance of choral works of all types. This select group is open to qualified students through audition. The Concert Choir provides performance experience on tour in addition to frequent campus and local appearances. The course is open both semesters.

**MUS 103      Marching Band      (1)**  
Open to all with ability on needed instruments. The Marching Wolverine Band represents the College at all parades and football games, with traditional and modern music and marching styles.

**MUS 127      Jazz Ensemble      (1)**  
Jazz Ensemble engages students in performances on and off campus with a standard jazz and blues repertoire. The class includes learning basic musicianship skills. **Prerequisite: Audition**

**ART 100      Art      (1)**  
The course will provide a "hands on" survey of four visual art media: drawing, painting, printmaking, and ceramics/sculpture.

**PED 103 Dance (1)**

This course is designed to introduce various methods of teaching and directing step and ballroom dances in the school and community settings. Emphasis is on organization, leadership, and dance etiquette.

**General Education Course Sequence**

**First Year**

| <b>First Semester</b> |     |                         |                | <b>Second Semester</b> |     |                       |                |
|-----------------------|-----|-------------------------|----------------|------------------------|-----|-----------------------|----------------|
| GED                   | 100 | New Student Orientation | 1              | PED                    | 104 | Physical Education    | 1              |
| PED                   | 102 | Physical Education      | 1              | CIS                    | 101 | Computer Applications | 3              |
| RDG                   | 101 | Reading                 | 3              | ENG                    | 102 | English II            | 3              |
| ENG                   | 101 | English I               | 3              | MAT                    | 102 | College Algebra II    | 3              |
| MAT                   | 101 | College Algebra I       | 3              | FLS                    | 102 | Spanish II            | 3              |
| FLS                   | 101 | Spanish I               | 3              | BIO                    | 102 | Biological Science II | 3              |
| BIO                   | 101 | Biological Science I    | 3              |                        |     |                       |                |
| <b>Total</b>          |     |                         | <b>17 hrs.</b> | <b>Total</b>           |     |                       | <b>16 hrs.</b> |

**Second Year**

| <b>First Semester</b> |     |                    |                | <b>Second Semester</b> |     |                         |                |
|-----------------------|-----|--------------------|----------------|------------------------|-----|-------------------------|----------------|
| ENG                   | 103 | Speech             | 3              | HUM                    | 202 | Humanities II           | 3              |
| HUM                   | 201 | Humanities I       | 3              | SOC                    |     | Social Science Elective | 3              |
| PSY                   | 200 | General Psychology | 3              | MAJOR                  |     |                         | 3              |
| MAJOR                 |     |                    | 3              | MAJOR                  |     |                         | 3              |
| MAJOR                 |     |                    | 3              | MAJOR                  |     |                         | 3              |
| MAJOR                 |     |                    | 3              | MAJOR                  |     |                         | 3              |
| <b>Total</b>          |     |                    | <b>18 hrs.</b> | <b>Total</b>           |     |                         | <b>18 hrs.</b> |

## 13.0

### **BUSINESS ADMINISTRATION DEPARTMENT**

#### **Degrees Offered**

Business Administration (B.Sc.)  
Organizational Management and Leadership (B.Sc.)

The aim of the Department of Business Administration is to provide a quality-education program to students to prepare them to compete intellectually and professionally in the global workplace that is changing rapidly and becoming technologically-oriented. The Department seeks to maintain an open atmosphere to foster superior instruction, professional development, research, and community involvement by the faculty; and foster collegiate inquiry, academic advancement, self-enhancement, and a commitment to public involvement among students based on their interest, integrity, and responsibility.

All students (including transfer students) seeking a major in Business Administration must comply with all procedures and requirements. Students in all majors must complete at least 126 semester hours, including a total of 48 hours of general education courses and necessary prerequisites (compulsory) as outlined per major.

#### **Business Administration Major**

##### **Concentrations**

- Business Law
- Community Program Management
- Hospitality Management
- Small Business Management
- Sports Management

#### **Program Description**

The Bachelor of Science Degree in Business Administration is full-time day program that takes a minimum of 4 years to complete that provides the skills and knowledge base to meet the challenges of the 21<sup>st</sup> century global business environment. The program is designed for persons who have completed an associate degree or have college credits (related to a Bachelor's degree). Note not all credits transferred to Morris Brown College may be applicable to the program.

Total number of hours required for program completion is a minimum of 126 credit hours of approved coursework.

#### **Target Market for Student Recruitment**

The Business Administration program recruits students from the following categories: future managers, leaders, and entrepreneurs; recent high school graduates; adults with no

college credit; and adults with college credit.

### **Objectives**

The overall objective of the Business Administration Program is to develop the potential of students as Business Professionals, enabling them to play a more effective role in the American Management and Corporate System. The specific objectives are:

1. to provide students with a thorough understanding of the business management theory and the market economy in a global workplace setting;
2. to provide students with competences in business and organizational analysis to enable them to formulate and analyze business policies that impact on business, social and legal environments;
3. to acquaint the student with the process of business administration and organizational growth and development;
4. to prepare students with a balanced background of organizational management and leadership methods to function as entrepreneurs;
5. to equip students with the management, marketing and financial skills to enable them to operate within the different dimensions of administrative practices and challenges in our competitive and uncertain business environment; and
6. to prepare students for possible employment in private business, government services and to pursue advanced degrees.

### **Expected Outcomes**

Upon completion of the Business Administration Program the student (s) should be able to:

1. demonstrate effective leadership and management styles;
2. exemplify management behaviors consistent with the organization's mission, structure, goals and purpose;
3. demonstrate evidence of strong business analysis and management skills;
4. operate effectively in dynamic political, cultural, and religious environments;
5. make strategic quality enhancing decisions within a competitive and global environment;
6. exemplify strong research skills;

7. demonstrate effective written and oral presentation skills;
8. demonstrate effective allocation and utilization of resources within the functional areas of organization;
9. demonstrate strong leadership skills in managing change within the organization; and
10. exhibit strong ethics and values in decision-making.

### **General Requirement**

Once admitted to the College, the student has the privilege of graduating under the provision of the catalog in circulation upon admission, provided requirements are complete within six years. If a student does not graduate within eight years of admission, the student must conform to the specified requirement of the current catalog.

### **Entry Requirements**

1. Morris Brown students are admitted to the Business Administration program only after completing at least 60 earned semester credit hours inclusive of 18 hours of Pre-business courses with a cumulative grade point average (GPA) of 2.0 or above.
2. Students must have earned a “C” or better in the following courses: ENG 101 and ENG 102, MAT 102 and MATH 204.
3. Students transferring from other institutions of higher learning must complete the equivalent of the General Education requirements with a GPA of 2.0 or above.
4. Students transferring from other institutions including associate degree students must meet the pre-business courses requirements before admission to the program.
5. Students must have passed the Department Entry Examination with a grade of 70 percent or higher.
6. Students must submit an application to the Department office.
7. Transferability of course as equivalent to the Pre-business and Core Curriculum of the Department shall be reviewed for approval by the Department Chair. The Department Chairperson shall inform the registrar in writing the course acceptable to the program.
8. Upon approval of the Department Chair, the student **must register** with the appropriate academic advisor.

9. The student must obtain, review and discuss an academic contract with the advisor. This academic contract shall contain all course requirements for the chosen major and any other institutional and/or department requirements that the students need to complete their matriculation in the Department of Business Administration. The advisor must submit a signed copy of contract to the Department Chairperson. A contract can be re-negotiated at any time, however, this process shall be implemented by meeting with the appropriate advisor, making the changes in the contract, signing the contract, and then obtaining the approval of the Department Chairperson.

### **Retention Requirements**

For retention purposes, the following must be satisfied:

1. Students must maintain a cumulative Grade Point Average (GPA) of 2.0.
2. Students whose GPA falls below 2.0 in any semester will be put on academic warning and will be required to take no more than 12 semester hours for that semester.
3. Any student whose GPA falls below 2.0 for two (2) consecutive semesters will be put on academic suspension. Such students will be counseled and will be withdrawn from the College for one semester.
4. Students must maintain academic integrity in keeping with the requirements in the students' handbook. The instructor shall determine the acceptable level of academic integrity in each course.
5. Any student determined to have violated Academic integrity policy will be expelled automatically from the Department.

### **Competencies**

Business Administration students will demonstrate acquired competencies of the program in the following ways:

1. Business Administration students in the first semester of their senior year will submit and defend a strategic career plan.
2. Business Administration students in their final semester will submit and defend a business plan.

### **Exit Requirements**

Students who plan to graduate in the Business Administration program must have:

1. Completed a minimum of 126 semester hours of approved coursework;

2. Completed all courses as specified by their academic contract with a cumulative GPA of 2.0 or better;
3. Met with the appropriate academic advisor to commensurate all requirements in their academic contract;
4. Completed a written business plan which has been approved by the business faculty;
5. Passed the Departmental Comprehensive Examination with a grade of 70% or better;
6. Completed a Career Strategic Plan;
7. Registered a career plan with their academic advisor;
8. Worked—or shown evidence of having at least three job interviews; and
9. Presented evidence of application to at least one University to pursue graduate study.

### **Failed Course Policy**

1. Students must repeat all courses for which a letter grade of “D” or “F” is earned.
2. No student is allowed to take a sequential Department of Business Administration course which follows a failed prerequisite course in which the student has earned a letter grade of “D” or “F” or “I.” If an “I” is removed for a grade of “C” or better, the course may be taken. Such course must be repeated the next semester that the student is enrolled and the course is offered. Any student not following the procedure will be dropped automatically from the course without prior notice.
3. Attendance is taken seriously. A student must not miss more than two classes/sessions per course. In fairness to other students and the integrity of the major, it is at the professor’s discretion, on appeal of the student, to give an opportunity to make up any missed assignment. The student must withdraw from the class after two absences. The terms for withdrawal apply.
4. The student is responsible to note that failure of pre-requisite courses will affect negatively their matriculation. Student, and not instructor of Morris Brown College, is responsible for the implications of failure toward graduation.

### **Course Elective and Substitution Policy**

The course offerings in the Department are subject to change by the Business Administration faculty. In case of a change in course offering or course requirements, the Department will publicize the change by official notice on the bulletin board of the

Department of Business Administration. Students will be responsible for making the required changes and course substitutions, so as to meet all the requirements for graduation.

All changes in a major or program must be requested by the student on the course substitution form, recommended by the advisor (in the Department) and approved in writing by the Chairperson of the Department.

**Courses from Transfer, Transient and Summer School Students**

Students must obtain the written permission of the Department of Business Administration Chairperson before taking any course at another institution of higher education. The department will not accept any such course that has not received pre-prior written approval of the Chairperson.

No lower level-course (200) at associate degree may be substitute for higher-level course (300) in the Business Administration program.

In absence of an articulation agreement with a junior college the qualified faculty or course content expert will examine the related syllabus to ensure that a minimum of 80% course syllabus alignment with that of the department for final approval of the Chairman. This will ensure the transferability of course credits among the various tertiary institutions in US--Morris Brown College standards are the benchmark for the transferability.

In evaluating students' transcripts, the department considers the date the transfer was approved and the time period that a student took the course at his/her institution.

**Requirements for Majoring in Business Administration**

Students majoring in Business Administration must complete a total minimum of 126 semester hours of relevant and approved courses as follows:

Course Requirements for the Business Administration Program

|                                  |           |                  |
|----------------------------------|-----------|------------------|
| General Education Courses        | (minimum) | 48 hours         |
| Pre-Business Core Courses        |           | 18 hours         |
| Common Professional Core Courses |           | 42 hours         |
| Concentration Courses            |           | 15 hours         |
| General Elective                 |           | <u>3 hours</u>   |
| <b>Total</b>                     |           | <b>126 hours</b> |

\*Pre-Business Core Courses = 18 hours

|         |                             |   |
|---------|-----------------------------|---|
| BUS 211 | Quantitative Analysis I     | 3 |
| BUS 212 | Quantitative Analysis II    | 3 |
| BUS 213 | Principles of Accounting I  | 3 |
| BUS 214 | Principles of Accounting II | 3 |
| BUS 241 | Micro-Economics             | 3 |

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|         |                 |   |
|---------|-----------------|---|
| BUS 242 | Macro-Economics | 3 |
|---------|-----------------|---|

\*It is important to note that these courses must be taken before any business courses are taken.

Common Professional Core Courses = 42 hours

|           |                                    |   |
|-----------|------------------------------------|---|
| BUS 307   | Business Communication             | 3 |
| BUS 313   | Business Statistics                | 3 |
| BUS 318   | Business Computer Applications     | 3 |
| BUS 321   | Legal Environment of Business      | 3 |
| BUS 325   | Managerial Accounting              | 3 |
| BUS 331   | Principles of Management           | 3 |
| BUS 335   | Principles of Marketing            | 3 |
| BUS 377   | Managerial Finance                 | 3 |
| BUS 345   | Business Research Methods          | 3 |
| BUS 400/5 | Business Internship                | 3 |
| BUS 418   | International Business Management  | 3 |
| BUS 420   | Organizational Behavior Management | 3 |
| BUS 450   | Human Resources Management         | 3 |
| BUS 456   | Production Management              | 3 |
| BUS 457   | Business Policy                    | 3 |

Concentration Courses

Business Law Concentration = 15 hours

*Select 15 hours from the following options:*

|         |                                              |   |
|---------|----------------------------------------------|---|
| BUS 303 | Legal, Social and Ethical Aspect of Business | 3 |
| BUS 311 | Introduction to Law                          | 3 |
| BUS 322 | Business Law I                               | 3 |
| BUS 371 | Contracts                                    | 3 |
| BUS 408 | Entertainment Law                            | 3 |
| BUS 400 | Business Internship                          | 3 |

Community Program Management Concentration = 15 hours

*Select 15 hours from the following options:*

|         |                                                          |   |
|---------|----------------------------------------------------------|---|
| BUS 326 | Community Organization and Community Resources           | 3 |
| BUS 327 | Urban Management                                         | 3 |
| BUS 346 | Non-Profit Organizational/Art and Science of Fundraising | 3 |
| BUS 430 | Community Needs Assessment and Program Evaluation        | 3 |
| BUS 352 | Resources Allocation Management                          | 3 |

Hospitality Management Concentration = 15 hours

Select 15 hours from the following options:

|             |                                                                   |     |
|-------------|-------------------------------------------------------------------|-----|
| BUS 204     | Introduction to Hospitality Operations                            | 3   |
| BUS 316     | Managerial Principles & and Practices in the Hospitality Industry | 3   |
| BUS 319     | Travel and Tourism Management                                     | 3   |
| BUS 330     | Legal Aspects of the Hospitality Industry                         | 3   |
| BUS 338     | Front Desk and Rooms Division Management                          | 3   |
| BUS 351     | Facilities and Property Management                                | 3   |
| BUS 473     | Catering & Banquet Management and Lab                             | 3   |
| BUS 487     | Hospitality Management Seminar                                    | 3   |
| BUS 400/401 | Internship                                                        | 3/6 |

Small Business Management Concentration = 15 hours

Select 15 hours from the following options:

|         |                                 |   |
|---------|---------------------------------|---|
| BUS 471 | Resources Allocation Management | 3 |
| BUS 445 | Marketing Strategy and Policy   | 3 |
| BUS 397 | Financial Analysis              | 3 |
| BUS 441 | Small Business Management       | 3 |
| BUS 440 | Entrepreneurship                | 3 |

Sports Management Concentration = 15 hours

Select 15 hours from the following options:

|         |                                    |   |
|---------|------------------------------------|---|
| BUS 339 | Principles of Sport Management     | 3 |
| BUS 343 | Facilities and Property Management | 3 |
| BUS 351 | Entertainment Law                  | 3 |
| BUS 415 | Managing Diversity and Ethics      | 3 |
| BUS 445 | Marketing Strategy and Policy      | 3 |

General Elective Courses

Select 3 hours of courses from general elective courses. 3

**Business Administration Major Course Sequence 2015-2016**

Freshman Year

| <i>Fall Semester</i> |                             |           | <i>Spring Semester</i> |                           |           |
|----------------------|-----------------------------|-----------|------------------------|---------------------------|-----------|
| GED                  | 100 New Student Orientation | 1         | ENG                    | 102 English II            | 3         |
| RDG                  | 101 College Reading         | 3         | FLS                    | 102 Spanish II            | 3         |
| ENG                  | 101 English I               | 3         | MAT                    | 102 College Algebra II    | 3         |
| FLS                  | 101 Spanish I               | 3         | PED                    | 104 Physical Education    | 1         |
| MAT                  | 101 College Algebra I       | 3         | CIS                    | 101 Computer Applications | 3         |
| PED                  | 102 Physical Education      | 1         | BIO                    | 102 Biological Science    | 3         |
| BIO                  | 101 Biological Science      | 3         |                        |                           |           |
| <b>TOTAL</b>         |                             | <b>17</b> | <b>TOTAL</b>           |                           | <b>16</b> |

Sophomore Year

| <i>Fall Semester</i>           |           | <i>Spring Semester</i>              |           |
|--------------------------------|-----------|-------------------------------------|-----------|
| ENG 103 Speech                 | 3         | SOC 201 Business and Society        | 3         |
| PSY 200 General Psychology     | 3         | HUM 201 Humanities I                | 3         |
| HUM 202 Humanities II          | 3         | BUS 211 Quantitative Analysis       | 3         |
| BUS 212 Quantitative Analysis  | 3         | ACCT 213 Principles of Accounting I | 3         |
| ACCT 214 Principles of Acct II | 3         | ECO 242 Macro Economics             | 3         |
| ECO 241 Micro Economics        | 3         | General Elective                    | <u>3</u>  |
| <b>TOTAL</b>                   | <b>18</b> | <b>TOTAL</b>                        | <b>18</b> |

Junior Year

| <i>Fall Semester</i>              |           | <i>Spring Semester</i>              |           |
|-----------------------------------|-----------|-------------------------------------|-----------|
| BUS 313 Business Statistics       | 3         | BUS 335 Principles of Marketing     | 3         |
| BUS 331 Principles of Management  | 3         | BUS 377 Managerial Finance          | 3         |
| BUS 321 Legal Environ of Business | 3         | BUS 345 Business Research Method    | 3         |
| BUS 318 Bus Computer Applications | 3         | BUS420 Organizational Behavior Mgt. | 3         |
| BUS 307 Business Communication    | 3         | BUS 402 Business Seminar            | 1         |
| BUS 325 Managerial Accounting     | <u>3</u>  | BUS 450 Human Resources management  | 3         |
|                                   |           | BUS 000 Career Strategic Plan       | <u>P</u>  |
| <b>TOTAL</b>                      | <b>18</b> | <b>TOTAL</b>                        | <b>16</b> |

Senior Year

| <i>Fall Semester</i>            |           | <i>Spring Semester</i>  |           |
|---------------------------------|-----------|-------------------------|-----------|
| BUS 400/405 Business Internship | 3         | BUS 457 Business Policy | 3         |
| BUS 418 Int'l Business Mgt.     | 3         | CONCENTRATION           | 3         |
| BUS 420 Small Business Mgt.     | 3         | CONCENTRATION           | 3         |
| BUS 456 Production Management   | 3         | CONCENTRATION           | 3         |
| BUS 000 Career Strategic Plan   | P         | CONCENTRATION           | 3         |
| BUS 450 CONCENTRATION           | <u>3</u>  | Business Plan           | <u>P</u>  |
| <b>TOTAL</b>                    | <b>18</b> | <b>TOTAL</b>            | <b>15</b> |

*The total semester hours required for graduation in the Business Administration Program is a minimum of 126 approved Coursework hours.*

**Target Market for Graduate Placement**

Business Administration graduates can be expected to find employment in various management positions in business, including positions in accounting firms, financial institutions, marketing, and music industries, as well as with social agencies, non-profit organizations, and many other organizations and agencies that need good managers with a strong technology background. Business Administration graduates will also be prepared to start their own businesses.

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## Business Administration Course Descriptions

**BUS 204 Introduction to Hospitality Operations (3)**

This course is designed to build a bridge from the industry to the classroom, as it deals with the hospitality business. It profiles six industry innovators who have made a difference in the fundamental structure of the hospitality business. The ultimate purpose is to prepare students for careers in hospitality and describe opportunities in the hospitality administration. Prerequisite MAT 102, ENG 102, BIO/CHE 102

**BUS 208 Sanitation and Safety (2)**

This course is a study of the various tools, chemical/cleaning compounds, and procedure principles of operating a safe and sanitary food service operation. Students are required to take the "Serve Safe" Certification Examination of the Educational Foundation of the National Restaurant Association. Prerequisite MAT 102; ENG 102; BIO/CHE 102; BUS 204

**BUS 211-212 Quantitative Analysis (6)**

These courses center on the mathematical background necessary for an understanding of the quantitative aspects of organizational planning, problem-solving, analysis, and decision-making. The courses are taught from an applied viewpoint with cases and materials that demonstrate business and organizational applications for each mathematical technique and method. The courses will develop in students an understanding of quantitative applications involving linear equations, mathematics of finance and investments, differential calculus, introduction to and use of probability concepts, forecasting, transportation and assignment, network models, inventory models simulation, linear programming. **Prerequisites: MAT 102 and MAT 204**

**BUS 213-214 Principles of Accounting (6)**

These courses give a solid conceptual and practical understanding of the basic principles of accounting. The courses will develop in students an understanding of financial accounting procedures and allow for the application of concepts related to balance sheet accounting, income determination, and financial reporting. **Prerequisites: MAT 102 and MAT 204**

**BUS 215 Basic Quantity Foods (3)**

This course is a study of the operational aspects and transformational processes involved in managing quantity food service systems. **Prerequisite BUS 204; BUS 208 MAT 102, ENG 102, BIO/CHE 102**

**BUS 215L Basic Quantity Foods Lab (1)**

This course involves actual hands-on food preparation and skills with kitchen tools and equipment. **Co-requisite: BUS 215**

**BUS 241 Principles of Micro-Economics I (3)**

This course is a general introduction to economics as an academic discipline. Emphasis is placed on the determination of aggregate output, the factors relevant to inflation, employment, growth, and to fiscal and monetary policies. **Prerequisites: MAT 102, 204; ENG 101, 102**

**BUS 242 Principles of Macro-Economics II (3)**

This course is a general introduction to the theories of decision-making by the firm, the household, and other individual elements in the economy, given different market structures. **Prerequisites: MAT 102, 204; ENG 101, 102; BUS 241**

**BUS 307 Business Communications (3)**  
This course is a study of the fundamentals of English grammar and punctuation, leading to a better knowledge of business writing. Emphasis is placed on oral communications, letter writing, and report writing in business situations. **Prerequisite: A grade of at least a "C" in ENG 101-102 , Pre-Business Core courses**

**BUS 313 Statistics (3)**  
This course covers the nature and source of numerical data and their selection, presentation, analysis, and interpretation. Topics include sample means, variance and standard deviation measurements, ratios, percentages, frequency distributions, normal distributions, probability theory, hypothesis testing, linear regression and correlation. **Prerequisite: BUS 211 and 212**

**BUS 316 Managerial Principles/Practices in the Hospitality Industry (3)**  
This course covers the basic principles of organization and management in the hospitality industry. Combines discussions of management theory and processes as they pertain to the hospitality industry. **Prerequisite: BUS 204, Pre-Business Courses**

**BUS 318 Business Computer Applications (3)**  
This course provides an approach to advanced word processing concepts using state-of-the-art software programs. Included will be various software applications such as: database management, spreadsheets, accounting software, graphics elements, charts with data, research business reports with footnotes and endnotes, and a variety of other software applications. **Prerequisites: CIS 101 Pre-Business Courses.**

**BUS 321 Legal Environment of Business (3)**  
This course covers the influence of the legal process on modern business operating in a complex society. Focus is on law and its sources (federal, state and local levels—executive, legislative and judicial roles); dispute settlement (including alternative dispute resolution and negotiation); business ethics and corporate social responsibility; and contracts (with emphasis on the Uniform Commercial Code). **Prerequisites: BUS 211, 212, 213, 214; BUS 241, 242**

**BUS 322 Business Law (3)**  
This course covers the legal rights and obligations arising out of common business transactions. Focus is placed on agency and employment, business organizations, securities regulation, property (both real & personal), landlord/tenant, estates/trusts, insurance, commercial paper, checks/bank collections, secured transactions, bankruptcy, anti-trust laws, consumer protection laws, and environmental regulations. **Prerequisite: BUS 321**

**BUS 325 Managerial Accounting (3)**  
This course centers on the interpretation and use of accounting data by management in planning and controlling business activities. **Prerequisite: All Pre-business courses; BUS 213, 214**

**BUS 330 Legal Aspects of the Hospitality Industry (3)**  
This course is an introduction to the fundamental laws, rules, and regulations applicable to the hospitality and tourism industry. The case study approach is used to develop an awareness and understanding of the legal problems confronting managers in their policy-making role.

**BUS 331 Principles of Management (3)**  
This course covers the basic theory and principles of organization and management. Primary attention is devoted to the management functions of planning, organization, direction, coordination, and control inclusive of a strategy perspective within the domestic and global environment. **Prerequisites: All Pre-business Courses**

**BUS 335 Principles of Marketing (3)**

The fundamental problems involved in marketing different types of commodities, marketing institutions, and the distribution of consumer and industrial goods.  
**Prerequisites: All Pre-business Course BUS 211, 212, 213, 214; BUS 241, 242**

**BUS 338 Front desk and Room Division Management (3)**

This course is designed to acquaint the student with the total room division of a lodging facility, where the operation of a front office area is required. All of the Rooms Division areas are explored (Previously listed as BUS 333). **Prerequisite: All Pre-business Courses; BUS 204**

**BUS 339 Introduction to Sports Management (3)**

This course presents the student with an overview of the structure of the sport industry as well as issues facing sport organizations and how management techniques can be applied to solve business problems critical to success in the sports industry. Students are also presented with the various sub-disciplines and career opportunities in sport management.  
**Prerequisite: BUS 331 and 335**

**BUS 342 Marketing Research (3)**

This course is designed to make students intelligent users of research data. Selected topics are the methods and techniques used to collect and analyze modern marketing information using standard research procedures, and to use results to solve a variety of marketing problems. **Prerequisite: BUS 313, 335**

**BUS 343 Sales Management (3)**

This course integrates advertising and promotional skills with managerial sales efforts within the firm, focusing on the stimulation of channel resellers and end users and analyzing other communication tools as variables in the overall promotional mix.  
**Prerequisite BUS 335, 342**

**BUS 345 Business Research Method (3)**

This course will provide a solid conceptual and practical understanding of the basic principles for conducting research in a systematic way. Students identify and locate data sources consider ways to gather primary and secondary data, perform analysis using essential tools of analysis. Thus theoretical conceptualization of connecting the various factors operating in any given situation become basic to all areas of business research and tied into an understanding of sampling, data collection, data analysis, and reporting. Concepts covering per-requisite statistics are revisited with a view to clarify inductive and deductive reasoning. Excel is used extensively to illustrate business research principles.

**BUS 371 Contracts (3)**

This course introduces the student to the laws governing contracts. The goal is to explain the legal theories, give practical example, and prove a guide for use by students in their daily lives. **Pre-requisite: BUS 321, and BUS 322**

**BUS 377 Managerial Finance (3)**

This course is an introductory finance course intended to provide theories, concepts, and techniques that will help students make reasonable real-world financial decisions. Course work includes the financial environment, investment decisions, cost of capital, structuring, and managing working capital and an understanding of banking and the

Federal Reserve System. **Prerequisites: All Pre-business courses; BUS 325, , 212, 213, 214; BUS 214, 242**

**BUS 397 Financial Analysis (3)**

Short-term financial analysis processes and techniques for managing current assets and liabilities, emphasizing both practical and theoretical approaches for making optimal decisions, and including consideration of appropriate policies and procedures to ensure continuity in decision-making. **Prerequisite: BUS 377**

**BUS 400 Field Experience (3)**

Students are provided with opportunities to obtain practical experience in the field of business within small businesses, corporate offices, non-profit organizations, information technology shops, social welfare agencies, urban management and planning agencies, the state legislature, and other public or private agencies. Students are required to work a minimum of 135 hours, working nine (9) to twenty (20) hours per week. The students will complete a report at the end of the internship that details the experiences and highlight the learning obtained during the internship. This report provides students the opportunity to conduct research in areas of interest to themselves and to develop skills and techniques that will prove beneficial in the pursuit of employment. Assignments depend on the availability of sponsors. Students may submit a portfolio.

**Prerequisites: Pre-business Course; BUS 325; BUS 331; BUS 335; BUS 350** and written application of student being recommendation by departmental faculty and internship Coordinator and approval of Department Chairperson

**Bus 405 Research Internship (3)**

Research oriented Course focusing on important topic in business not otherwise covered in the Department's offerings. Selected students conduct and report on research topics under the advisement of member of the Department. Course may be repeated for up to six credit hours with approval of Department Chairperson

Pre-requisites: **Pre-business Course; BUS 325; BUS 331; BUS 335; and BUS 350** and written application of student being recommendation by departmental faculty and internship Coordinator and approval of Department Chairperson.

**BUS 402 Business Seminar (1)**

Student will be exposed to corporate experts in business who would guide them in understanding the protocols of business in the corporate world.

**BUS 403/403L Catering & Banquet Management and Lab (4)**

This course incorporates studies of on- and off-premises catering. It covers techniques and logistics in planning and performing and all aspects of the catered meal function.

**Prerequisite: BUS 204 BUS 208, BUS 311 BUS 335**

**BUS 406 Hospitality Cost Control (3)**

In the hospitality industry, the term "cost control" is extremely significant, as it refers to the need to control all items of income and expense concerned with the function of the unit. This course will involve the student with the daily activities of a facility and an in-depth understanding of the control that managers must exercise over revenue and expenses incurred at food and lodging facilities. This course will also stress the fundamental principles of purchasing techniques with emphasis on product information useful in making purchases for hospitality operations. **Prerequisite: Pre-business Course; BUS 204; BUS 208; BUS 311; and BUS 335.**

**BUS/OML 408 Entertainment Law (3)**

This course involves the study of the entertainment industry and laws involving entertainment. It examines various forms of entertainment and legal related issues involving music, theater, sports and other forms of entertainment. Special emphasis is placed on contractual arrangements. **Prerequisite: BUS 321; BUS 371**

**BUS 414 Hospitality Management Seminar (3)**

This is a personal and professional development course. It is designed so that students can strengthen their general understanding of curriculum content and analyze the relationships between and among required courses. Emphasis is placed on mini-seminars/workshops given by professionals in the hospitality industry. This senior level course reviews hospitality issues influencing the hospitality leisure and support systems. **Prerequisite: BUS 403; BUS 408.**

**BUS 415 Managing Diversity and Ethics (3)**

This course centers on the problems of diversity and ethics in the sports organization. Course is designed to help students understand how ethics help managers determine the right or proper way to behave when dealing with different social groups by creating ethical organizational cultures to meet increasing diversity in the workforce and in the organization's environment. **Prerequisite: BUS 335, 342,343**

**BUS 418 International Business Management (3)**

This course covers the basic international business area, including the major theories of international trade, its operational procedures, its financial variables, balance of payments, exchange rates, and capital markets, as well as the cultural, legal, political, and economic institutions that international business firms must deal with daily. It also concentrates on the operational aspects of international management, accounting, and marketing variables such as planning, controlling, advertising, and accounting. It attempts to integrate the environmental with the firm-specific variables into a meaningful conceptual framework. **Prerequisite: BUS 242; BUS 331, 335**

**BUS 419 Hospitality Travel & Tourism Management (3)**

This course is an in-depth study of travel and tourism as an entire world export industry. It includes an analysis of the regional framework between human society and the physical environment. It highlights a study of international organizations of tourism and the facilitation procedures required for its implementation. Further, it explores tourism as a factor in international economic development and its cultural and sociological factors. **Prerequisite: BUS 331; BUS 335; BUS 418**

**BUS 420 Organizational Behavior (3)**

This course covers the structure of organizations and their manner of performance, including leadership goal setting, decision processes, and formal and informal organization. It consists of lectures, discussions, and case analyses on typical business organizations, including non-profit and public organizations. **Prerequisite: BUS 321, BUS 307, BUS 331**

**BUS 421 Conventions & Meetings Management (3)**

This course explores the areas of sales, marketing, and meeting planning in the industry. The details of the planning process are described for corporate business groups, conventions, trade shows, expositions, and small events. **Prerequisites: BUS 204, BUS 331; BUS 335; BUS 403**

**BUS 422 Community Organization and Community Resources (3)**

This course includes an analysis of local community needs and improvement programs with an emphasis on methods of resource mobilization and allocation, the impact of state and federal welfare agencies, the role of the Black power structure within the community, and modalities of coordination for the actions of various community development organizations. This course also explores the utility of exploiting such community resources as libraries, governmental agencies, newspapers, and the Internet. **Prerequisite: BUS 325; BUS 350; BUS 377; BUS 420; BUS 418**

**BUS 423 Facility Management (3)**

This course is an introduction to the management of various types of facilities, whether residential, commercial, or industrial, including office buildings, hotels, convention centers, sports arenas, shopping malls, and college campuses and to the range of responsibilities fulfilled by facility managers. The course provides an overview of the knowledge required of facility managers, which ranges from an understanding of the basics of a building's heating, air conditioning, electrical, plumbing and communications systems to knowledge of accounting, finance, and human resources management. **Prerequisite: BUS 331; BUS 456;**

**BUS 426 Urban Management (3)**

The course provides an overview of issues facing urban managers and community planners in public finance, community development, neighborhood analysis, as well as issues of race, class, and gender in the city with a particular emphasis on public management and economics. The question of urban environments or community settings where resources are often scarce and societies may be divided along race, class, gender, and ideological lines is also addressed. **Prerequisites: BUS 325; BUS 331; BUS 335; BUS 377**

**BUS 430 Community Needs Assessment and Program Evaluation (3)**

This course introduces the concept of community needs assessment and models approaches to planning community programs that answer those needs. Styles of personal leadership will be discussed, as well as methods of mobilizing resources, advocacy, and the role of government. **Prerequisites BUS 325; BUS 331; BUS 335; BUS 377**

**BUS 435 Real Estate and Insurance (3)**

This course will introduce students to the principles of real estate analysis and utilization. Subjects include the nature of real property, the legal instruments involved in real property transactions, market analysis and the determinants of real estate values, the appraisal process, investments and financial. **Prerequisites: BUS 325; BUS 331; BUS 335; BUS 377**

**BUS 440 Entrepreneurship (3)**

This course is designed to help students get practical experience and to expose them to realistic business situations through playing computerized simulated games and/or lectures provided by area business specialists on topics germane to the formation and operation of new businesses. **Prerequisites: BUS 335, BUS 331; BUS 325; BUS 350; BUS 377**

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**BUS 441**                      **Small Business Management**                      **(3)**  
This course takes a holistic view of the problems of management of a small business. The aim of the course is to deal with the three major areas of management of a small business: start-up, operations, and growth and development. It covers business planning in relation to external financing, appropriate organizational structure, and the process for effective operations. **Prerequisite: BUS 331, BUS 335; BUS 377; BUS 350**

**BUS 445**                      **Marketing Strategy and Policy**                      **(3)**  
This course is design to extend the student knowledge of the principles of market and management. Provides a concise review of the basic marketing functions and alternative policies for strategy formulation and implementation in the market. It blends practicality and realism - Course defines the marketing environment, covers how to analyze a marketing situation, and use marketing tools for identifying and organizing strategic marketing problem situations. It draws on major principles of market, policy and strategy to win and retain customers for the company. **Pre-requisite: BUS 331; BUS 335; BUS 350; BUS 418**

**BUS 450**                      **Human Resource Management**                      **(3)**  
This course centers on the primary functions of employer-employee relationships in the workplace, with emphasis on developing the decision-making skills needed in the selection, management, and retention of personnel, with the added focus of analyzing the fringe benefits and retirement plans for employees and the self-employed. **Prerequisites: BUS 212, BUS 321; BUS 331**

**BUS 452**                      **Music Production**                      **(3)**  
This course covers working microphone systems and synchronization and gives an introduction to tracks and channels. **Prerequisite: BUS 450**

**BUS 455**                      **Legal Aspects of the Music Industry**                      **(3)**  
This course introduces students to contractual and other legal considerations in recording, producing artist representation, and other areas of the music industry. **Prerequisite: BUS 321**

**BUS 456**                      **Production Management**                      **(3)**  
This course covers the design, operation, and control of production systems and the application of these systems to manufacturing and other business situations. **Prerequisites: MAT 204; BUS 212, BUS 313; BUS 318; BUS 331; BUS 377**

**BUS 457**                      **Business Policy**                      **(3)**  
Using research, readings, and case problems, this course integrates the specialized knowledge and understanding developed by the student in previous studies. The student, simulating the position of manager, considers critical problems related to many areas of business. **Prerequisite: Last Semester Senior Year**

**BUS 461**                      **Database Marketing**                      **(3)**  
This course examines two methods of highly targeted marketing: direct and database. It will emphasize the building of one-to-one customer relationships. Examples of both traditional business and e-business scenarios are utilized. These methods are supported with hands-on data mining techniques, which include data preprocessing, data classification, data clustering and prediction and forecasting. **Prerequisite: BUS 313; BUS 318; BUS 335**

**BUS 471                      Resources Allocation Management                      (3)**

Welcome! This course focuses on a holistic approach to project management. The content deals with planning, scheduling, organizing, and controlling projects—for example, product development, construction, information systems, new businesses, and special events. The course includes major topics of Strategy, Priorities, Organization, Project Tools, and Leadership. Primary class emphasis is on the project management process and tools. Project management is becoming more important in today's world. Mastery of key tools and concepts could give you a significant competitive advantage in the marketplace. **Pre-requisite: BUS 313; BUS 318; BUS 331; BUS 325; BUS 420; BUS 456**

**BUS 473                      Government, Business, and Industrial Organization                      (3)**

This course is a study of the structure, organization, and behavior of business and the impact of government regulations on business and industry. **Prerequisites: BUS 241-242; BUS 418; BUS 471**

**BUS 487                      Special Problems of Global Business Relationship                      (3)**

This course is designed to give students exposure to the role and impact of regional trading blocs on production and marketing decisions of business enterprises. Using seminar applications, students are exposed to programmed research and analysis of various industries as they relate to the United States as a global business participant. **Prerequisite: BUS 350; BUS 418**

## **ORGANIZATIONAL MANAGEMENT AND LEADERSHIP PROGRAM**

### **Concentrations**

- Business Law
- Childcare Management
- Ethical Leadership
- Executive Leadership
- Professional Development
- Religious Administration

### **Program Description**

The Bachelor of Science Degree in Organizational Management and Leadership program is an accelerated degree-completion program (18-24 months) that provides the skills and knowledge base to meet the challenges of the 21<sup>st</sup> century workplace. The program is designed for persons who have completed an associate degree or have college credits (related to a Bachelor's degree). Note not all credits transferred to Morris Brown College may be applicable to the program.

Applicants who have accumulated between 45 and 60 undergraduate transferable credits with a GPA of at least 2.0 and have a minimum of two years work experience are eligible to apply for the program.

Applicants with less than GPA 2.0 and 45 credits are evaluated on a case-by-case basis. The Chairperson of the Department of Business Administration may give Provisional approval. Students must complete all General Education and pre- OML Courses to meet the full approval status. This approval will be given in writing and be recorded as part of the Student matriculation history.

Total number of hours required for program completion is a minimum of 126 credit hours of "approved course work", i.e., courses as required in the curriculum.

### **Target Market for Student Recruitment**

OML students are chosen from the following categories: adult professionals with some college credit; adults seeking professional advancements; adults not younger than 23 years of age; and adults with proficiency in writing skills.

### **Target Market for Graduate Placement**

OML graduates are prepared for challenging careers in management and leadership positions in the following industries: corporate America, public service, community service, business; government, education, and entrepreneurship.

## **Objectives**

The overall objective of the OML Program is to develop the potential of students as organizational and leadership professionals, enabling them to play a more effective role in the American Management and Leadership System. The specific objectives are to:

1. provide students with a thorough understanding of the organizational management theory and the market economy in a global workplace setting;
2. to provide students with competences in organizational analysis to enable them to formulate and analyze organizational policies that impact on business, social and legal environments;
3. to acquaint the student with the process of organizational and leadership growth and development;
4. to prepare students with a balanced background of organizational management and leadership methods;
5. to equip students with the organizational and leadership skills to enable them to operate within the different dimensions of organizational practices and leadership challenges in our competitive and uncertain business environment; and
6. to prepare students for possible employment in private business, government services and to pursue advanced degrees.

## **Expected Outcomes**

Upon completion of the OML Program, the student (s) should be able to:

1. demonstrate effective leadership and management styles;
2. exemplify leadership and management behaviors consistent with the organization's structure, goals and purpose;
3. demonstrate evidence of strong leadership and management skills;
4. operate effectively in political, cultural, and religious environments;
5. make quality enhancing decisions under adverse situations;
6. exemplify strong research skills;
7. demonstrate effective written and oral presentation skills;
8. demonstrate effective allocation and utilization of human talents within the organization;

9. demonstrate strong leadership skills in managing change within the organization;
10. demonstrate leadership and management competency; and
11. exhibit strong ethics, integrity and values in decision-making

### **Entrance Requirements to OML Program**

Upon admission to the College, each student must apply through the Department Chairperson for admission to the Organizational Management and Leadership Program, and:

1. must be interviewed by the OML faculty;
2. must agree to the OML curriculum plan;
3. must have accumulated a minimum of 45 transferable (grade C or better) undergraduate credits with a minimum GPA of 2.0. If earned less than 45 semester hours will be evaluated on a case-by-case basis and referred to complete the General Education Core Program and pre-OML courses;
4. must demonstrate activity in the workforce for a minimum of two years;
5. must have a minimum age of 23 years with approved work experience; and
6. must obtain and submit three letters of recommendation that include a reference from a professional administrator, academic administrator, and or religious administrator.

### **Other – Prior Learning Assessment Credit**

Students, who are accepted into Morris Brown College, may be eligible for Prior Learning Assessment (PLA) credit(s) that would enable them to fulfill some electives, interdisciplinary and/or general education courses. In addition student must have submitted their official transcript to the College. If student does have remaining general education or electives required to earn the OML degree PLA is not applicable. The student may receive as many as 30 credit hours as approved courses for educational or training programs completed through a corporate or professional training institution to satisfy elective or general education credits. On application/petition the relevant faculty as recommended by the Department Chairperson will evaluate the application.

### **Retention Criteria for OML Program**

To be retained in the Organizational Management and Leadership Program:

1. Students must maintain a cumulative Grade Point Average (GPA) of 2.0 in order to be in good standing in the program.

2. Students whose GPA falls below 2.0 in any semester will be put on academic warning and will be required to take no more than 12 semester hours for that semester.
3. Students whose GPA falls below 2.0 for two consecutive semesters, will be placed on academic suspension. Registrar will notify student to withdraw from the College for one semester.
4. Class attendance, 4-hour session once per week, per course, forms the basis of the integrity of the program, and a requirement. No student must miss more one session/class per course. It is at the professor's discretion, on appeal by the student, to give the student an opportunity to make up for any missed assignment.

It is compulsory that the student withdraws from the class upon accumulating two absences. No instructor may waive this requirement in fairness to other students and the integrity of the course.

### **Competencies**

OML students will demonstrate acquired competencies of the program as follows:

1. OML students, in the first semester of their senior year, will submit and defend a strategic career plan.
2. OML students, in their final semester, will submit and defend an internship report that documents identification, analysis, and recommended solutions to organizational problems.

### **Exit Criteria from OML Program**

1. Students must complete all OML core curriculum requirements through successful class performance, and transfer credits approved by the Department Chairperson.
2. Students must earn a cumulative GPA of 2.0 or better with no major course grade below "C."
3. Students must complete requirements of the internship/apprenticeship required by the program prior to graduation.
4. Students must meet with their advisor who will sign that they have completed the contract successful; and then receive the signature of clearance form the Department Chairperson as meeting the requirements of the program.

5. Students must complete at least 126 credit hours of approved course work that must include the following:

### Course Requirements for the OML Program

#### Course Requirements for the Organizational Management and Leadership Program

|                                                      |           |                |
|------------------------------------------------------|-----------|----------------|
| General Education Courses                            | (minimum) | 45 hours       |
| Pre-Organizational Management and Leadership Courses |           | 15 hours       |
| Common Professional Core Courses                     |           | 45 hours       |
| Concentration Courses                                |           | 15 hours       |
| General Elective                                     |           | <u>6</u> hours |

**TOTAL** **126 hours**

#### Pre-Organizational Management & Leadership Courses = 15 hours

|         |                               |   |
|---------|-------------------------------|---|
| OML 211 | Quantitative Analysis I       | 3 |
| BUS 213 | Principles of Accounting I    | 3 |
| OML 216 | Computer Information Systems  | 3 |
| OML 217 | Speech Communication          | 3 |
| BUS 241 | Economic Survey (micro-macro) | 3 |

#### \*Common Professional Core Courses = 45 hours

|         |                                             |   |
|---------|---------------------------------------------|---|
| OML 300 | Adult Development and Life Assessment       | 3 |
| OML 301 | Group and Organizational Behavior           | 3 |
| OML 302 | Managing Cultural Differences               | 3 |
| OML 304 | Organizational Concepts                     | 3 |
| OML 306 | Principles of Management and Leadership     | 3 |
| OML 307 | Organizational Communication                | 3 |
| OML 334 | Practice of Statistics                      | 3 |
| OML 350 | Methods of Research Analysis                | 3 |
| OML 351 | Human Resource Administration               | 3 |
| OML 352 | Managerial Accounting and Finance           | 3 |
| OML 354 | Organizational Ethics                       | 3 |
| OML 403 | Living in a Global Community                | 3 |
| OML 405 | Internship Management/Internship Leadership | 3 |
| OML 411 | Strategic Planning                          | 3 |
| OML 421 | Senior Research Project                     | 3 |

- Courses will be approved as complete with success at coursework or acceptable transfer credit.

#### General Elective Courses = 6 hours

Select two (2) three (3) hours general elective courses. 6

## OML Suggested Course Sequence

### OML Suggested Course Sequence – 4 modules

| <b>Module 1</b>                       |           | <b>Module 2</b>                                                        |           |
|---------------------------------------|-----------|------------------------------------------------------------------------|-----------|
| OML 300 Adult Dev. & Life Assessment  | 3         | OML 357 Managerial Acct & Finance                                      | 3         |
| OML 301 Group and Organ Behavior      | 3         | OML 354 Organizational Ethics                                          | 3         |
| OML 334 Practice of Statistics        | 3         | OML 307 Organizational Communication                                   | 3         |
| OML 302 Managing Cultural Differences | 3         | OML 351 Hum. Resources Administration                                  | 3         |
| OML 304 Organizational Concepts       | 3         | OML 306 Principle of Management & Leadership (Choose Research Project) | <u>3</u>  |
| <b>TOTAL</b>                          | <b>15</b> | <b>TOTAL</b>                                                           | <b>15</b> |
| <b>Module 3</b>                       |           | <b>Module 4</b>                                                        |           |
| OML 403 Living in the Global Comm.    | 3         | OML 421 Senior Research Project                                        | 3         |
| OML 350 Methods of Research Analysis  | 3         | OML Concentration                                                      | 3         |
| OML 411 Strategic Planning            | 3         | OML Concentration                                                      | 3         |
| OML 405 Internship                    | 3         | OML Concentration                                                      | 3         |
| OML Concentration                     | 3         | OML Concentration                                                      | 3         |
|                                       |           | OML Career Strategic Plan                                              | <u>S</u>  |
| <b>TOTAL</b>                          | <b>15</b> | <b>TOTAL</b>                                                           | <b>15</b> |

### OML Suggested Course Sequence – 5 Modules

| <b>Module 1</b>                        |           | <b>Module 2</b>                                                         |           |
|----------------------------------------|-----------|-------------------------------------------------------------------------|-----------|
| OML 300 Adult Dev. & Life Assessment   | 3         | OML 307 Organizational Communication                                    | 3         |
| OML 301 Group and Org Behavior         | 3         | OML 334 Practice of Statistics                                          | 3         |
| OML 302 Managing Cultural Differences  | 3         | OML 357 Managerial Acct & Finance                                       | 3         |
| OML 304 Organizational Concepts        | <u>3</u>  | OML 306 Principles of Management & Leadership (Choose research project) | <u>3</u>  |
| <b>TOTAL</b>                           | <b>12</b> | <b>TOTAL</b>                                                            | <b>12</b> |
| <b>Module 3</b>                        |           | <b>Module 4</b>                                                         |           |
| OML 405 Internship                     | 3         | OML 351 Human Resource Administration                                   | 3         |
| OML 350 Methods of Research Analysis   | 3         | OML 354 Organizational Ethics                                           | 3         |
| OML 403 Living in the Global Community | 3         | OML 411 Strategic Planning                                              | 3         |
| OML Concentration                      | <u>3</u>  | OML Concentration                                                       | <u>3</u>  |
| <b>TOTAL</b>                           | <b>12</b> | <b>TOTAL</b>                                                            | <b>12</b> |
| <b>Module 5</b>                        |           |                                                                         |           |
| OML Career Strategic Planning          | S         |                                                                         |           |
| OML 421 Senior Research Project        | 3         |                                                                         |           |
| OML Concentration                      | 3         |                                                                         |           |
| OML Concentration                      | 3         |                                                                         |           |
| OML Concentration                      | <u>3</u>  |                                                                         |           |
| <b>TOTAL</b>                           | <b>12</b> |                                                                         |           |

## Recommended Concentrations for Use of Electives

Students may use electives to satisfy the requirements for the recommended concentrations.

A concentration serves to give the student in-depth focus in a particular organizational management area. The recommendations below are based on constructing concentrations from the electives.

Business Law Concentration = 15 hours

|         |                                                |   |
|---------|------------------------------------------------|---|
| OML 303 | Legal, Social, and Ethical Aspects of Business | 3 |
| OML 311 | Introduction to Law                            | 3 |
| OML 371 | Constitutional Law                             | 3 |
| OML 410 | Contracts                                      | 3 |
| OML 401 | Internship in Management                       | 3 |

Childcare Management Concentration = 15 hours

|         |                                                |   |
|---------|------------------------------------------------|---|
| OML 302 | Managing Cultural Differences                  | 3 |
| OML 303 | Legal, Social, and Ethical Aspects of Business | 3 |
| OML 308 | Child Development                              | 3 |
| OML 309 | Early Childhood Education and Supervision      | 3 |
| OML 401 | Internship in Management                       | 3 |

Executive Leadership Concentration = 15 hours

|         |                                           |   |
|---------|-------------------------------------------|---|
| OML 302 | Managing Cultural Differences             | 3 |
| OML 309 | Early Childhood Education and Supervision | 3 |
| OML 319 | Global Leadership                         | 3 |
| OML 406 | Professional Development Seminar          | 3 |
| OML 405 | Internship in Leadership                  | 3 |

Professional Development Concentration = 15 hours

|         |                                  |   |
|---------|----------------------------------|---|
| OML 302 | Managing Cultural Differences    | 3 |
| OML 311 | Introduction to Law              | 3 |
| OML 319 | Global Leadership                | 3 |
| OML 406 | Professional Development Seminar | 3 |
| OML 405 | Internship in Leadership         | 3 |

Religious Administration Concentration = 15 hours

|         |                                     |   |
|---------|-------------------------------------|---|
| OML 302 | Managing Cultural Differences       | 3 |
| OML 310 | Religions of the World              | 3 |
| OML 437 | Approaches to the Study of Religion | 3 |
| OML 449 | Special Topics in Religion          | 3 |
| OML 405 | Internship in Church and Society    | 3 |

**Organizational Management and Leadership Major Course Descriptions****OML 241 Economic Survey (Micro-Macro) (3)**

This course provides a setting for discussing the basic economic concepts and the contributions of the major economic thinkers and for evaluating significant evolutionary events that led to the contemporary economy. The course highlights human welfare and human freedom, uses both history and economic concepts to explain welfare, emphasizes

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the free market system and its driven indicators, and contrasts how the market participants behave in a contemporary economy. **Prerequisite: ENG 101 and ENG 102**

**OML 300 Adult Development and Life Assessment (3)**

This course introduces the student to adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theories are examined. These theories then provide the paradigm for self-analysis and life-assessment.

**OML 301 Group and Organizational Behavior (3)**

This course involves a study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and conflict resolution. Students also develop strategies for efficient and productive group management and determine which tasks are handled by groups or by individuals.

**OML 302 Managing Cultural Differences (3)**

This course is designed to enable students to become more competitive in their chosen career fields by developing in them an understanding of the importance of increasing global economic interdependence and the challenges of relating to people from other countries or cultures.

**OML 304 Organizational Concepts (3)**

Students examine the formal and informal functions of organizations and analyze an agency or organization, based on a system's model. Students will also analyze and solve organizational problems using a step-by-step method. This analysis will be applied to students' work-related independent study projects.

**OML 305 Issues in Management (3)**

Students will examine management control functions, strategic planning and organizational structure and design. Also examined are motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation concepts and skills are covered through reading and class practice, with an analysis of the effect on productivity. Total Quality Management (TQM) is studied, and contrasted with Management by Objective (MBO).

**OML 306 Principles of Management and Leadership (3)**

Students examine motivational theory and its application to individual and group functioning in work situations. Leadership styles related to particular circumstances are analyzed. Negotiation is studied through reading and class practice with an analysis of the effect on productivity.

**OML 307 Organizational Communication (3)**

This course investigates group behavior and how group functions affect organizational effectiveness. Emphasis is placed on decision-making and conflict resolution. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or by individual.

**OML 308 Child Development (3)**

This course introduces the biological, cognitive, emotional, social, and cultural influences that impact children's development. The course also encourages and requires critical thinking about the field of child development by examining available literature on developmental processes and concepts. Further, the course is designed to help students who are child care owners and or prospective owners.

**OML 309 Early Childhood Administration and Supervision (3)**

This course is designed for individuals planning to own and/or operate private preschool educational programs, coordinate early elementary school programs, and or direct other educational programs for young children. Course content focuses on planning, organizing, equipping, staffing, and operating an early educational program. Students will also examine principles of budgeting, record keeping, health and safety measures, personnel selection, personnel benefits, evaluation practices, and management of educational programs.

**OML 310 Religions of the World (3)**

This course is designed to introduce the students to the historical and philosophical foundations of major living religions of the world. Students explore cultural factors, founders, and the lives of founders of religion, basic teachings, developmental factors, and their current status in the world. **Prerequisite: Pre-OML Courses +**

**OML 311 Introduction to Law (3)**

This course presents students with an initial understanding of the methods and goals of the law course of study and provides an overview of the origin and development of American law. The role and ethical responsibilities of the lawyer as well as the legal assistant and paralegal in the legal process are discussed. **Prerequisite: Pre-OML Courses + ENG 102, OML 241**

**OML 334 Practice of Statistics**

The course is designed to assist the student to use data analysis to improve decision-making accuracy and test new ideas in education, the social sciences, and business administration. Thus for purpose of understanding, students will learn all the traditional statistics techniques of using statistics, equations and tables for problem solving; and

forms the mathematical basis for research. **Prerequisites: OML 211, OML 213, OML 216, and OML 241**

**OML 350 Methods of Research Analysis (3)**

Problem analysis and evaluation techniques are presented. Students are shown methods for defining, researching, analyzing, and evaluating a problem in their work or vocation environment, which they have selected for a research project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance and constructing questionnaires.

**Prerequisite: Pre-OML Courses + MAT 101, MAT 102, OML 211**

**OML 351 Human Resource Administration (3)**

This course is designed for the students to explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations. **Prerequisite: Pre-OML courses + OML 305; OML 306; OML 307.**

**OML 354 Organizational Ethics (3)**

Several major theories are reviewed in this course. Students are exposed to the basic tenets of morality and asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world. **Prerequisite: Pre-OML courses + OML 305; OML 306; and OML 307.**

**OML 355 Processes of Management (3)**

This course is designed to introduce basic concepts and processes of management. The course will also include the study of legal, social, and political environment with specific emphasis on the behavior perspective in organizations. **Prerequisite: Pre-OML courses + OML 354**

**OML 357 Managerial Accounting and Finance (3)**

This course includes an overview of financial tools available to the manager in decision-making, such as a study of income statements, balance sheets, cash flow budgets, changes in financial position, and ratio analysis. Emphasis is on understanding accounting and financial documents rather than upon their preparation. **Prerequisites: OML 211, OML 213, OML 216, OML 241, and OML 354**

**OML 359 Global Leadership (3)**

In this course, students investigate the leadership tasks which managers face in companies with worldwide operations. They identify the forces of global change and the strategic challenges, which they present to managers. Students also examine the leadership characteristic required to manage global operations in a changing environment. **Prerequisite: Pre-OML courses + OML 354, and OML 355**

**OML 401 Internship in Management (3)**

Offer to student in the final semester, this course requires work experience with an organization, government agency, or business, institution (s) at the local and or state level; and will submit and defend an internship report that documents identification, analysis, and recommended solutions to organizational problems. The Department Chairperson may participate in the presentation. **Prerequisite: Pre-OML courses + Consent of Department Chair and/or Instructor**

**OML 402 Organizational Leadership (3)**

Emphasis is placed on theoretical approaches to organizational leadership. Stress is placed on developing a practical use of skills and methods for immediate application. **Prerequisite: Pre-OML courses + OML355**

**OML 403 Living in the Global Community (3)**

This course is an interdisciplinary examination of issues concerning the economic, environmental and social sustainability of the global community. The aim of this course is to help students relate to their own lives and actions and those of their organization to the global context and to understand some implications of their global citizenship. **Prerequisite: Pre-OML courses + OML 305; OML 306; and OML 307.**

**OML 405 Internship in Leadership (3)**

This course requires work experience with an organization, government agency, or a business or educational facility, state or private. **Prerequisite: Pre-OML courses + Consent of Department Chair and Instructor**

**OML 406 Professional Development Seminar (3)**

This seminar orientates students with Morris Brown College's academic policies and procedures. Students gain knowledge in appropriate academic writing format and style. Students are introduced to techniques for achieving academic success.

**OML 408 Entertainment Law (3)**

This course involves the study of the entertainment industry and laws involving entertainment. It examines various forms of entertainment and related legal issues involving music, theater, sports and other forms of entertainment. Special emphasis is placed on contractual arrangements. **Prerequisite: Pre-OML courses + OML**

**OML 410 Constitutional Law (3)**

The course is an overview of the origins, development, and applications of the US Constitution. Students review selected US Supreme Court decisions. The unique role of the federal government; the impact of separation of powers doctrine, and the rights of citizens are discussed within the context of the Constitution.

**OML 411 Strategic Planning (3)**

This course introduces students to various management models and techniques and applies them to selected business cases. It stresses the concepts of strategic planning and strategic management. In-class activities and reading assignments are designed to help students think through the desired results before an activity or related series of events has begun. **Prerequisite: Pre-OML courses + OML 350**

**OML 421 Senior Research Project (3)**

The students complete an independent study research project related to an identify management and or organizational problem in their employment environment. It is useful that student begin to identify such problem at end of OML 306. Student submits a final examination term paper; and gives an oral presentation of the background, problem, hypotheses, methodology, and research findings for evaluation by peers and instructors. The course permits the application of the mathematical tools acquired in quantitative course with emphasis on Methods of Research Analysis. The instructor monitors the progress of the independent study. The student is expected to devote at least 200 clock hours to the project. **Prerequisite: OML 211, OML 350**

**OML 427 Approaches to the Study of Religion (3)**

This course is an academic exercise rather than a religious approach to the study of religion. In this course, students are provided with critical tools for analytical thinking, research, and writing for the study of religion. Given the vast number of topics that an individual could study, the topics chosen represent current major thought on religious study. **PRE OML Courses + OML 354**

**OML 437 Special Topics in Religion (3)**

Special topics offer students a course or seminar on a topic chosen by the faculty. The criteria for choosing such topics include relevance to a contemporary topic. **Pre-OML Courses + OML 354.**

**14.0****GENERAL STUDIES PROGRAM****PURPOSE**

The General Studies major was established to meet the needs of students desiring a broad-based liberal arts education. This major provides students with greater flexibility in the arrangement of their curriculum than that in more specialized majors. The General Studies major enables students to be exposed to a broad-based curriculum as well as to select an area of concentration and related course work in the natural sciences, behavioral sciences, social sciences, technology, mathematics, professional studies, or humanities. Completion of the General Studies major will lead to a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree, based on the area of concentration.

**OBJECTIVES**

The General Studies major is designed:

1. To prepare students academically for graduate or professional study;
2. To prepare students academically and experientially for employment;
3. To allow students to explore a variety of knowledge areas thereby enabling students to acquire a broad-based, humanistic education; and
4. To give students a large measure of control over their own education.

**ENTRY CRITERIA FOR THE GENERAL STUDIES MAJOR**

Upon admission to the College, each student is classified as a General Studies major. Students may choose to remain in this program of study and earn a B.A. or B.S. degree in General Studies or students may choose a more specialized/traditional major.

To remain a General Studies major, students must:

1. Make formal application to the General Studies department at the end of the second semester of enrollment, but no later than the fourth semester of matriculation;
2. Be interviewed by a General Studies academic advisor; and
3. Present sound reasons for the choice of General Studies as a major.

**RETENTION CRITERIA FOR THE GENERAL STUDIES MAJOR**

To be retained as a General Studies major, students must:

1. Complete the College’s core curriculum;
2. Identify, and receive approval of, an area of concentration no later than the completion of the core curriculum;
3. Develop, and receive approval of, a coherent curriculum plan;
4. Demonstrate the ability to work independently; and
5. Should remain in good academic standing.

**EXIT CRITERIA FOR THE GENERAL STUDIES MAJOR PROGRAM**

To be approved as a candidate for graduation with a B.A. or B.S. in General Studies, a student must:

1. Take at least 60 semester hours of courses at the 200 course level or higher and at least 30 semester hours of courses at the 300 or 400 level;
2. Complete at least 120 semester credit hours;
3. Earn a cumulative GPA of 2.0 or better; and
4. Earn a grade point average of 2.0 in the area of concentration, with no concentration course grade below “C”.

**COURSE REQUIREMENTS FOR THE GENERAL STUDIES MAJOR PROGRAM**

**GENERAL STUDIES MAJORS MUST COMPLETE AT LEAST 120 SEMESTER HOURS AS FOLLOWS:**

|                                |                  |
|--------------------------------|------------------|
| Core Curriculum                | 48 hrs.          |
| Required Major Concentration   | 30 hrs.          |
| Required Related Coursework    | 24 hrs.          |
| Required Supportive Coursework | 18 hrs           |
| <b>TOTAL</b>                   | <b>120 HOURS</b> |

**CONCENTRATIONS**

- Music
- Music Industry
- Psychology

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## MUSIC CONCENTRATION

Degree: B.A.

General Studies: Music Concentration

### Introduction

A concentration in Music will lead to a degree in General Studies. Both the Music and the Music Industry Concentration train students to seek professional careers as accomplished performers, recording artists - producers and/or pursue graduate studies. Culturally enriching experiences are provided through ensemble concerts, stage productions, workshops, and convocations. Additional professional opportunities are provided through internships, senior projects/recitals and recording projects.

### Program Objectives for Music Concentration

The principal objectives identified within the concentration are

- To teach basic musicianship skills [*notation, reading, terminology, key signatures and chord analysis*]. **MUS 100 Music Fundamentals; MUS 101 Sight Singing and Ear Training; MUS 130 and 131 Piano Class I & II; MUS 201 – 202 Music Theory sequence; MUS 418 Form and Analysis; MUS 435 Conducting** [Learning Outcome Two, Five, Six]
- For students to demonstrate ability to complete and file five Music Business Forms [*copyright, mechanical license, performing rights license, performing rights membership, mechanical royalties calculation chart*]. **MUS 250 Music Industry Seminar; MUS 300 Introduction to Music Industry** [Learning Outcome Six]
- For students to study, listen to, and identify conventional composers, music and basic characteristics of music from European and Afro-Centric traditions. **MUS 315-316 Music History (Baroque through 21<sup>st</sup> Century); MUS 320 African American Music; MUS 435 Conducting; MUS 480 Independent Study** [Learning Outcome One, Two, Three, Four, Six]
- To provide performance opportunities in ensembles and applied study. **MUS 105 – 406 Applied Voice; MUS 330 – 331 – Music Theater; MUS 110 – 411 Ensemble (Chorus and/or Band for Instrumental students); MUS 440 Senior Recital**  
Vocal Track: [*breath management, phrasing, diction, placement, repertoire, performance*] **MUS 105 – 406 Applied Voice; MUS 330 - 331 Music Theater; MUS 338 – 340 Vocal Diction; MUS 340 Vocal Pedagogy;** [Learning Outcome One, Three, Four, Six]
- To develop basic skill level in Music Technology: notational systems and sequencing for songwriting. **MUS 301 – 302 Music Technology; MUS 431 Recording Studio;** [Learning Outcome Two, Five, Six]

- To provide capstone recital and special recording project for the purpose of allowing a student to present culminating activity that demonstrates student's artistic ability and musicianship in a public forum; to experience a real Music Industry working environment; and to provide a network that fosters career opportunities for the student. ***MUS 400 Special Project; MUS 431 Recording Studio; MUS 440 Senior Recital; MUS 480 Independent Study*** [Learning Outcome One, Two, Three, Five, Six]

### **Outcomes for Music Concentration**

Upon completion of the Music Concentration program, a student will

1. Demonstrate performance excellence in artistic expression;
2. Demonstrate knowledge of musical styles from Baroque through 21<sup>st</sup> Century;
3. Broaden her/his appreciation of music from the European traditions as well as music from the African Diaspora;
4. Be able to analyze and identify by listening and score identification diverse musical harmonies found in the music of Western composers;
5. Will possess a broad understanding of Music Industry terminology and standard industry documents such as mechanical rights and copyright;
6. Will be prepared to pursue careers in performance or graduate studies.

### **Music Performance Competencies**

1. Music Performance students (voice, composition, instrument) will complete the Comprehensive Theory and History Competency Department Examination during the first semester of the senior year.
2. Music Performance students must present a one hour capstone recital project or composition project during the second semester of their senior year.

### **MUSIC INDUSTRY CONCENTRATION**

**Degree: B.A.**

**General Studies: Music Industry Concentration**

A concentration in Music Industry will lead to a degree in General Studies.

### **Program Purpose**

The Music Industry Concentration is designed for students desiring career options as entrepreneurs in the Music Industry Business, which includes songwriters, producers, and recording artists. The course offerings provide students insight into the Music Industry environment while developing their basic musicianship skill levels for songwriting and/or performing and recording.

## **Program Objectives for Music Industry Concentration**

The Music Industry Concentration is offered to students who are matriculating in the Management Entrepreneurship Technology (Business) Program at Morris Brown College. Students must have a background in music, songwriting talent, or performance ability to qualify for the Music Industry Concentration.

The principal objectives identified within the concentration are

- To teach basic musicianship skills [*notation, reading, terminology, key signatures and chord analysis*]. **MUS 100 Music Fundamentals; MUS 101 Sight Singing and Ear Training; MUS 130 and 131 Piano Class I & II; MUS 201 – 202 Music Theory sequence; MUS 435 Conducting.** [Learning Outcome One, Five, Six]
- For students to demonstrate ability to complete and file five Music Business Forms [*copyright, mechanical license, performing rights license, performing rights membership, mechanical royalties calculation chart*]. **MUS 250 Music Industry Seminar; MUS 300 Introduction to Music Industry.** [Learning Outcome Two, Three, Six]
- For students to have a literal understanding of three basic Music Industry Contracts and a working knowledge of 50 Music Industry Terms [*recording contract, artist contract, management contract*]. **MUS 300 Introduction to Music Industry; MUS 337 Legal Aspects of Music Industry; MUS 450 Music Industry Internship** [Learning Outcome Two, Three, Six]
- To develop the students basic skill level in songwriting [*compositional notation, chord realization and/or vocalization, repertoire*]. **MUS 201 – 202 Music Theory sequence; MUS 332 and MUS 334 Introduction to Composition; MUS 350 Band Arranging;** [Learning Outcome One, Three, Five, Six]
- For students to study, listen to, and identify composers, music and basic characteristics of music from European and Afro-Centric traditions. **MUS 315-316 Music History (Baroque through 21<sup>st</sup> Century); MUS 320 African American Music; MUS 435 Conducting; MUS 480 Independent Study.** [Learning Outcome Four]
- To provide performance opportunities in ensembles and applied study. **MUS 105 – 406 Applied Voice; MUS 330 – 331 – Music Theater; MUS 110 – 411 Ensemble (Chorus and/or Band); MUS 440 Senior Recital.** [Learning Outcome One] Track II: Vocal Technique: [*breath management, phrasing, diction, placement, repertoire, performance*] **MUS 105 – 406 Applied Voice; MUS 330 - 331 Music Theater; MUS 338 – 340 Vocal Diction; MUS 340 Vocal Pedagogy;** [Learning Outcome One, Six]

- To develop basic skill level in Music Technology: notational systems and sequencing for songwriting. **MUS 301 – 302 Music Technology; MUS 431 Recording Studio; [Learning Outcome Two, Three, Five, Six]**
- To provide Music Industry Internship(s) for the purpose of allowing student to experience a real Music Industry environment; and to provide a network that fosters career opportunities for the student. **MUS 400 Special Project; MUS 431 Recording Studio; MUS 450 Music Internship; MUS 480 Independent Study. [Learning Outcome One, Two, Three, Five, Six]**

### **Outcomes for Music Industry Concentration**

Upon completion of the Music Industry Concentration program, a student will

1. Possess a business knowledge of marketing, promotional, and legal aspects of the Music Industry field that will enable the student to demonstrate performance excellence in artistic expression;
2. Broaden her/his appreciation of music from the European traditions as well as music from the African Diaspora;
3. Acquire professional experience and knowledge in the Music Industry arena through valued internships;
4. Will possess a broad understanding of Music Industry terminology and standard best practices (mechanical rights, copyright and contracts); and
5. Will be prepared to pursue careers in recording/entertainment industry or pursue graduate studies in Music Business.

### **Music Industry Competencies**

1. Music Industry students will submit a Music Catalogue or Portfolio of their compositions or recording studio internship experiences during the first semester of their senior year.
2. Music Industry students must produce a major recording project, recital project or musical production project during the second semester of their senior year.

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**MUSIC CONCENTRATION**
**Required Major Courses**

|     |         |                              | <b><u>Credit Hours</u></b> |
|-----|---------|------------------------------|----------------------------|
| 1.  | MUS 100 | Music Fundamentals           | 3                          |
| 2.  | MUS 101 | Sight Singing & Ear Training | 2                          |
| 3.  | MUS 130 | Piano Class I                | 1                          |
| 4.  | MUS 131 | Piano Class II               | 1                          |
| 5.  | MUS 201 | Theory I                     | 3                          |
| 6.  | MUS 202 | Theory II                    | 3                          |
| 7.  | MUS 301 | Music Technology I           | 3                          |
| 8.  | MUS 302 | Music Technology II          | 3                          |
| 9.  | MUS 315 | Music History I              | 3                          |
| 10. | MUS 316 | Music History II             | 3                          |
| 11. | MUS 320 | African American Music       | 3                          |
| 12. | MUS 435 | Conducting                   | 3                          |
|     |         |                              | <b>31 hrs</b>              |

**Required Related Courses**

|     |                |                             | <b><u>Credit Hours</u></b> |
|-----|----------------|-----------------------------|----------------------------|
| 1.  | MUS 105 - 406  | Applied (01 credit each)    | 8                          |
| 2.  | MUS 110 -411   | Ensemble (01 credit each)   | 8                          |
| 3.  | MUS 330        | Music Theater I      OR     | 1                          |
| 4.  | <i>MUS 332</i> | <i>Intro to Composition</i> | 1                          |
| 5.  | MUS 331        | Music Theater II      OR    | 1                          |
| 6.  | <i>MUS 332</i> | <i>Composition II</i>       | 1                          |
| 7.  | MUS 340        | Vocal Pedagogy      OR      | 3                          |
| 8.  | <i>MUS 350</i> | <i>Band Arranging</i>       | 3                          |
| 9.  | MUS 338        | Vocal Diction      OR       | 2                          |
| 10. | <i>MUS 418</i> | <i>Form &amp; Analysis</i>  | 2                          |
| 11. | MUS 440        | Senior Recital              | 1                          |
|     |                |                             | <b>24 hrs</b>              |

**Required Supportive Courses**

|    |                |                                     | <b><u>Credit Hours</u></b> |
|----|----------------|-------------------------------------|----------------------------|
| 1. | MUS 250        | Music Industry Seminar              | 3                          |
| 2. | LS 309         | Intellectual Property               | 3                          |
| 3. | MUS 337        | Legal Aspects of the Music Industry | 3                          |
| 4. | <i>MUS 300</i> | <i>Intro to Music Industry</i>      | 3                          |
| 5. | MUS 400        | Special Project                     | 3                          |
| 6. | MUS 300/400    | Elective                            |                            |
| 7. | MUS 431        | Recording Studio                    | 3                          |
| 8. | MUS 450        | Music Internship I                  | 3                          |

**18 hrs****TOTAL CURRICULUM HOURS****120 HRS****MUSIC INDUSTRY CONCENTRATION****Required Major Courses**

|     |         |                              | <b><u>Credit Hours</u></b> |
|-----|---------|------------------------------|----------------------------|
| 1.  | MUS 100 | Music Fundamentals           | 3                          |
| 2.  | MUS 101 | Sight Singing & Ear Training | 2                          |
| 3.  | MUS 130 | Piano Class I                | 1                          |
| 4.  | MUS 250 | Music Industry Seminar       | 3                          |
| 5.  | MUS 301 | Music Technology I           | 3                          |
| 6.  | MUS 302 | Music Technology II          | 3                          |
| 7.  | MUS 315 | Music History I              | 3                          |
| 8.  | MUS 316 | Music History II             | 3                          |
| 9.  | MUS 320 | African American Music       | 3                          |
| 10. | MUS 330 | Intro to Music Industry      | 3                          |
| 11. | MUS 431 | Recording Studio             | 3                          |
| 12. | MUS 450 | Music Internship             | 3                          |

**30 hrs**



|                       |           | <b>SECOND YEAR</b>     |           |
|-----------------------|-----------|------------------------|-----------|
| <b>FIRST SEMESTER</b> |           | <b>SECOND SEMESTER</b> |           |
| FLS 101 Spanish I     | 3         | FLS 102 Spanish II     | 3         |
| BIO 101 Biology I     | 3         | BIO 102 Biology II     | 3         |
| ENG 103 Speech        | 3         |                        |           |
| HUM 201 Humanities I  | 3         | HUM 202 Humanities II  | 3         |
| MUS 130 Piano Class I | 1         | MUS 131 Piano Class II | 1         |
| MUS 201 Theory I      | 3         | MUS 202 Theory II      | 3         |
| MUS 205 Applied       | 1         | MUS 206 Applied        | 1         |
| MUS 210 Ensemble      | 1         | MUS 211 Ensemble       | 1         |
| <b>Total</b>          | <b>18</b> | <b>Total</b>           | <b>15</b> |

|                                |           | <b>THIRD YEAR</b>           |           |
|--------------------------------|-----------|-----------------------------|-----------|
| <b>FIRST SEMESTER</b>          |           | <b>SECOND SEMESTER</b>      |           |
| MUS 301 Music Technology I     | 3         | MUS 302 Music Technology II | 3         |
| MUS 315 Music History I        | 3         | MUS 316 Music History II    | 3         |
| MUS 250 Music Industry Seminar | 3         | SOC Social Sci Elective     | 3         |
| MUS 330 Music Theater I        | 1         | MUS 331 Music Theater II    | 1         |
| LS 309 Intellectual Property   | 3         | MUS 337 Legal Aspects       | 3         |
| MUS 305 Applied                | 1         | MUS 306 Applied             | 1         |
| MUS 310 Ensemble               | 1         | MUS 311 Ensemble            | 1         |
| <b>Total</b>                   | <b>15</b> | <b>Total</b>                | <b>15</b> |

|                                |           | <b>FOURTH YEAR</b>         |           |
|--------------------------------|-----------|----------------------------|-----------|
| <b>FIRST SEMESTER</b>          |           | <b>SECOND SEMESTER</b>     |           |
| MUS 338 Vocal Diction          | 2         | MUS 340 Vocal Pedagogy     | 3         |
| MUS 400 Special Project        | 3         | PSY 200 General Psychology | 3         |
| MUS 431 Recording Studio       | 3         | MUS 440 Senior Recital     | 1         |
| MUS 320 African American Music | 3         | MUS 435 Conducting         | 3         |
| MUS 405 Applied                | 1         | MUS 406 Applied            | 1         |
| MUS 410 Ensemble               | 1         | MUS 411 Ensemble           | 1         |
| MUS 300/400 Elective           | 3         |                            |           |
| <b>Total</b>                   | <b>16</b> | <b>Total</b>               | <b>12</b> |

### MUSIC INDUSTRY MAJOR COURSE SEQUENCE

|                                 |           | <b>FIRST YEAR</b>      |           |
|---------------------------------|-----------|------------------------|-----------|
| <b>FIRST SEMESTER</b>           |           | <b>SECOND SEMESTER</b> |           |
| GED 100 New Student Orientation | 1         | CIS 101 Computer Appl  | 3         |
| RDG 101 College Reading         | 3         | ENG 102 English II     | 3         |
| ENG 101 English I               | 3         | MAT 102 Algebra        | 3         |
| MAT 101 Algebra I               | 3         | PED 104 Physical Ed    | 1         |
| PED 102 Physical Ed             | 1         | MUS 101 Sight Singing  | 3         |
| MUS 100 Music Fund              | 3         | MUS 106 Applied        | 1         |
| MUS 105 Applied                 | 1         | MUS 111 Ensemble       | 1         |
| MUS 110 Ensemble                | 1         |                        |           |
| <b>Total</b>                    | <b>16</b> | <b>Total</b>           | <b>15</b> |

**SECOND YEAR**

| <b>FIRST SEMESTER</b>          |           | <b>SECOND SEMESTER</b>     |           |
|--------------------------------|-----------|----------------------------|-----------|
| FLS 101 Spanish I              | 3         | FLS 102 Spanish II         | 3         |
| BIO 101 Biology I              | 3         | BIO 102 Biology II         | 3         |
| ENG 103 Speech                 | 3         |                            |           |
| HUM 201 Humanities I           | 3         | HUM 202 Humanities II      | 3         |
| MUS 130 Piano Class I          | 1         | PSY 200 General Psychology | 3         |
| MUS 250 Music Industry Seminar | 3         | MUS 330 Intro to Music Ind | 3         |
| MUS 205 Applied                | 1         | MUS 206 Applied            | 1         |
| MUS 210 Ensemble               | 1         | MUS 211 Ensemble           | 1         |
| <b>Total</b>                   | <b>18</b> | <b>Total</b>               | <b>17</b> |

**THIRD YEAR**

| <b>FIRST SEMESTER</b>                  |           | <b>SECOND SEMESTER</b>                         |           |
|----------------------------------------|-----------|------------------------------------------------|-----------|
| MUS 301 Music Technology I             | 3         | MUS 302 Music Technology II                    | 3         |
| MUS 315 Music History I                | 3         | SOC Social Sci Elective                        | 3         |
| MUS 330 Music Theater I                | 1         | MUS 331 Music Theater II                       | 1         |
| LS 309 Intellectual Property           | 3         | MUS 337 Legal Aspects<br>of the Music Industry | 3         |
| MUS 334 Promotion of<br>Recorded Music | 3         |                                                |           |
| MUS 305 Applied                        | 1         | MUS 306 Applied                                | 1         |
| MUS 310 Ensemble                       | 1         | MUS 311 Ensemble                               | 1         |
| <b>Total</b>                           | <b>15</b> | <b>Total</b>                                   | <b>12</b> |

**FOURTH YEAR**

| <b>FIRST SEMESTER</b>                     |           | <b>SECOND SEMESTER</b>       |           |
|-------------------------------------------|-----------|------------------------------|-----------|
| BUS 241 Principles of Economics           | 3         | MUS 450 Music Internship     | 3         |
| MUS 431 Recording Studio                  | 3         | LS 388 Contracts             | 3         |
| MUS 320 African American Music            | 3         | SOC 201 Business and Soc     | 3         |
| BUS 318 Business Computer<br>Applications | 3         | BUS 337 Retail Merchandising | 3         |
| MUS 405 Applied                           | 1         | MUS 406 Applied              | 1         |
| MUS 410 Ensemble                          | 1         | MUS 411 Ensemble             | 1         |
| <b>Total</b>                              | <b>14</b> | <b>Total</b>                 | <b>14</b> |

**MUSIC COURSE DESCRIPTIONS**

**MUS 100 Music Fundamentals 3)**  
Basic musicianship skills that include rhythm and note reading, intervals, scales and the circle of fifths, the four basic triad types and triad inversions.

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- MUS 101**                    **Sight Singing & Ear Training**                    **(2)**  
Curriculum includes aural recognition, rhythmic and melodic dictation, solfeggio (fixed) and numerical sight singing systems. *Pre-requisite MUS 100.*
- MUS 105 - 405**            **Applied (1 credit each)**                    **(8)**
- MUS 110 - 411**            **Ensemble (1 credit each)**                    **(8)**
- MUS 130**                    **Piano Class I**                    **(1)**  
Introduction to fundamental keyboard skills and applied harmony. Course covers 6 major scales, 6 minor scales, simple harmonizations, basic triads and inversions, pedagogical exercises (Hannon 1 and 10). *Pre-requisite MUS 101*
- MUS 131**                    **Piano Class II**                    **(1)**  
Continuation of fundamental keyboard skills and applied harmony. Course covers the remaining 6 major scales; and 6 minors scales, more harmonizations, introduction to seventh chords, pedagogical exercises (Hannon 5 and 6); beginner level repertoire pieces. *Pre-requisite 130*
- MUS 211**                    **Theory I**                    **(3)**  
Basics of music theory, including scales, key signatures, voice leading, melodic harmonizations, analysis. *Pre-requisite MUS 101*
- MUS 212**                    **Theory II**                    **(3)**  
Continuation of MUS 211. Analysis of triads, seventh chords, figured bass of various musical styles from Baroque to Jazz. *Pre-requisite MUS 201*
- MUS 250**                    **Music Industry Seminar**                    **(3)**  
The study of Music Industry terminology; music industry applications (copyright, mechanical licenses, performance rights and societies) and industry practices.
- MUS 300**                    **Intro to Music Industry**                    **(3)**  
Study of career opportunities in Music Industry including publishing, recording, production, and artist management; aspects of marketing and retailing; and the use of industry terminology. *Pre-requisite MUS 250*
- MUS 301**                    **Music Technology I**                    **(3)**  
Introduction to music notation software; creating lead sheets, basic guitar tablature; and chorale templates.
- MUS 302**                    **Music Technology II**                    **(3)**  
Continuation of Music Technology I. Course further exploits the notational system and sound recording program; writing for small instrumental ensembles and voice and piano templates. *Pre-requisite MUS 302*
- MUS 315**                    **Music History I**                    **(3)**  
The study of Baroque through Classical music history, composers and their music; some score analysis and identification; and listening assignments.





**PSYCHOLOGY CONCENTRATION****Degree: B.S.    General Studies: Psychology Concentration****Introduction**

A concentration in Psychology will lead to a degree in General Studies. Those who intend to do graduate work in psychology should broaden their preparation in mathematics, the natural sciences, philosophy, linguistics or the social sciences. A student may combine a concentration in Psychology with a preparation for advanced professional training, medical school, law school, or the other advanced professional training. In addition, the concentration will serve the whole college in offering General Psychology to meet the needs of the General Education Program and in offering supportive courses to students in existing departments/programs who would benefit from formal exposure to current knowledge of the principles of human behavior and mental processes.

Classic studies have revealed the ongoing demand for trained professionals in the area of psychology.(Lahey, 2008). In addition, students with major/concentrations in psychology have also entered careers in such diverse areas as computer science, banking and politics.

**Purpose**

The Psychology Program of study is designed to contribute to a student's general liberal education, to enhance the student's understanding of human behavior, to provide academic and practical preparation for entry level positions in mental health and related fields, and to provide a foundation for entry into graduate or professional schools in a variety of areas of specialization.

**Program Objectives**

The objectives of the Psychology program are:

1. To prepare students academically for graduate study in Psychology or professional schools in fields such as law, medicine or business;
2. To prepare students academically and experientially for employment in mental health and related fields;
3. To expose students to applied psychology through clinical internships and cooperative education placements;
4. To expose students to research psychology through research training in the laboratory and in the field; and
5. To expose students to state-of-the-art computer techniques used in research and in the application of psychology.

## **Psychology Program Competencies**

Psychology Program students will demonstrate the following competencies:

1. Psychology Program students will submit, discuss and defend a research project in Senior Seminar during the first semester of their senior year.
2. Psychology Program students will submit a portfolio of their internship experiences during the second semester of their senior year.

## **Required Major Courses**

|     |         |                                | <b><u>Credit Hours</u></b> |
|-----|---------|--------------------------------|----------------------------|
| 1.  | PSY 283 | Psychological Statistics       | 3                          |
| 2.  | PSY 305 | Abnormal Psychology            | 3                          |
| 3.  | PSY 315 | Social Psychology              | 3                          |
| 4.  | PSY 321 | Developmental Psychology       | 3                          |
| 5.  | PSY 410 | Theories of Learning           | 3                          |
| 6.  | PSY 425 | Theories of Personality        | 3                          |
| 7.  | PSY 413 | Marriage and Family Counseling | 3                          |
| 8.  | PSY 430 | Psychological Testing          | 3                          |
| 9.  | PSY 435 | Problems in Psychology         | 3                          |
| 10. | PSY 499 | Senior Seminar in Psychology   | 3                          |
|     |         |                                | <b>30 hrs</b>              |

## **Required Related Courses**

|    |         |                                       | <b>Credit</b> |
|----|---------|---------------------------------------|---------------|
| 1. | PSY 201 | Introduction to Science of Psychology | 3             |
| 2. | PSY 203 | Educational Psychology                | 3             |
| 3. | PSY 331 | History of Psychology                 | 3             |
| 4. | PSY 443 | Internship                            | 3             |
| 5. | PSY 444 | Health Psychology                     | 3             |
| 6. | SOC 290 | Technical Writing                     | 3             |
| 7. | SOC 302 | Social Research Methods               | 3             |
| 8. | SOC 350 | Social Gerontology                    | 3             |
|    |         |                                       | <b>24 hrs</b> |

**Required Supportive Courses**

|    |         |                                | <b>Credit</b> |
|----|---------|--------------------------------|---------------|
| 1. | CRJ 201 | Introduction to Criminology    | 3             |
| 2. | OML 302 | Managing Cultural Differences  | 3             |
| 3. | BUS 311 | Introduction to Law            | 3             |
| 4. | BUS 318 | Business Computer Applications | 3             |
| 5. |         | Elective                       | 3             |
| 6  |         | Elective                       | 3             |
|    |         |                                | <b>18 hrs</b> |

**PSYCHOLOGY MAJOR COURSE SEQUENCE**

**FIRST YEAR**

| <b>FIRST SEMESTER</b>           |                | <b>SECOND SEMESTER</b>        |                |
|---------------------------------|----------------|-------------------------------|----------------|
| GED 100 New Student Orientation | 1              |                               |                |
| RDG 101 College Reading         | 3              | CIS 101 Computer Applications | 3              |
| PED 102 Physical Education I    | 1              | PED 104 Physical Education II | 1              |
| ENG 101 English I               | 3              | ENG 102 English II            | 3              |
| MAT 101 College Algebra I       | 3              | MAT 102 College Algebra II    | 3              |
| FLS 101 Spanish I               | 3              | FLS 102 Spanish II            | 3              |
| BIO 101 Biological Science I    | 3              | BIO 102 Biological Science II | 3              |
| <b>Total</b>                    | <b>17 hrs.</b> | <b>Total</b>                  | <b>16 hrs.</b> |

**SECOND YEAR**

| <b>FIRST SEMESTER</b>        |                | <b>SECOND SEMESTER</b>             |                |
|------------------------------|----------------|------------------------------------|----------------|
| ENG 103 Speech               | 3              |                                    |                |
| HUM 201 Humanities I         | 3              | HUM 202 Humanities II              | 3              |
| PSY 200 General Psychology   | 3              | HIS 229 African American History   | 3              |
| CRJ 201 Intro to Criminology | 3              | PSY 201 Intro to Sci of Psychology | 3              |
| SOC 290 Technical Writing    | 3              | PSY 283 Psychological Statistics   | 3              |
|                              |                | PSY 203 Educational Psychology     | 3              |
| <b>Total</b>                 | <b>15 hrs.</b> | <b>Total</b>                       | <b>15 hrs.</b> |

**THIRD YEAR**

| <b>FIRST SEMESTER</b>             |                | <b>SECOND SEMESTER</b>           |                |
|-----------------------------------|----------------|----------------------------------|----------------|
| PSY 305 Abnormal Psychology       | 3              | PSY 321 Developmental Psychology | 3              |
| PSY 315 Social Psychology         | 3              | PSY 331 History of Psychology    | 3              |
| SOC 302 Social Research Methods   | 3              | BUS 311 Introduction to Law      | 3              |
| SOC 350 Social Gerontology        | 3              | BUS 318 Business Computer Appl   | 3              |
| OML 302 Managing Cult Differences | 3              | Elective                         | 3              |
| <b>Total</b>                      | <b>15 hrs.</b> | <b>Total</b>                     | <b>15 hrs.</b> |

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**FOURTH YEAR**

| <b>FIRST SEMESTER</b>              |                | <b>SECOND SEMESTER</b>         |                |
|------------------------------------|----------------|--------------------------------|----------------|
| PSY 425 Theories of Personality    | 3              | PSY 435 Problems in Psychology | 3              |
| PSY 413 Marriage/Family Counseling | 3              | PSY 430 Psychological Testing  | 3              |
| PSY 410 Theories of Learning       | 3              | PSY 499 Senior Seminar in Psy  | 3              |
| PSY 443 Internship                 | 3              | PSY 444 Health Psychology      | 3              |
| Elective                           | 3              |                                |                |
| <b>Total</b>                       | <b>15 hrs.</b> | <b>Total</b>                   | <b>12 hrs.</b> |

**PSYCHOLOGY COURSE DESCRIPTIONS**
**PSY 201 Introduction to the Science of Psychology (3)**

A general overview of Psychology as a natural science. Topics include history of psychology, research methods, biological basis of behavior, learning and cognition, sensation and perception, motivation, etc. **Prerequisite: "C" or better in PSY 200.**

**PSY 203 Educational Psychology (3)**

An in-depth analysis of the learning process with emphasis on the application of psychological principles to this process and/or the teaching and learning problems and appraisal of learning will be discussed.

**PSY 283 Psychological Statistics (3)**

The study of the techniques appropriate for the treatment of psychological data. Descriptive statistics will include measures of central tendency, variability, frequency distribution, sampling, correlations, and regression. Students will be introduced to Chi-Square, and the graphic presentation of data. **Prerequisite: A grade of "C" or better in Mathematics 102 or higher level mathematics course.**

**PSY 305 Abnormal Psychology (3)**

The study of behavioral deviations and emotional disorders occurring in infancy, childhood, and adulthood and basic concepts and theories of psychopathology, mental hygiene, psychotherapy, and psychiatry.

**PSY 315 Social Psychology (3)**

The study of the behavioral and psychological processes of the individual as influenced the society (social structures, organizations, groups). A study of how the individual shapes the social group and society, and of how the social group and society may influence, control or limit individual behavior. The formation of beliefs, attitudes, and attitude change will be studied.

**PSY 321 Developmental Psychology (3)**

The study of the physical and psychological development and behavior of characteristics of the human organism from conception through maturity to death. The course covers the physical, social, and mental aspects of development, the psychological foundations of

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learning, individual differences, and motivation and emotions as related to child, adolescent, and adult behaviors.

**PSY 331 History of Psychology (3)**

A review of the historical background of major contemporary areas and dominant theories in psychology. Selected philosophical issues will be explored. The major systems of psychology with an emphasis on the basic and applied contributions from an historical perspective will be examined.

**PSY 410 Theories of Learning (3)**

The study of theories of learning and research of both historical and current significance. Students study basic concept involved in learning, reinforcement, extinction, motivation, punishment, retention, retrieval, transfer of learning, and forgetting. The various learning theories and their contributions to psychology are studied.

**PSY 425 Theories of Personality (3)**

The study of the methods and concepts that can be used in studying personality. Consideration is given to various theories as well as to the experimental and clinical findings on the development of personality.

**PSY 430 Psychological Testing (3)**

The study of the theory behind test development and the administration and interpretation of individual and group psychometric instruments. Emphasis is placed on the critical evaluation of tests and the role of testing in psychology and education. Prerequisite: PSY 283 and one computer course.

**PSY 435 Problems in Psychology (3)**

Students create an experimental design on a research question of their own selection and carry out the research under the direction and guidance of a faculty member. Team projects may be undertaken, and students are encouraged to present their results at a local, regional or national undergraduate research conference.

**PSY 443 Internship I (3)**

The student is placed as a part-time intern in a mental health clinic, assessment center, counseling center, etc. He/she will be trained and supervised by a staff member of that institution to perform work related to his/her career interests. The student will report on a weekly basis to his/her faculty mentor, who will also check regularly with the student's supervisor. Grading will be based on the attainment of pre-selected training or performance goals and on a Psychology topic related to the work performed.

**PSY 444 Health Psychology (3)**

This course will focus on the ways in which stress and other factors influence our health. Emphasis will be placed on ways to prevent health problems such as heart disease by teaching people how to relax, exercise, and control their diets and stop high-risk behaviors. **Prerequisite: PSY 200 and PSY 201**

**PSY 499**                      **Senior Seminar in Psychology**                      **(3)**  
This seminar is essentially an advanced survey of psychology designed to review information that has been covered during the previous three years in preparation for the Advanced Graduate Record Examination in Psychology. In addition, students perform a self-evaluation of their training in psychology and design a semester project to supplement their academic experiences in psychology. Other activities are designed to assist the student in applying to graduate, medical or law schools or employment.

**SOC 290**                      **Technical Writing**                      **(3)**  
Designed for all Social Science majors who have successfully completed ENG 101-102. This course emphasizes letter writing; casework and life history interviews; current event reporting; book review and term paper writing on social, political, and economic subjects; social research reporting; and critiques.

**SOC 302**                      **Social Research Methods**                      **(3)**  
A survey that identifies and categorizes subjects and aims of research covering methods, techniques, devices, and aids, together with emphasis on factual knowledge as indispensable to the scientific study of society.

**SOC 350**                      **Social Gerontology**                      **(3)**  
The biological process of aging analyzed in terms of roles transition and adaptations as revealed in emergent group patterns.

**SOC 413**                      **Marriage and Family Counseling**                      **(3)**  
The course will examine the operations of the entire family system. It considers the role of the individual in the areas of relationships. In addition to case studies, major theories and counseling techniques will be explored. Skills and knowledge necessary for developing an effective helping relationship will be emphasized.

**CRJ 201**                      **Introduction to Criminology**                      **(3)**  
The causes, nature, and extent of crime and the policies used in dealing with crime and the criminal. Specific topics include the definition of crime, crime statistics, theories of crime causation, and crime typologies.

## 15.0

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**16.0**

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B.S., Albany State University; M.Ed., Georgia State University; Ed.D, Clark Atlanta University
- Gloria L. Anderson** (1968)      Vice President For Academic Affairs and Fuller E. Callaway Professor of Chemistry  
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A.B., University of Pennsylvania; M.S., Central Michigan University; Ed.D., Clark Atlanta University
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- Robert E. Johnson** (2001) I      Chief of Staff and Assistant Professor of Business Law  
B.A., University of California at Berkeley; J.D., Northwestern University School of Law
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B.A., Clark College; M.M., Georgia State University; M.M., Scarritt Graduate School; D.M.A., University of Georgia
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B.S., Morris Brown College; M.D., University of Pittsburgh School of Medicine
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B.S., University of Guyana; M.A., University of East Anglia; Ph.D., Clark Atlanta University
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- Nasrolah Farokhi** (1981) Professor, Political Science, Sociology, Business Administration  
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**Tawana Smith Mattox** (2015) Volunteer, Assistant Professor, Computer Science, Part  
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**19.0****STAFF (2015-2016)**

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B.A., Morris Brown College

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B.S. Morris Brown College

**20.0****2016 GRADUATES****Bachelor of Arts in General Studies****Concentration**

|                             |                       |
|-----------------------------|-----------------------|
| Marshall Blaise Bell, Sr.** | Criminal Justice      |
| Raynard Anthony Layman      | Criminal Justice      |
| Amani Reese                 | Architectural Studies |
| Richard Oscar Coleman*      | Religion              |

**Bachelor of Science in General Studies****Concentration**

|                           |                         |
|---------------------------|-------------------------|
| Daria N. Butler Freeman** | Business Administration |
| Valeria J. Jackson***V    | Office Administration   |
| Clinton Love Johnson*     | Economics               |

**Bachelor of Science in Organizational Management and Leadership****Concentration**

|                         |                            |
|-------------------------|----------------------------|
| Brigette Butler Brown** | Professional Development   |
| Rhonda J. Moore**       | Hospitality Administration |
| Angela Yomora Nemard    | Criminal Justice           |
| Raquel Nichole Wells**  | Business Administration    |

\*\*\*Summa Cum Laude at least 3.9; \*\*Magna Cum Laude at least 3.4;  
 \*Cum Laude at least 3.0; V – Valedictorian (Highest); S – Salutatorian  
 (2<sup>nd</sup> Highest);

## **Honorary Degrees**

### **Doctor of Laws**

Mr. Ronald Stroman, Esq.

### **Doctor of Humane Letters**

Mr. Robert Barnett, Jr.

### **Doctor of Science**

Dr. Sherrell Vicks Crawford, M.D.

### **Doctor of Business Administration**

Mr. Jerry Howard, C.P.A.

### **Doctor of Humane Letters**

Dr. Charles Mason, Ed.D.

### **Doctor of Music**

Dr. Gregory Allen McPherson

## 21.0

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